



TCFIHA POLICY DOCUMENT

May 2022 – Version 6.8





Table of Contents

- 1 INTRODUCTION
- 2 CODE OF CONDUCT
 - 2.1 Team First
 - 2.2 Participation
 - 2.3 Certification
 - 2.4 Attendance
- 3 PLAYER EVALUATIONS
 - 3.1 TCFIHA Teams
 - 3.2 Tier 1 & Tier 2 Evaluations
 - 3.3 Tier 1 & Tier 2 Selection Process
 - 3.4 House Evaluations
 - 3.5 House Selection Process
 - 3.6 Tier 1 & Tier 2 Rep Expectations
 - 3.7 Transfer Tryouts
 - 3.8 Exceptional Player Status
 - 3.9 Movement of Players
 - 3.10 Affiliate Player Rules
- 4 TEAM OFFICIALS
 - 4.1 Introduction
 - 4.2 Application
 - 4.3 Selection
 - 4.4 Coaches
 - 4.5 Coaching Requirements
 - 4.6 Managers and Treasurer
 - 4.7 Team Moms
 - 4.8 Hockey Canada Safety Person (HCSP)
- 5 TEAM EXPECTATIONS
 - 5.1 Player Expectations
 - 5.2 Coach Expectations
 - 5.3 Parent Expectations
- 6 REFEREE PROGRAMS
 - 6.1 Philosophy
 - 6.2 Training/Clinics
 - 6.3 Referee Allocation
 - 6.4 Referee Eligibility
 - 6.5 Referee Policy
 - 6.6 Referee Fees
 - 6.7 Code of Conduct
- 7 EQUIPMENT
 - 7.1 Mandatory Equipment



7.2 Purchase of Equipment

7.3 Team Uniforms

7.4 Mouthguard

7.5 Goalies

8 RISK MANAGEMENT

8.1 Team Safety Coordination

8.2 Two Deep Method

8.3 Medical Information

8.4 Insurance

8.5 Definition of Harassment

8.6 Harassment Policy

8.7 Disciplinary Committee

9 REGISTRATION POLICIES

10 SUPPLEMENTARY POLICIES

11 COMMUNICABLE DISEASES

12 EXIGENT CURCUMSTANCES



1 INTRODUCTION

1.1 Introduction

Participation in organized sports plays a significant role in the physical, psychological, and social development and it is the reason that the TriCities 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 and therefore, 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 Hockey Canada, BC Hockey, and PCAHA rules that we are governed by and as such, TCFIHA promotes inclusiveness and abides by the BC Hockey Constitution including Section 2.1 (n) which actively promotes and supports equal access to hockey programs and services for all regardless of sex, gender identity or expression, sexual orientation, ethnic origin, racial origin or religion or as otherwise set out in the BC Human Rights Code.

2 CODE OF CONDUCT

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

2.1 TEAM FIRST

2.2 Tri Cities Female Ice Hockey Association supports a team first program designed to promote positive social values of fair play.

2.2.1 Players and parents are expected to participate in association and team activities. Association or team fundraising 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



- 2.3.1 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. Coaches will submit to the Coaching Coordinator for reimbursement through the treasurer.
- 2.3.2 All TCFIHA volunteers are subject to approval by the Board of Directors.

2.4 ATTENDANCE

- 2.4.1 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.
- 2.4.2 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.
- 2.4.3 Attendance at games and practices:
- 2.4.3(a) All players and coaches are expected to be ready and, on the ice, when the designated ice time starts. The coaches may establish additional expectations. The team is not permitted to use the ice before or after the designated time, even if the sheet is not in use, as insurance is linked to our designated ice time.
- 2.4.3(b) All players and coaches will arrive at all home and away games in advance of the start time as determined by the Head Coach of the team. Generally, this will range from 30-60 minutes depending on the team

3 PLAYER EVALUATIONS

3.1 TCFIHA TEAMS

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

- U7
- U9
- U11
- U13



- U15
- U18
- U21

3.1.2 U11, U13, U15, and U18 players are assigned to tiered teams based on skill level determined through Evaluations.

3.1.3 TCFIHA have Tier 1 teams at the following levels: U11, U13, U15, and U18. These teams are known as: U11-C1, U13-A1, U15-A1, U18-A1

3.1.4 TCFIHA have Tier 2 teams, when able, at the following levels: U13 A2, U15 A2, U18 A2

3.1.5 The Evaluation process is reviewed annually by The Board and may be amended due to current guidance from our governing bodies and current Health and Safety guidelines-

3.1.6 The evaluators may be from outside our Association (hired or volunteers) or from within our Association. If evaluators from within our Association are being used, they must not have an athlete in the division they are evaluating.

3.1.7 All evaluators are selected and approved by the Board of Directors prior to Evaluations.

3.1.8 Players have the option not to be evaluated and placed on the lowest level team.

3.2 TIER 1 and TIER 2 EVALUATIONS

3.2.1 TIER 1 & 2 REP EVALUATIONS

3.2.1(a) 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 and the Interim Head Coach. The Team Selection Committee will decide on the individual situation.

3.2.1(b) 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 Board of Directors, and a decision will be made on an individual basis.

3.2.1 (c) Generally, Tier 1 teams will be determined by September 30 of each season.

3.2.1(d) For Tier 1 evaluations, each player must specify their preferred position: forward, defense or goalie.



3.2.1(e) Players are selected for teams based on their overall skill, not positional preference. However, their preference will be taken into consideration in the final selection decision.

3.2.1(f) Tier 1 evaluations consist of two phases. Players are ranked at the end of each phase.

3.2.1(f)(i) Phase 1 consists of one-skills session and two game/scrimmage sessions.

3.2.1(f)(ii) Phase 2 consists of one coach session.

3.2.1(g) For goalies, evaluations consist of one “goalie only” skills session and two game/scrimmage sessions.

3.2.1(h) Phase 1, skaters will be evaluated by 2-3 independent evaluators. Phase 2, skaters and goalies are evaluated by the Head Coach.

3.2.1(i) Releases are conducted at the end of each phase. Players moving on to Phase 2 of evaluations will be posted on our website.

3.2.1(j) RELEASES AT EACH PHASE AND FINAL TEAM ROSTERS ARE APPROVED BY THE TEAM SELECTION COMMITTEE. The Team Selection Committee consists of members of the Board of Directors EXCLUDING any member of the Board with an athlete in the division of the team seeking approvals.

3.2.1(k) The final roster is determined at the end of Phase 2. The coach must submit his or her recommended final roster to the Team Selection Committee for approval before notifying players.

3.3 TIER 1 and TIER 2 Selection Process

3.3.1 SELECTION PROCESS

3.3.1(a) The number of players assigned to a team is determined by the Associations Team Size Policy.

3.3.1(b) Each season the team sizes are determined by the number of registrations and other factors such as current guidance from our governing bodies and current Health and Safety guidelines.

3.3.1(c) At the end of Phase 1, players are assigned to Phase 2 based on the team size for the season. The top ranked players are “confirmed” on the team and the balance are “proposed” to the team. (See chart below).



3.3.1(d) The Head Coach will evaluate the “proposed” group of players and select, based on the team size, the number of proposed players for the final roster.

3.3.1(e) Should the Head Coach select lower ranked players before higher ranked players from the “proposed” group he or she is required to provide a rationale for their recommendation. The Team Selection Committee has the right to not accept the rationale and require the Head Coach to take the players in order of ranking.

3.3.1(f) If more than 4 players from outside TCFIHA 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 composed of players from outside TCFIHA. (These are from adjacent Associations where their home association did not declare a Tier 1 team)

3.3.1(g) The Head Coach may request permission from the Team Selection Committee to reassign a “confirmed” skater or highest ranked goaltender to the “proposed” group. 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. Such a decision would need to be approved by the Board of Directors.

3.3.1(h) At the end of Phase 2, the Head Coach will submit his or her recommended final roster to the Team Selection Committee for approval before notifying players.

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	10	6
15	8	10	7
16	9	11	7
17	9	11	8

3.3.1(i) In the event, the number of players that have declared to attend Tier 1 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 Tier 1 team to roster fewer players than allowed per the team size table.

3.3.1(j) TCFIHA Board of Directors may also decide to forego the tryout process in this situation and name the players as the final team where the number of declared players is equal to the final team size.

3.3.1(k) ALL DECISIONS OF THE TEAM SELECTION COMMITTEE ARE FINAL.



3.3.1(l) At the end of Tier 1 evaluations, those released move on to Tier 2 evaluations if TCFIHA is fielding a Tier 2 rep team that season at the division.

3.3.1(m) The Tier 2 process follows the same process as Tier 1 evaluations.

3.3.1(n) At the end of the Tier 2 process players that were not named to the team are released to the House evaluations.

3.4 HOUSE EVALUATIONS

3.4.1 The Evaluation process is reviewed annually by The Board and may be amended due to current guidance from our governing bodies and current Health and Safety guidelines-

3.4.2 If a Tier 3 team is available in the division, a player may opt out of Tier 2 evaluations and be assigned directly to the Tier 3 team.

3.4.3 Generally, teams will be determined by September 30 of each season.

3.4.4 Players are selected for teams based on their overall skill, not positional preference.

3.4.5 Evaluations consist of two phases. Players are ranked at the end of each phase.

3.4.5(a) Phase 1 consists of one-skills session and two game/scrimmage sessions.

3.4.5(b) Phase 2 consists of one coach's session.

3.4.6 For goalies, evaluations consist of one "goalie only" skills session and two game/scrimmage sessions.

3.4.7 Phase 1, skaters will be evaluated by 2-3 independent evaluators. Phase 2, skaters and goalies are evaluated by the Head Coach.

3.4.8 Releases are conducted at the end of each phase. Players moving on to Phase 2 of evaluations will be posted on our website.

3.4.9 RELEASES AT EACH PHASE AND FINAL TEAM ROSTERS ARE APPROVED BY THE TEAM SELECTION COMMITTEE. The Team Selection Committee consists of members of the Board of Directors EXCLUDING any member of the Board with an athlete in the division of the team seeking approvals.

3.4.10 The final roster is determined at the end of Phase 2. The coach must submit his or her recommended final roster to the Team Selection Committee for approval before notifying players.



3.5 HOUSE SELECTION PROCESS

3.5.1 The number of players assigned to a team is determined by the Associations Team Size Policy.

3.5.2 Each season the team sizes are determined by the number of registrations and other factors such as current guidance from our governing bodies and current Health and Safety guidelines.

3.5.3 At the end of Phase 1, players are assigned to Phase 2 based on the team size for the season. The top ranked players are “confirmed” on the team and the balance are “proposed” to the team. (See chart below).

3.5.4 The Head Coach will evaluate the “proposed” group of players and select, based on the team size, the number of proposed players for the final roster.

3.5.5 Should the Head Coach select lower ranked players before higher ranked players from the “proposed” group he or she is required to provide a rationale for their recommendation. The Team Selection Committee has the right to not accept the rationale and require the Head Coach to take the players in order of ranking.

3.5.6 The Head Coach may request permission from the Team Selection Committee to reassign a “confirmed” skater or highest ranked goaltender to the “proposed” group. 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. Such a decision would need to be approved by the Board of Directors.

3.5.7 At the end of Phase 2, the Head Coach will submit his or her recommended final roster to the Team Selection Committee for approval before notifying players.

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	10	6
15	8	10	7
16	9	11	7
17	9	11	8

3.5.8 In the event, the number of players that have declared to attend Tier 2 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 Tier 1 team to roster fewer players than allowed per the team size table.

3.5.9 TCFIHA Board of Directors may also decide to forego the tryout process in this situation and name the players as the final team where the number of declared players is equal to the final team size.

3.5.10 ALL DECISIONS OF THE TEAM SELECTION COMMITTEE ARE FINAL.

3.6 TIER 1 & 2 REP EXPECTATIONS

3.6.1 There will be a non-refundable fee for all Tier 1 Player Evaluations and U11 C1 evaluations save and except those players that are successful in making the Tier 1 team. A player that is successful in the Tier 1 tryouts will have their tryout fees provided to the team as part of the team fees. There are additional expectations of players on Tier 1 teams. Before signing up for Tier 1 evaluations consider these additional expectations:

- Additional practices or dryland are normal for Tier 1 teams, the extra training is paid for by the team fees, not the association.
- An expectation of all team members to make hockey the priority.
- Attendance at all practices and games except in unforeseen circumstances, and with appropriate communication to the coaches
- Participation in several out-of-town tournaments
- Commitment to strive for, and participate in, Provincial Championships.

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

3.7 TRANSFER TRYOUTS

3.7.1 To 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.

3.7.2 U7, U9, U11 and U21 aged players may move to a neighbouring association if their residential association does not offer a Female team in their division. U13, U15 and U18 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.

3.7.3 In the case of U13, U15 and U18 “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*.

3.7.4 To ensure opportunities are provided to our membership a:

3.7.4(a) U13 and U15 “A” TCFIHA Hockey Canada Carded Female Team can be comprised of no more than 30% of *preliminary try-out players*.

3.7.4(b) U18 “A” TCFIHA Hockey Canada Carded Female Team can be comprised of no more than 50% of *preliminary try-out players*.

3.7.5 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*.

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

3.7.7 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).

3.7.8 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 Board of Directors.

3.7.9 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 Board of Directors is required.

Team Size	Preliminary Try-Out Players Maximum (U13, U15)	Preliminary Try-Out Players Maximum (U18)
13	3	6
14	4	7
15	4	7



3.8 EXCEPTIONAL PLAYER STATUS

3.8.1 Exceptional Player Status - Players are required to play on their age-applicable rep team. In very rare cases, a highly exceptional player may be allowed to play on the rep team of a higher division; however, this needs to be approved by the TCFIHA Board of Directors and any approval will apply only for the current hockey season.

3.8.2 A request for an exceptional player move must be made in writing to the TCFIHA President prior to July 15th preceding the season the request is being made for.

3.8.3 The TCFIHA Board of Directors has the right to initiate a move, based on exceptional player status, as they see fit in order to benefit the individual player, the teams involved, and the association.

3.9 MOVEMENT OF PLAYERS

3.9.1 The TCFIHA Board of Directors may request underage players to play a division higher to balance the number of players on teams and to be able to field teams at all age levels.

3.10 AFFILIATE PLAYER RULES

3.10.1 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 priority to games, practices and team events of their regularly rostered team. 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.

3.10.2 Rep teams (HC-Carded teams (integrated or female), U13 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).

3.10.3 Prior to a player being placed on an affiliate list or requesting permission from the league manager:

- I. 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.
- II. The Division Manager is to be copied on these requests.
- III. 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.



3.10.4 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. As per PCAHA rules, 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.

3.10.5 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. This should also be done in an email confirming the request with a cc to the Division Coordinator.

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

4 TEAM OFFICIALS

4.1.1 The association cannot exist without the support of qualified volunteers to fill the coaching and manager roles required for all teams. All TCFIHA volunteers are subject to approval by the Board of Directors.

4.1.2 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.

4.1.3 A team must have a head coach, manager and HCSP to be recognized as a team.

4.1.4 The team manager must be appointed by the scheduled date of the coach/manager meeting for the current season.

4.1.5 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.

4.2 APPLICATION

4.2.1 Applications for team official positions will be taken as per the published application deadline for each season.

4.2.2 Anyone applying for a team official position must commit to meeting the requirements of the position as defined by TCFIHA or its governing bodies.

4.2.3 In addition to the qualification required, all applicants will be subject to a criminal record check with the results reported to the associations Risk Manager.



4.2.4 Interviews are to be conducted for all coaching positions.

4.3 COACH SELECTIONS

4.3.1 A committee will be formed to review all applications for coaching positions.

4.3.2 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.

4.3.3 Placement of coaches may not be finalized until after the player selection process is completed.

4.3.4 It is the policy of the organization that, where possible, Rep team head coach positions will be identified by June to allow coaches to prepare for the coming season.

4.3.5 The head coach will be responsible for selection of managers and trainers.

4.3.6 The TCFIHA Board of Directors must ratify all team official selections.

4.3.7 An accepted list of assistant coaches will be provided to the head coaches for them to choose the additional coaching staff members.

4.4 COACHES

4.4.1 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.

4.4.2 The function of the assistance coaches is to support the head coach as required.

4.4.3 The coaching staff may use minor hockey players to assist with practices.

4.4.4 It is the responsibility of the head coach to ensure proper insurance of the players assisting the team.

4.4.5 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.

4.5 COACHING REQUIREMENTS

4.5.1 All rep level coaching officials must have, or be working towards, "Development 1" BC Hockey coaching certification.

4.5.2 All "house" level coaches must have or be working towards "Coach Stream or Hybrid Level" BC Hockey coaching certification.



4.5.3 All head coaches must complete “Instructional Stream – Checking” prior to December 1 of the year in which the season began.

4.5.4 All coaching staff must complete the “Respect in Sport” program prior to Oct 31 of the year in which the season began.

4.5.5 All coaching staff must have completed a Criminal Record Check (CRC) prior to conducting any practices and/or games.

4.5.6 All coaching staff must have completed the Concussion Awareness Training Tool (CATT) prior to conducting any practices and/or games.

4.5.7 All coaches will adhere to the equipment guidelines specified by the governing bodies (PCAHA, BC Hockey and CHA).

4.5.8 For all Rep Coaches – must submit an on and off ice development plan.

4.5.9 All coaching certifications must be completed by December 1st of the year in which the season begins.

4.5.10 Failure to meet Section 4.9.9 will result in suspension until such certification has been obtained.

4.6 MANAGERS AND TREASURER

4.6.1 The role of a Team Manager is integral to the success of a season for our Athletes. It is important to understand that the Team Manager is there to support the Coaching Staff in their goals and objectives for the team, providing a liaison for the parents to communicate with the coaches and coordinating the many details off the ice that are to be complied with.

4.6.2 We encourage the manager to enlist the support and help of other parents to complete these many tasks, however ultimate responsibility will be held by the manager.

4.6.3 Each year the Association will provide all Team Managers with a detailed Handbook that outlines the requirements and expectations, along with some practical guidance for how to facilitate a smooth season.

4.6.4 The primary responsibilities include the following (which will be adjusted and documented annually in the Handbook).

- Interaction and coordination of activities with players and parents
- Support for communication needs of the Head Coach to the Team (e.g., Team Snap)
- Promote team social activities including season kick-off and year-end windup.
- Arrange tournament registration as required.



- Interact with, and support, Coaching staff as required.
- Communication with the league manager regarding game schedules, conflict resolution and other matters in coordination with the Coaching staff
- Ensuring home game officials are scheduled for all home games.
- Coordination with the Team Treasurer and Coach for costs incurred during the season.

4.6.5 All managers must comply with current requirements as set out for Team Officials, which may vary year to year based on our Governing Bodies.

4.6.6 The team manager will work with the Head Coach to appoint a Treasurer for the team. This must be a separate role, and not combined with the Manager or Head Coach position and cannot be from the same family. The detailed role of the Treasurer is outlined in the Manager Handbook. The primary responsibilities of the Treasurer will include but not be limited to the following (which will be adjusted and documented annually in the Handbook):

- Ensuring home game officials are paid prior to beginning of a game.
- Ensuring that any tournament fees have been paid in advance.
- Ensuring that any expenses paid by the coach, or coaches, and parents are reimbursed from the team fees.
- As designated by the Coach you are responsible for collecting team fees.
- You are responsible for collecting a Jersey deposit for the Association's jerseys.
- You are responsible for returning any monies that are left over from the team account evenly to the parents.

4.6.7 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.

4.7 TEAM MOMS

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

4.7.2 All Team Moms must comply with the Requirements and Standards as set out in the TCFIHA Locker Room Risk Management Policies Document. This document is to be reviewed annually by the Risk Management Committee for compliance with current guidance from Governing Bodies and Health and Safety Guidance.

4.7.3 The role of a Team Mom is not to quell the dressing room chatter, or to change the flow of the room, but to always ensure safety for all players. Once the athletes are dressed any two team officials in the room are expected to do the same.



4.7.4 If there are safety issues being observed, the team officials are to bring those issues to the attention of the head coach to be dealt with through the appropriate channels.

4.8 Hockey Canada Safety Person (HCSP)

4.8.1 The team HCSP will be the official risk management representative for the team. The primary HCSP cannot be one of the coaches from the bench. A team can have more than a single HCSP, these secondary HCSP may be coaches or managers.

4.8.2 The HCSP must have completed all required 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.

4.8.3 HCSP's will be given access to the ePact network and will be the responsible person for the network on the team. Either the primary or secondary HCSP individual must attend all team events, including games, practices, or off ice training. It is not recommended that HCSP are on the bench, however they need to be able to attend the bench quickly when required.

4.8.4 The Association will pay for the cost of certification for two HCSP per 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

5.1.1 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 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

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

- Remember that coaching is a privilege not a right.
- To develop all players equally.
- For house teams, equal ice time for all players is mandatory. This means equal ice time over the season. A house coach may choose to play a power play or penalty kill line as well as certain players the last three minutes of a game but must balance the ice time out in other games for those players that missed shifts to allow for a penalty kill, power play line, or 3-minute end of game push.
- For rep teams, equal ice time for all players is mandatory save and except the rep coach may play a power play and penalty killing line, as well as have the last 3 minutes of a game to play the players that the coach chooses. Unlike with house teams, the rep coach does not need to balance the ice time over the season for the penalty kill, power play, or last 5 minutes of a game. The rep coaches must balance the ice time at all other times for all games.
- 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.
- Teach the players that doing one's best is as important as winning, so that the players will never feel defeated by the outcome of a game.
- Not ridicule or yell at the opponent's team staff.

5.3 PARENT EXPECTATIONS

5.3.1 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.
- Volunteer at TCFIHA Events. - TCFIHA will collect a volunteer deposit of \$200 per player, in the form of a cheque post-dated to April 1st, and families will be required to volunteer 4 hrs per player at a TCFIHA Event (i.e., TCFIHA BBQ, TCFIHA Photo Day, TCFIHA Tournament) in order to receive the volunteer cheque back at the end of the season. Head Coaches, Assistant Coaches, Managers, and TCFIHA Board Members are exempt from the 4-hr volunteer requirement due to the number of hours that they volunteer in those roles. Other volunteer hours or roles within a team do not count towards the 4-hr volunteer time requirement.

6 REFEREE PROGRAMS

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

6.1 PHILOSOPHY

6.1.1 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

6.2.1 All on-ice officials must hold a valid Canadian Hockey Officiating Program (CHOP) card issued by BCAHA 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. Certification fees for new and returning on-ice officials that are current TCFIHA players will be reimbursed by the association upon successful completion of the clinic and upon the completion of refereeing 5 games. TCFIHA does not pay for on-ice certifications for referees that are not current TCFIHA players. TCFIHA will pay for the required certifications for the association's volunteer Referee in Chief.

6.3 REFEREE ALLOCATION

6.3.1 The association is responsible for assignment of all referees for U13, U11 and U9 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. U15 through U21, 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

6.4.1 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

6.5.1 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 assignor will consider the number and reasons for turning down games.
- Referees will provide 48 hours' notice to the referee assignor 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 officials where possible.
- Referees will avoid interaction with the coaches during a game except as an official act pursuant to the rules of the game.

6.5.2 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

6.6.1 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

6.7.1 As a game official, all referees are expected to adhere to the code of conduct. On-ice officials assigned by TCFIHA reflect 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.

6.7.2 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 below are a minimum for players. These policies are subject to change as and when approved by the Board, as required, to be in compliance with updated Health and Safety Guidance provided to the Association. 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 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:

7.1.1 Mandatory equipment is as follows:

- 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

7.1.2 Coaches must always wear a CSA approved helmet on the ice during practice.

7.2 PURCHASE OF EQUIPMENT

7.2.1 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

7.3.1 The association supplies jerseys with stop patches to all players, the players are required to have matching socks. Game jerseys are not to be worn at practices.

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

7.3.3 Note: A Player will not receive a jersey should a Jersey Deposit not be provided.

THERE WILL BE NO EXCEPTIONS.



7.4 MOUTHGUARD

7.4.1 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

7.5.1 At its discretion, the association will provide goal pads, trapper, blocker and chest/arm equipment for goaltenders. When the association provides the goalie gear to a U9 and lower player, the player's parent is responsible for adjusting the gear and ensuring a proper fit. It is the recommendation that players that have decided to play goalie full time look to purchase their own equipment.

7.5.2 The association does provide a discount to full time, committed, fully equipped goaltenders. Goalies in U11 and above will be provided a discounted registration fee and are responsible for purchasing their own equipment.

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 COORDINATION

8.1.1 Responsibility for Team Safety is shared between the Team Officials (Coach, Manager, HSCP).

8.1.2 The HSCP, along with the Manager will, develop an Emergency Action Plan (EAP) so that in case of an emergency each person knows which role to play. When developing this plan, always keep player injury prevention in mind (from injury prevention through to knowing when to let a player return to the ice). Further guidance on this will be provided by the Division Coordinators at the start of the season.

8.1.3 In addition, it is prudent for all Team Officials 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.

8.1.4 All players who have incurred an injury or serious illness, (determined at the discretion of the HCSP and Head Coach) must obtain a doctor's note indicating that she is fit and able to return to practice or games. Notification of this process must be provided to the Association's Risk Manager. A returning player must practice before they are allowed into a game situation.



At the agreement of team officials, the player may participate in a practice with another team to meet this requirement, should the player's team not have a practice scheduled.

8.1.5 The manager must register all 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!

8.2 TWO DEEP METHOD

8.2.1 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.

8.2.2 Supervisory Responsibilities

8.2.2(a) Dressing Room

Players should be always supervised. 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.

8.2.2(b) Injury Treatment

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

8.2.2(c) Road Trips

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 always observed. If only one player and one personnel are alone in the room for a brief period, the outer door must be left open.

8.2.2(d) 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.

8.2.2(e) 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).



8.2.2(f) 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

8.3.1 All players must document medical information by completing registration through the ePact system prior to the beginning of the season, players who have not been correctly registered will not be allowed to participate in any TCFIHA scheduled event. The team HCSP and Head Coach will have access to the ePact team roster, additional access may be granted on a case-by-case basis but will not be given to any individual whom is not rostered as a team official, or as part of the TCFIHA executive where such members may be required to assist in maintaining the network.

8.3.2 It is the responsibility of Athletes (and their parent/guardian) to discuss with your HSCP any medical conditions, which may require special attention by Team Management in a crisis (i.e., history of concussion, diabetes, asthma, allergies, etc.).

8.3.3 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.

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

8.4 INSURANCE

8.4.1 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 as either a player or a team official.

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

8.4.3 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 the event is to take place. Denied events may be granted from the Executive board, on a case-by-case basis.

8.4.4 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 and is included in



registration fees. 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

8.5.1 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

8.6.1 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 regarding behavior at TCFIHA sanctioned events. The TCFIHA executive wishes to emphasize its zero-tolerance policy with respect to abuse and harassment.

8.6.2 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

8.6.3 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, websites and emails)
- Sexual abuse / harassment (in the form of any unwelcome comment or conduct of a sexual nature)
- 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 (in the form of derogatory or insulting comments referring to a person's race, colour, ethnicity, language, religion, age, sexual orientation, mental or physical disability.)
- 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.

8.6.4 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.

8.6.5 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.

8.6.6 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.

8.6.7 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

8.7.1 If 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.

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

8.7.3 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.



9.0 REGISTRATION POLICIES

9.0.1 TCFIHA believes in a fair and equitable Registration Policy. Please refer to our website for important dates and information: (<https://www.tricitiesfemaleicehockey.ca/registration/>).

9.0.2 Registration policies will be updated annually as needed by the Board.

10.0 SUPPLEMENTARY POLICIES

10.0.1 The following Policy Documents and Supplemental Information are reviewed annually and on as needed basis by the Board of Directors to provide additional information to Members and Athletes for the operation of the Association. If there are any conflicting policies between this and any supplementary policy, the stricter policy will be deemed as the valid and current policy.

- Registration Policy
- TCFIHA Locker Room Risk Management
- Team Manager Handbook

11.0 COMMUNICABLE DISEASES

11.0.1 TCFIHA has a Communicable Disease Plan in place that forms a part of the TCFIHA Policy and must be abided by.

12.0 EXIGENT CIRCUMSTANCES

12.0.1 From time-to-time situations are presented that impact certain areas of this policy, portions of the season, or the season as a whole and the Board of Directors is permitted to make decisions to amend the policy, as needed, by way of a majority vote by the Board of Directors.