

**SOUTH OKANAGAN
MINOR HOCKEY ASSOCIATION**



POLICY MANUAL



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SOMHA VISION STATEMENT

It is the vision of South Okanagan Minor Hockey Association to enrich the lives of its players, its volunteers and its communities.

SOMHA MISSION STATEMENT

It is the mission of South Okanagan Minor Hockey Association to secure and maintain a positive role for minor hockey in the community.

HISTORY

The South Okanagan Minor Hockey Association is the result of the amalgamation of the Oliver Minor Hockey Association and the Osoyoos Minor Hockey Association that took place in 1983. Both Associations were originally single "A" Associations and the current status is that of an "AA" Association.

The status of an Association is determined by the number of its registered Peewee, Bantam and Midget aged players.

Since 1984 the SOMHA (South Okanagan Minor Hockey Association) has been governed by the amended Constitution and By-laws of the Osoyoos Minor Hockey Association. At the April 1995 Annual General Meeting of the SOMHA, it was unanimously approved by the members present to accept a new Constitution and By-Laws. The Constitution and By-Laws were approved by the Registrar of Companies under the Society Act and SOMHA is a duly incorporated society. The Constitution outlines the purpose of the Association and the By-Laws explain the rules under which SOMHA is governed.

The Association is a member of the Okanagan Mainline Amateur Hockey Association as well as the BC Hockey Association. BC Hockey is a member of Hockey Canada. As a member in good standing with these affiliated bodies SOMHA is governed by their rules in addition to SOMHA's By-laws.

The history of the Association includes growing pains as well as many successes and highlights. The Association would not exist without the keen desire of the children of the South Okanagan to play hockey as well as the commitment and hard work of the many parents and volunteers. This process must continue so that all involved continue to enjoy a positive and rewarding hockey experience.

BOUNDARIES

South – along the 49th Parallel to a point where the Kootenay Regional District boundary meets the Regional District Okanagan Similkameen boundary.

East – starting at a point on the American border where the western boundary of the Kootenay Regional District and Boundary Regional District meet. Following that boundary between the Kootenay Regional District and the Regional District Okanagan Similkameen north to a point 49 29" (approx.). This should be the intersection with the Kootenay Regional District/Boundary Regional District boundaries.



North – move south west following the highest point of land at 49 29” (approx.) to 49 22” & 119 15”, then directly west to the southern end of Eastside Road which is the northern border of the Village of Okanagan Falls, and to include Okanagan Falls. Proceed along the southern end of Skaha Lake to Green Lake Road.

West – follow Green Lake Road south including all residences on both sides of the road, including all residents of Willowbrook. From Highway 97 and Green Lake Road follow a straight, diagonal line to 120 and 49th Parallel, including Cawston.

PHILOSOPHY

The philosophy of SOMHA is to ensure that every minor age player who so desires, has a fair and reasonable opportunity to participate in a hockey program.

OBJECTIVES

1. Provide all players with maximum enjoyment from their participation in minor hockey.
3. Develop good character by promoting sportsmanship including fair play, self-discipline and participation for the love of the game.
4. Develop all players’ skills to an optimum level of achievement consistent with desire and ability.
5. Develop and maintain the good will and support of the people in the community.

To achieve the above objectives, SOMHA’s goal is to develop, promote and deliver a comprehensive hockey program that meets the needs of aspiring young players within the Association and respective communities.

It is the intention of the Board of Directors to develop annual short term goals that can be implemented within the framework of the hockey program.

The guidelines that follow have been developed to enable the Board of Directors, coaches and volunteers to successfully implement SOMHA’s minor hockey program. These guidelines are periodically reviewed to reflect the current needs of the Association.

PROGRAM OVERVIEW

The hockey programs currently consist of the Initiation Program, Senior Atom and House and Rep leagues.

Initiation Program

Every player starts out as a beginner and must be initiated to hockey. Thus, beginners and the Initiation Program are the foundation of the entire hockey structure.

The objectives of the Initiation Program are to:

- have FUN
- stimulate interest in hockey and a desire to continue participation
- develop basic hockey skills
- obtain a sense of achievement
- promote physical fitness
- introduce players to the concepts of Co-operation, Sportsmanship and Leadership
- encourage initiative
- prepare players for further participation

Beginners come in all ages but they usually range from four to ten years of age. They progress at different rates therefore the emphasis is on ENJOYMENT AND SKILL ACQUISITION.

When players acquire enough skills and on-ice experience that they can no longer be termed beginners, they need a different type of hockey program. Most will go on to a recreational program, although some of the more skilled players could go directly to a competitive program.

Senior Atom

The Senior Atom program is aimed at introducing the most skilled initiation level players to competitive hockey. The program is meant to be a bridge from a skills based program to a competitive team concept. The Senior Atom experience includes tryouts, league play, tournaments and league championship. Although skill development for all players remains a priority, game strategy, team play and sportsmanship are also emphasized.

The Senior Atom league was developed in 1993 and the league includes teams from Single "A", Double "AA" and Triple "AAA" Associations. A 30% rule was established as a guide to the numbers of teams an Association can submit for league play (30% of Atom age players must be 10/11 years old).

The major advantages of the Association's participation in the Senior Atom league are less travel, a larger league to play in, no carding requirements and an emphasis on player development.

The Recreational Program

Recreational hockey is the type of hockey played by the majority of amateur players. It's FUN HOCKEY for fitness, relaxation and fellowship. Since this is where the masses of HC participate, the Recreational Program is of prime importance. The expansion of recreational hockey is seen as an important means of prolonging the average playing career.

The objectives of the Recreational Program are to:

- provide a game to fit the needs of the participants
- be open to all ages
- allow players equal ice time
- de-emphasize the importance of winning
- allow enjoyable participation for the fun aspect
- assist in an individual's physical development
- create a sociable environment



- allow an individual to participate freely in other sports and activities
- provide alternative types of hockey

Recreational hockey is central to the entire amateur hockey structure. Many of the players coming out of the Initiation Program will go into the Recreational Program. Furthermore, most competitive players spend time as recreational players, both before and after their competitive days.

The Competitive or Rep Program

The program is designed for players who have the desire and ability to play at a high level of competition and who are willing to invest a reasonable amount of time to on and off-ice training. It includes categories ranging from Pee wee to Senior.

The objectives of the Competitive Program are to:

- achieve a degree of excellence, according to the player's interest and potential
- provide an opportunity for achievement in an enjoyable and self-fulfilling environment
- provide an opportunity to progress to a higher level of competition (Program of Excellence)
- stimulate development both from an individual and overall sport point of view

The emphasis is on improvement of all basic skills, plus tactical and psychological preparation.

ADMINISTRATION

Executive

The mandate of the Board of Directors is to administer the day to day functions of the Association.

Executive members are elected by the membership at the Annual General Meeting. The Board consists of 16 members and meets the first Monday of every month at 6pm alternating between Osoyoos and Oliver. The Executive will meet twice in the months of July and August.

Meetings are open to the general membership. Requests to appear as a delegate before the Board should be directed to the President or Secretary. Minutes of all Board meetings are available to the general membership.

Important Annual Dates

June 1st of each year – Coaching applications due
June 15th of each year – Coach Selection Committee will be in place
July 1st of each year – Rep coaches will be selected
July 1st of each year – Early player registration discount deadline
July 1st of each year – Rep player registration & tryout fees due
August 15th of each year – SOMHA will declare teams in categories
September 1st of each year – Registration deadline

Expenses



An expense form, supplied by the Treasurer, must be submitted along with receipts for reimbursement of expenses. Expense allowances are reviewed annually and set by the Board, where possible, people travelling on SOMHA business will be expected to travel together and to share a room, thus keeping costs at a minimum.

REGISTRATION & FEES

No player shall be allowed to practice or play hockey until he/she has paid registration fees or made appropriate arrangements through the Registrar.

Registration fees will be reduced by \$75.00 for early registrations postmarked or received by July 1.

Rep players are required to register and pay registration and try-out fees by July 1st. Rep players must pay an additional fee upon signing rep cards.

Eligible players with residential waivers have the opportunity to play rep must be registered to try out for such team by September 1st. Eligible players with residential waivers not adhering to the above are still eligible to play at the house level.

Late registrations, after July 1, will pay the full price of the registration.

First time players to the Association will pay the early registration fee.

Three or more registered players from one family in one year will have a 10% reduction in total fees paid.

Registration deadline is September 1. Registrations received after this date will be waitlisted until such time as team numbers are confirmed.

A draw allowing one free registration will be held at the Annual General Meeting.

Player registrations received after January 1 will be charged ½ of the house registration fees. A

\$30.00 NSF fee will be charged for all NSF cheques received by SOMHA for registration fees.

Registration refunds are pro-rated and subject to a \$20 administration fee.

There will be no refunds after December 31 of the current season unless due to injury, sickness (doctor's note) or relocation.

Recreation (house) team rosters for each division will be capped at 19 players. Registrations will be accepted in the date order in which they are received by SOMHA. Any further registrations will be waitlisted in the order in which they are received until such time as team numbers are confirmed. At that time SOMHA will determine team composition.

Rep team registrations: upon registration of Rep players the SOMHA Board reserves the right to determine the Rep team composition based on numbers of registrations received for that Division.

Registration requirements for player application to play Midget Recreation as an Overage player:



- Registrations received for overage players will be waitlisted regardless of when the registration was received;
- Registrations will be held on the waitlist in the order received until such time as team numbers are confirmed;
- Registration is subject to roster availability;
- Maximum age of an overage player is 18 years of age as of December 31st of the current playing season;
- Player application must be accompanied by a letter from two previous coaches recommending acceptance to register;
- Applicant's discipline history will be given primary consideration;
- Successful applicants abusing team officials, game officials, other players or receiving excessive high risk penalties may be subject to immediate suspension and further penalties up to and including termination as determined by the Discipline Committee.

TEAM OFFICIALS

Persons wishing to be a team official i.e. coach or assistant coach must first apply to the SOMHA Executive. Application forms are available from the Coach Coordinator, Divisional Director or SOMHA website. All persons interested in a team official's position must complete and sign an application form.

All SOMHA Volunteers are required to complete a Criminal Record Check. The Criminal Record Check will be valid for three years beginning 2010/2011 hockey season.

Team officials are essential components to the successful implementation of the minor hockey program. Coaching certification must be attained to qualify for a coach position. House level teams require a "Coach Hybrid" level clinic. Rep teams require an "Intermediate" level clinic as well as a "HCSP" (Hockey Canada Safety Person). It is mandatory for all coaches working in the Initiation program to attend an "Initiation" clinic.

Coaches in good standing with SOMHA attending any Executive approved coach's clinic shall be paid clinic expenses, mileage, meal and room allowances for clinics outside the Association area.

SOMHA will pay registration for attending Coach and Intermediate level clinics with the approval of the Coach Coordinator and Executive. SOMHA will pay the registration costs of any advanced coach's clinics that have the prior approval of the Coach Coordinator and Executive.

Team officials will be given an orientation by the Coach Coordinator and the Divisional Director prior to the start of the hockey season. Matters that should be discussed at the orientation meeting are Mutual Aid Insurance, practice times, guidelines, injuries and risk management, equipment, manuals and videos, player movement and additional personnel to the bench staff.

It is the responsibility of Coaches to have a parent meeting prior to the start of the hockey season. Information that should be covered includes coaching philosophy and goals, ice time, discipline, dress code, tournaments and associated costs and parent concerns.

Each SOMHA team will have a parent/person appointed as a Team Treasurer. This person will be responsible for:

1. handling and documenting all income and expenses incurred by his/her team;



2. providing a detailed financial statement to all players (parents) on his/her team once a month;
3. returning any remaining team monies to players (parents) at the end of their hockey season;
4. providing a financial statement to the Divisional Director upon request.

Coaches shall not have their spouse/partner as a team manager unless in an exceptional circumstance, in which the Coach can apply to the Divisional Director for approval.

A managers meeting will be held before the end of October each season. This will give time for Coaches to select managers, HCSP and Assistant Coaches. Managers will meet with the President, Coach Coordinator, Divisional Director and Registrar. This will open the lines of communication between all involved in hockey and make managers aware of the appropriate steps to take to resolve conflicts.

Parents having a concern should discuss it directly with the Coach and/or team manager. If the concern or problem is still unresolved the parent should put the concern in writing and take it to the Divisional Director or Coach Coordinator. If still unresolved the concern will be addressed by the Executive.

SOMHA operates under HC, BC Hockey and OMAHA rules and it is the responsibility of each Coach to be familiar with the rules. All team officials will be provided with current rule books.

COACHING STAFF

The SOMHA Executive requires a high standard of conduct from its coaching staff in dealing with other coaches, officials and in the image projected to players and parents of the SOMHA. The coaching staff is an integral part of the Association and is expected to support the decisions of the SOMHA Executive and abide by SOMHA policies and guidelines.

Coaches Code of Conduct

The coach of the team is the most integral person on the team. By leadership the coach establishes a model that players will use to mold a significant portion of their attitude toward the game.

- Abusive language by any team member is not tolerated.
- Do not allow any abuse of officials or teams.
- Ensure that the game sheets are accurately completed.
- Ensure that all players are eligible to play the game (carded, not on suspensions).
- Ensure that all games and tournaments attended by the team are properly sanctioned.
- Do not condone the illegal use of drugs or alcohol.

Coach Selection

All coaches, new and returning, are required to complete the approved SOMHA application form and Criminal Record Check. Approved and completed Criminal Record Checks are valid for three years. Completed application forms are handed to the Registrar to approve for qualifications. From the Registrar, the forms will go to the Coach Coordinator.



A selection Committee will be established to ensure fairness in the screening interview and the final recommendation of candidates and placements. The selection Committee shall consist of the Coach Coordinator, who will act as chair, and no more than four other members as appointed by the Board. The Committee will perform a screening interview and based on this interview will recommend to the Board a Head Coach for the Atom Development, Pee wee Rep, Bantam Rep and Midget Rep teams. The Coach Coordinator will present the Committee's selections for ratification at the next Board meeting.

The following criteria will be used to select the Head Coach:

- Understanding of the game and ability to work with the particular age group;
- Background and coaching experience;
- References;
- Reliability and integrity;
- Coaching level attained through formal clinics;
- Coaching philosophy compatible with Association philosophy;
- If two candidates are close or equal, preference will be given to the candidate who does not have a child playing on the team.

All Rep level coaches must have the required Hockey Canada and BC Hockey level of NCCP certification for the position applied for.

All Head Coaches must have the approval of the Coach Coordinator for carding additional personnel.

All team officials shall wear a CSA approved helmet with chin strap fastened while providing on-ice instruction.

Coaches will meet with the Coach Coordinator, Referee in Chief and President before first games. At this time it should be stressed to coaches the importance of goalie development and retention. It is strongly suggested that teams have a goalie coach to encourage the development of the goalies. The Association can provide goalie clinics to assist in this process.

DISCIPLINE

Coaches will have the authority to discipline a player or players for a single incident for any portion of one game only, on their own initiative. If, in their opinion, further or more severe disciplinary action is required or advisable including the permanent removal of the player from the team, then the Divisional Director and Head Coach and the Discipline Committee shall be notified and no further action shall be taken without the concurrence and at the direction of the Discipline Committee.

Failure of coaches to abide by the rules and regulation of HC, BC Hockey and SOMHA may result in the removal of the coach from his team at the Discipline Committee's discretion.



COACH'S CODE OF CONDUCT

The following Code of Conduct will be signed by each Coach (new and returning, Head Coaches and Assistants) before commencement of the season:

1. I will treat each player, opposing coach, official, parent and administrator with respect and dignity.
2. I will demand that my players display respect for each other, opposing players and coaches, and officials both on and off the ice.
3. I will do my best to learn the fundamental skills, teaching and evaluation techniques and strategies of my sport.
4. I will become thoroughly familiar with the rules of my sport.
5. I will become familiar with the objectives of the youth sports program with which I am affiliated. I will strive to achieve these objectives and communicate them to my players and their parents.
6. I will uphold the authority of officials who are assigned to the contests in which I coach and I will assist them in every way to conduct fair and impartial competitive contests.
7. I will learn the strengths and weaknesses of my players so that I might place them into situations where they have a maximum opportunity to achieve success.
8. I will conduct my practices and games so that all players have an opportunity to improve their skill level through active participation.
9. I will communicate to my players and their parents, the rights and responsibilities of individuals on the team.
10. I will cooperate with the Administrator of the organization in the enforcement of rules and regulations and I will report any irregularities that violate sound competitive practices.
11. I will protect the health and safety of my players by insisting that all of the activities under my control are conducted for their psychological and physiological welfare, rather than for the vicarious interests of adults.

Coach's Signature

Date



PLAYER SELECTION

SOMHA shall endeavor to give all hockey players an equal opportunity for team selection. Conditioning camps will be held annually at the discretion of the Board.

Initiation A, B, C, D

Initiation players will be evaluated by the coach(s) and Division Director by skill and age and grouped accordingly. Maximum age is nine years.

House – Atom, Peewee, Bantam, Midget

House teams will be equal in number and skill. The coach(s) and Division Director will conduct evaluations. The house teams will be formed based on the evaluation of all players. If a consensus cannot be reached between all parties using this method, then the teams shall be chosen by draft with coaches and the Division Director present. The draft shall be conducted in this manner:

Coaches will pick the teams together and then choose a team by lottery. Should a coach have a child in the division they are to leave one spot open on the draft to accommodate that child.

Rep Teams (PeeWee, Bantam, Midget) and Sr Atom

Tryouts and Fees

1. Every player shall be required to pay the rep tryout fee prior to stepping on the ice. The fee once paid is non-refundable with the exception that a player who has not participated in any of the skates may be reimbursed.
2. Players must be registered with South Okanagan Minor Hockey and mutual aided prior to participating in the rep tryouts. No walks-on are allowed.
3. There may be instances where players wishing to tryout are unable to attend due to holidays, sickness, or other situations. In these circumstances, the Divisional Director should be contacted.

Selection

1. The selection Committee will be comprised of the team head coach and one or more other impartial people with a hockey background (other than the coaches, none of the selection Committee will have ties to any of the players who are trying out). The Coach Coordinator, Divisional Director, or President approved designee will be present to observe the selection process.
2. It is imperative players and their parents be informed of the process prior to the start of tryouts.
3. No parents of attending players shall in any way assist the coach in the off-ice evaluation and selection process.



4. The on-ice skill assessment sessions shall be based on skating, scoring, shooting, passing/receiving, puck control, positional play, checking, use of body/size/strength/toughness and aggressiveness, desire and work ethic, attitude, hockey sense, coach-ability and conduct on and off the ice. The selection of rep team players shall be conducted as closely as possible in accordance with the BC Hockey Intermediate Coaches Manual-Section 9.0.0 dealing with Player Selection.
5. Before final cuts are made, a coach will meet with parents to discuss the proposed schedules and budget, the coaching philosophy and the commitment required for rep hockey.

Sensitivity, respect and consideration of self-image of the players should be foremost. If there any players not selected to advance to the next round of cuts, they shall be informed by the Head Coach. The Head Coach shall explain in person to each player why he/she is being cut and offer suggestions in which he/she can improve his/her areas of weakness and ultimately improve his/her overall skill.

PLAYER MOVEMENT

- A. Player movement will be in compliance with Hockey Canada regulations as administered by British Columbia Amateur Hockey Association. Player movement will be considered if a written request is received from the parents within fourteen (14) days of the first practice. Any approved player movement is valid only for the current season, and must be applied for and approved each subsequent season.
- B. Pre-Novice/Novice Player Movement;
 1. Players are to be placed in their respected division based on their age first, but the player's skill level will also be given consideration. Written request received by the Division Director from player coach, parent or guardian to change division will be given consideration on an individual basis.
- C. Player movement approval will be based on the following guidelines;
 1. The subject player must be evaluated by a group (3 or more people with hockey knowledge, Risk Management and SOMHA Head Coach) chosen by the Board of Directors;
 2. Move up to a division, the subject player must be in the top 5% of the current division there in;
 3. Move down to a division, the subject player must be in the bottom 5% of the current division there in;
 4. Player movement up or down will only be by one division only, to a maximum of Atom Recreation Division;
 5. Movement to Atom Development will only be considered by the SOMHA Executive on exceptional basis;

6. The Division Director will coordinate with the selected group chosen by the Board of Directors to make a final decision if the subject player will be approved to move up or down based on the evaluation;
7. If there is a disagreement for "Request for Movement" the SOMHA Board of Directors will have an anonymous vote "yes" or "no" to solve the dispute. That decision will be final;
8. If the subject player movement is approved, the Division Director will advise the Registrar immediately;
9. Subject player will not be considered if sufficient numbers are not met for their age division to form a team as well as if it places the division above to max capacity for each team.

House Level Teams (ages 9 to 18)

At the House level (Atom and up) all players shall be assigned to their age appropriate group, with two exceptions:

- In the case of beginner hockey players or if parents feel their child is not ready to advance, movement downwards from Midget to Bantam, Bantam to PeeWee and Pee Wee to Atom, will be considered if a written request is received from the parents within 14 days of the first practice.
- The Association, at its discretion, may move players within the House divisions as necessary to provide players with the opportunity to play and or maintain teams.

No player movements after December 1. Junior hockey players may be added to Midget prior to December 25. New players wishing to join SOMHA after registration will be assigned to a team by the Head Coach and Divisional Director.

In the event that South Okanagan Minor Hockey is unable to field a team in either Atom Development, PeeWee Rep or Bantam Rep, it is the preference of SOMHA that the displaced players (registered by the Rep player deadline for the age appropriate Rep team) continue to compete for and develop as part of SOMHA. To that end, the displaced players will be eligible to tryout, without prejudice, for the next division as underage players. Any displaced players that do not qualify as underage players will be placed on house teams at the level/division that is commensurate with their skill and development level.

If a parent wishes to apply for a Residential Waiver (formally NTIC) they must notify the SOMHA Registrar in writing and submit a completed BC Hockey Residential Waiver form.

CALL UPS (HOUSE TEAM to REP or SENIOR ATOM TEAM)

The purpose of this section is to provide guidance on the subject of Rep team call ups. Call ups are defined as movement between House and Rep within a division, i.e., PeeWee House to PeeWee Rep, not movement from division to division i.e. Bantam Rep to Midget Rep.

Policy on movement from division to division is covered in the section called "Player Movement." SOMHA and its teams are governed by the rules of HC, BC Hockey, and OMAHA with respect to the affiliation of players. All team officials must strictly adhere to the rules/regulations surrounding the use of affiliate players due to potential severe consequences.



Rep teams are allowed to affiliate individual players to their teams; thus, they become part of their roster and may be used when required. All Rep teams are encouraged to affiliate numerous players in case their team is short of players due to various reasons. Each season, as directed by the Executive, each rep team will be provided with an opportunity to affiliate players from within the Association.

Rep teams can only use an affiliate player when the team will not have a full roster for a game. Additionally, the team cannot use more affiliate players than required to produce a full roster for the game (as this would reduce the playing time of the regular players on the team).

All rep teams are encouraged to use their affiliate players as often as possible (e.g. during practices) as this will assist in the development of the affiliate players.

Temporary Call-ups

A temporary call-up is one less than seven days duration, and it is understood that the player involved is returned to the house team at the end of the call-up period. A Rep Team Coach wishing to call up a player temporarily will contact the Coach Coordinator and request a player(s) and the reasons for doing so. The Coach Coordinator will contact the House Coach who will either agree to the call-up or provide reasons for not wishing the player to be called up. The Coach Coordinator will evaluate the situation and determine whether or not the call-up shall take place. Only at that time shall the Rep Coach be given permission to contact the player(s) and the player's parents. Affiliate players will play for their regular team if there is a game conflict. i.e. House/Rep teams play at the same time unless the house coach approves of the call-up.

Permanent Call-ups

Permanent call-ups are call-ups for the remainder of the playing season, and it is understood that the player involved is to remain with the rep team. A Rep Team Coach wishing to call up a player permanently will contact the Coach Coordinator and request a player(s) and the reasons for doing so. The Coach Coordinator will contact the House Coach, the player (s), and the player(s) parents. After the Coach Coordinator advises the player(s) and player's parents of the implications of the call-up, and hears any objections or comments from the House Coach, he shall evaluate the situation and determine whether or not the call-up shall take place. The Rep Coach shall not contact the player(s) or parents until authorized by the Coach Coordinator. No call-ups shall be allowed where the team is left with fewer than eleven players.

DISCIPLINARY PROCEDURES

All minor hockey falls within the jurisdiction of HC and BC Hockey and as such penalties for rule infractions in a game are laid out by these, the parent organizations. Additionally, SOMHA is a member of OMAHA. SOMHA competes within this Association under the umbrella of the HC/BC Hockey rule structure.

OMAHA also has further rules to augment their operation and SOMHA is subject to these regulations as well. A player registered with SOMHA then is subject to the rules and the penalties as called for by all the organizations with which SOMHA is affiliated.



When a referee penalizes a player in a game, he/she does so with the full authority of HC/BC Hockey behind him. The Association is bound by the rules and regulations of the senior organizations as interpreted by the game officials.

The President of the Association has the power to suspend any team, player, team official, referee or member for ungentlemanly conduct on or off the ice, abusive language to any of the officials or for failure to comply with SOMHA Bylaws and Regulations pending review of the incident by the Discipline Committee.

The Discipline Committee shall review all misconduct penalties (ten minute, game, gross match) and check from behind penalties assessed players, team officials of SOMHA and or take disciplinary action that may be deemed necessary against such individuals not ruled upon by BC Hockey for an evident pattern of disrespect for the rules.

High-risk letters received from OMAHA to the SOMHA President will be sent to the Divisional Director. The Divisional Director will notify the team's head coach as soon as possible. The team's head coach, divisional director (or SOMHA Executive Member acting in the absence of the appropriate divisional director), and player will meet to discuss what steps that will be taken to remedy the situation. The divisional director will be responsible for reporting back to OMAHA.

Suspensions will follow the guidelines of the Match Penalty bulletin as outlined in the BC Hockey rule book. These suspensions are over and above the game misconduct penalty assessed as stated in the BC Hockey rule book.

The Discipline Committee will consist of the 1st Vice President, Referee in Chief and three other acting members of the Board.

Appeals to a ruling may be heard by the Appeals Committee.

The Referee in Chief will review all game sheets of all teams (rep and house) within the Association.

PLAYER CONDUCT OFF ICE

No smoking, tobacco products, alcohol or illegal drug consumption by players at SOMHA sanctioned events anywhere on the arena premises, including the parking lots, at any time. This includes home and away games, and any tournament games. Penalty on first offence is an automatic one game suspension and appearance before the discipline Committee. Subsequent offences will automatically be referred to the discipline Committee.

REP PLAYER CONDUCT

In keeping with the higher standard of play expected of REP (and Senior Atom) players on the ice, there exists a higher expectation of conduct off-ice. In addition to the conduct requirements outlined in the foregoing section, REP players will conduct themselves at all times when away from the arena in a way that reflects positively on the association. Initiations including hazing of rookie players, underage possession or consumption of alcohol, use of illegal drugs including marijuana, or any other violation of the criminal code of Canada (whether charges or laid or not) will result in an automatic one game



suspension at minimum and appearance before the discipline Committee. Penalty for first offence may be more severe at the discretion of the discipline Committee.

The Executive of the SOMHA must act as role models within the Association and approach or report anyone who is not abiding by the rules as set by the Association.

REFEREES' PROGRAM

The objective of the Referees' Program is:

1. To ensure that all officials know that they are supported by the South Okanagan Minor Hockey Association, BC Hockey and Hockey Canada.
2. To provide ongoing evaluation and training consistent with the level of competency.
3. To provide officials the opportunity to improve their skills and experience.
4. To reduce the work load of the Referee in Chief in the assignment of officials.
5. To utilize the pool of talent available, to provide monitoring and training.
6. To ensure all officials are assigned to games consistent with their ability.
7. To monitor the conduct of all officials.
8. To establish and maintain a cooperative relationship between coaches, managers, Divisional Directors, minor hockey Executive, parents and officials.
9. To provide reimbursement consistent with skill level and Okanagan Mainline average.
10. Cost of referee clinics will be paid by SOMHA for officials who have approval of the Referee in Chief.

For each season, the Referee in Chief will require two willing assignors, one for Oliver and one for Osoyoos. All assignors will be appointed by the RIC. Each assignor will be given a list of names of those individuals competent at the respective levels. The assignors will have a list of officials that can be used as trainers and a list of officials that should be occasionally utilized at higher levels for experience and training. Assignors will also assign Scorekeepers and Timekeepers to all games. Parent volunteers are required to act as Scorekeepers and Timekeepers up to and including Senior Atom.

The Ice Ambassador will cooperate to ensure that the respective assignors have as much advance notice as possible on game schedules. A three to four day notice must be given for a game to be assigned, if the three or four day notice is not given, assignors will not ensure a full complement of officials. It will not be tolerated to have Directors advising the assignors on a piece meal basis.

Officials Commitment of Games



If an official accepts a game he/she must show up on time to do the game (15 minutes before House level and 30 minutes before Rep level). Should he/she fail to show up for an assigned game, the following rules will apply:

- No switching games unless approved by the assignor.
- If an official cannot do an assigned game, they are required to find their own replacement. *The replacement must be approved by the assignor.*
- The official will not be paid for the assigned game.
- Showing up late for a game (not showing up 15 or 30 minutes before game time) could result in a fine of up to half of that game fee.
- The official assigned to the game is deemed responsible to be at the game.
- Referee's missing games will be fined and/or suspended as follows:

1 st Missed Game	Fined one game fee
2 nd Missed Game	Fined two game fees
3 rd Missed Game	Fined three game fees and suspended up to 30 days by BCH

All officials will be expected to be appropriately dressed and to conduct themselves in a professional manner at all time. Should reports pertinent to conduct of an official be brought to the attention of the RIC, the manner will be reviewed and appropriate action taken under BC Hockey.

If any "areas of weakness" are identified on an appraisal, every effort shall be made to improve those areas so identified.

All officials will be expected to write all game reports when required and mail or deliver them to the appropriate place by the next business day after the game. If the official fails to do so, the official will be fined his game fee and if SOMHA is fined for not having their game sheet in to OMAHA, the official will pay the fine.

Meetings

A monthly meeting will be established to accomplish the following:

- An on ice skill development session.
- Review any problems people are having.

Training

The training program will be separated into four specific areas:

1. Formal Training Course – This is the NRCP course.
2. Formal Evaluation – this is the ongoing formal evaluation system that has been in effect. Each official will be evaluated twice a year.



3. Ongoing training – some of the very experienced officials will act as instructors. This will have them observing officials in games and at the end of the game, discussing in detail methods to improve their officiating skills.
4. On ice training:
 - i) ice session at monthly meeting
 - ii) a shadow referee
 - iii) young official working with older officials

The intent is that officials at all levels will improve their skills and develop an understanding of the rules and their effect in the psychology of the game.

Pay Rates Per Game

Set annually by the Executive. Payment of officials and record keeping shall be determined by the Treasurer.

CURRENT REFEREE PAY SCALE

as of May 1, 2015

	PreNovice Novice	Atom House	Peewee House Sr. Atom	Peewee Rep Bantam House	Bantam Rep Midget House Midget Rep
Ref: Lev. I	12	15	18	14 *	38 *
Ref: Lev. II	18	22	27	36	45

Line: Lev I		12	15	20 *	25 *
Line: Lev II		18	22	30	38

2 Man System Level I	12	20	24	32 *	47 *
2 Man System Level II	18	29	36	48	60



Each fee is paid per game
+ \$5.00 for early games (6:30 AM)
+ \$5.00 mileage for Oliver/Osoyoos travel
* A Level I official is not advised to officiate these levels

Awards

- The Top Rookie Official will receive a keeper plaque.
- The Most Improved Official will receive a keeper plaque.
- A special plaque may be given out for an experienced official showing great dedication and outstanding service to SOMHA.

All awards to be decided on by the Referee in Chief.

MUTUAL AID

The Mutual Aid Fund provides assistance to injured players. The assistance provided is for expenses not provided by a medical or dental plan of the players or his/her parents.

All players and team officials must be registered with the BC Hockey Mutual Aid Fund for Minor Hockey before going on the ice or behind the bench.

Registration takes place at the same time as the player's minor hockey registration and the registration fee is inclusive. The registration card is in two parts with Part 1 being returned to BC Hockey with payment and Part 2 being attached to the player's registration form. Should a player sign a HC Player's Certificate then his Mutual Aid Card will be attached to it.

Mutual Aid Claims

- Players claiming assistance through the Fund must do so on the appropriate form available through the Registrar.

Part 1 is to be filled out with the Registrar and mailed to BC Hockey.

Part 2 is to be filled out by the player's attending physician or dentist and forwarded by them to BC Hockey.

Part 3 is to be filled out by the Registrar and retained for the local Association's files.

Any claims must be reported and filed with BC Hockey no later than 90 days from the date of injury.

Full details on the Mutual Aid Fund are available in By-Law 7 of the BC Hockey Constitution, By-Laws and Regulations.

RISK MANAGEMENT

With the increasing number of lawsuits involving hockey related injuries it is imperative that steps be taken to prevent or eliminate the potential for injuries to players, coaches and volunteers.



Risk Management emphasizes taking preventative steps to lower an individual's and/or organization's exposure to risks.

The Risk Management accomplishes the following:

1. Identifies the risk of bodily injury or financial loss arising from the activities of an organization.
2. Measures the risks that have been identified and sorts those that are significant from those that are not.
3. Seeks out all the ways and means of eliminating avoidable risks that could lead to significant bodily injury or financial loss and does everything it can to minimize the consequences of risks that are avoidable.
4. Ensures that adequate financial resources are in place to compensate those who are injured or have otherwise suffered a financial loss as a result of their involvement in amateur hockey.

Risk Managers Duties and Responsibilities

1. To become knowledgeable in the BC Hockey Risk Management Program.
2. To create and maintain a Risk Management file for their Association, league of BC Hockey, HC and other Risk Management information.
3. To promote effective Risk Management within the Association.
4. To work with their Executive to help identify major risk and make recommendations to reduce or manage those risks.
5. Set a good example.

SOMHA Executive Duties and Responsibilities

1. Ensure Constitution, By-laws and Regulations are in place.
2. Ensure Association is incorporated under the Society Act and registration is updated on a yearly basis.
3. Ensure philosophy, goals and objectives have been implemented.
4. Provide written job descriptions for volunteers.
5. Provide insurance protection.
6. Ensure consistent application of Rules of Regulations.
7. Appoint a Risk Manager.
8. Ensure a safe building and playing environment.



9. Provide travel guidelines.
10. Ensure the widest possible circulation of Risk Management bulletins.
11. Set a good example.

Team Officials Duties and Responsibilities

1. Ensure Coach is properly trained, consistent with the ability of his players (i.e. Initiation Clinic, coach's level, Intermediate or Advanced coaching level).
2. Ensure proper equipment is in place and worn by players.
3. Adhere to Association's philosophy and guidelines.
4. Instruct acceptable playing techniques.
5. Do not accept inappropriate player behavior.
6. Have an emergency action plan in place.
7. Follow the coaching Code of Ethics.
8. Ensure players are supervised at ALL times, including the dressing room.
9. Set a good example regarding rules, regulations and respect for other participants in the game, including officials.

Officials Duties and Responsibilities

1. Be consistent, objective and courteous in calling all infractions.
2. Be properly trained (NRCP).
3. Respect other participants in the game.
4. Report serious rule infractions.
5. Report serious injuries.
6. Wear proper equipment.
7. Only officiate authorized activities.
8. Set a good example.

Players Duties and Responsibilities

1. Warm up properly before the practices and games.
2. Wear proper fitted equipment.

3. Play by the rules.
4. Respect other participants in the game.
5. Exhibit a sportsmanlike attitude on and off the ice.
6. Refrain from horseplay in dressing rooms, hallways, lobbies and on the ice.
7. Set a good example.

Parents Duties and Responsibilities

1. Be aware of inherent risks in the sport.
2. Be aware of Association's philosophy, goals and objectives.
3. Ensure their son/daughter has proper equipment.
4. Advise Coach of any medical conditions.
5. Respect the role of the Coaches and the on ice Officials.
6. Have a pre-season meeting with team officials regarding expectations of Coaches, players and parents. Discuss fundraising and travel.
7. Encourage players to play by the rules and to focus on skill development and fair play.
8. Display positive encouragement at all times.
9. Recognize the value and importance of hockey volunteers.
10. Set a good example.

RESPONDING TO AN EMERGENCY

Evaluate the injury. This may include anything from an unconscious player to a sprained finger. Once the severity of the injury is assessed, decide whether or not an ambulance is required. Example: if a player is in a great deal of pain, do not move the player, and leave all the equipment in place! If the player cannot initiate a movement voluntarily, do not move the body part for them.

In case of a suspected back or neck injury, where the player complains of pain in the neck or back and they feel any buzzing or tingling in their back, neck, arms or legs then do not move them and request an ambulance.

Follow Up

If a player is taken to the hospital, ensure an adult accompanies them along with the medical history file on the player.



- Advise the parents (if not present) of the incident and the actions that were taken.
- Advise the Association President of the incident.
- If necessary, complete a mutual aid claim form (from minor hockey).
- If necessary, complete a HC accident report form.
- If necessary, complete a HC serious accident report form.

Note: these forms are available through SOMHA or from the BC Hockey office in Victoria BC.

TOURNAMENTS

The tournament format for all tournaments hosted by SOMHA is to be approved by the SOMHA Tournament Director and the Executive. Tournament Committees are to follow the SOMHA Tournament Guidelines & Information book.

SOMHA will provide one at home tournament for each Division, Rep and House. If a team does not want to run their home tournament they will not play in that home tournament.

Tournament Rules are not to be changed without the consultation and approval of the SOMHA RIC and Tournament Director.

Timbit or Pizza shootouts need to be approved by the SOMHA Tournament Director and then scheduled in by the Ice Ambassador.

Photocopies of tournament program insert pages are limited to 6 – 8 ½ x 14 double-sided pages.

For out of town tournament and overnight trips, funding must be provided by the team. There must be a ratio of at least one adult for each three minor hockey players on overnight trips (see BC Hockey Rules and Regulations).

Tournament Trophies

Tournament organizers will be given their trophy budget from the SOMHA Treasurer and will be required to submit supporting receipts for money spent.

Trophy Budget (Guideline only)

Pre-Novice and Novice \$10 per player

Atom Recreation 15% of the total registration

Atom Fiesta 20% of the total registration.

Peewee, Bantam and Midget Rep levels 10% of the total registration

Provincial Playoffs



Funding for Provincial playoff teams is the responsibility of the team however the Association will provide support to the best of the financial ability. Any fundraising done by a team for playoffs must have prior approval of the Board.

Application for funding by the Association must be presented in person by the Manager. A statement of projected revenue and expenses must accompany the application. The Association budgets annually for Provincial playoff funding. Funding is at the discretion of the Board. Consideration is given based on the number of teams going to the Provincials as well as the distance to be travelled.

TRAVEL OUT OF PROVINCE

Any team travelling out of province must have the prior approval of OMAHA, BC Hockey and SOMHA. The President of SOMHA must be given three weeks notice to request the appropriate permission for teams to travel out of province.

EQUIPMENT

Helmets

All players shall wear BC Hockey or HC approved helmets and facial protections at all times while on the ice or player's bench. Players helping to coach must wear helmets and facial protectors at all time while on the ice.

Neck Protectors

Players must wear neck protectors with the BNQ approved label.

Sticks

Goalies for Senior Atoms and above shall supply their own goal sticks. Purchase of goalie sticks for Initiation "D" and below will be purchased by the Equipment Manager only.

Uniforms

Team uniforms shall not be worn at team practices or functions other than team games. Coaches are not to hand out uniforms but shall keep them in their possession except at team games. Socks and sweaters should be distributed prior to each game and placed on hangers immediately following each game. The team manager or other official is responsible for laundering and obtaining repairs to team uniforms. The Coach is responsible for the collection and return of uniforms in a clean condition at the end of each season to the Equipment Manager.

Name Bars

Name bars are to be purchased by the parents. No glue or iron on bars may be used.

First Aid Kits



The SOMHA Equipment Manager will provide each team with a basic emergency first aid kit to be taken on the bench at games and practices. This kit will be returned at the end of the season.

Locker Keys

Locker keys are only to be given to team officials and Executive members. These keys are to be returned at the end of the season to the Equipment Manager. Equipment managers will present an itemized equipment list for both the Coaches. A copy of which shall be kept by the Coach and a copy retained by the Equipment Manager.

Goalie Equipment

Goalie equipment may be loaned to registered goalkeepers attending hockey schools. This equipment is to be signed out by the respective Equipment Manager and is the responsibility of the parent for the upkeep. A damage deposit may be requested. Any unreasonable damage or loss is the responsibility of the parent.

PRACTICES

Practice times are set by the minor hockey Ice Ambassador. Players may only practice with the team with which they are registered. Any changes to set practice times shall be discussed with all Coaches involved along with the Ice Ambassador and Head Coach.

NUTRITION

SOMHA supports good nutrition as outlined by the Canada Food Guide. The Association supports the use of Water only in the dressing room or on the bench in preference to any other food or beverage.

MANUALS & VIDEOS

The Coach's manuals and videos are the property of minor hockey for the use of the Coaches and are loaned with the understanding that they will be returned to minor hockey promptly.

DRESS CODE

The dress code for players is up to the coaching staff and parents. REP teams are encouraged to wear dress pants, dress shoes, dress shirts, and ties along with either team jackets or suit jackets in keeping with the higher standard of play and personal excellence SOMHA expects from its REP players.

FUNDRAISING

All fundraising in the name of minor hockey or in any way representing minor hockey shall be approved in advance by the Executive.



All fundraising groups will immediately upon completion of activities provide the Executive with a financial statement. All monies raised by teams in SOMHA must be returned to minor hockey and distributed by the Executive. Fundraising activities by players, Coaches and parents are not covered by insurance through HC, BC Hockey, OMAHA or SOMHA, therefore please act accordingly.

With respect to 50/50 monies raised by teams throughout the hockey season, each team is to have two people administer the money. Each team will keep the money and not turn it over to the Executive Board. It is asked that you submit a brief financial account due April 22nd or earlier to the Board.

GAME COMMITMENT

If SOMHA is assessed a fine or cost for failure to appear at scheduled out of town games, the Discipline Committee may assess the team involved with the above costs.

Out of town teams not giving reasonable notice or not showing up will be billed up to \$100.00 for costs incurred.

SOMHA HOME GAME FORMAT

Division	Ice Time	Warm Up	1 st Period	2 nd Period	3 rd Period	Ice Clean	Ice Time Used
Pre Novice	60 minutes	5 minutes	15 running	15 running	20 running	No	55 minutes
Novice	60	5	15 running	15 running	20 running	No	50
Atom House	90	5	20 running	10 running 10 stop	20 stop	No	80
Atom Development	90	5	20 running	10 running 10 stop	20 stop	No	80
Pewee House	90	5	15 running	20 running	20 stop	Yes *	85
Pewee Rep	120	5	20 stop	20 stop	20 stop	Yes *	110
Bantam House	105	5	20 running	20 stop	20 stop	Yes *	100
Bantam Rep	150	5	20 stop	20 stop	20 stop	After 1 st &2 nd	125
Midget House	120	5	20 stop	20 stop	20 stop	Yes *	110



Midget Rep	150	5	20 stop	20 stop	20 stop	After 1 st & 2 nd	125
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Warm up starts at game start time once the officials & teams are on the ice.

* Ice cleans occur at the 1st stop in play after the 10 minute mark of the 2nd period.

Times may have to be adjusted if ice time on guideline sheet does not match ice time given on Weekly Home Game sheet.

Format of Tournament games follow Tournament Rules.

SCOREKEEPERS / TIMEKEEPERS

As of May 1, 2015 the current pay schedule for scorekeepers and timekeepers in SOMHA is as follows:

Level	Rate per person	Required people
Pre-Novice / Novice	\$8	1
Atom House**	\$10	2
Atom Development / Pee Wee Recreation**	\$12	2
Pee Wee Rep / Bantam Recreation**	\$16	2
Bantam Rep / Midget Recreation**	\$18	2
Midget Rep**	\$20	2

*Games starting before 8 am - \$5 additional fee

*Travel from neighbouring town - \$5 additional fee

*Training allowance - \$2 additional fee

**If a timekeeper/scorekeeper work alone for a two-person game they receive double the pay

FEMALE HOCKEY

SOMHA will endeavor to promote female hockey teams. If numbers and interest warrant the creation of female teams they will be placed in divisions consistent with their ability.

PENALTY FREE CHALLENGE WEEK

As set out by BC Hockey, South Okanagan Minor Hockey Association will support the concept of this week.



MINOR HOCKEY WEEK

South Okanagan Minor Hockey Association will support and implement minor hockey week as set out by Hockey Canada.

TEAM PICTURES

South Okanagan Minor Hockey Association may support a proposal from various teams to offset the cost of team pictures for special occasions. Application must be made to the Executive and is at the discretion of the Executive.

YEAR END AWARDS

Initiation teams are not included in the Year End Awards, instead individual team functions will be held at the discretion of the Coaches.

Senior Atom, Pee wee, Bantam and Midget players will be recognized at the ceremonies.

Award ceremonies are to be hosted by Osoyoos and Oliver on alternate years. Funding for year-end activities is at the discretion of the Board and as allowed for in the annual budget.

SOMHA SCHOLARSHIP

Scholarships will be awarded to SOMHA registered members including players, coaches, officials, and timekeepers who apply and who best combine the qualifications set hereunder.

The number and the amount of the scholarships each year will be determined by the SOMHA Awards Committee.

SOMHA wants to give recognition to their members who develop their academic career aspirations, at the same time encouraging their interest in hockey.

All Scholarship candidates must be currently SOMHA registered members including players, coaches, officials and timekeepers who are in their graduating year of high school. All applications and supporting letters must be received by SOMHA no later than April 8th of the current season.

PRIVACY POLICY

1. This Privacy Policy describes the ways in which South Okanagan Minor Hockey collects, uses, retains, safeguards, discloses and disposes of the personal information of all SOMHA members and participants to ensure compliance with the Personal Information and Privacy Act of British Columbia.



2. The Association will strive to meet all requirements of the Personal Information and Privacy Act of British Columbia and will ensure that it remains current with changing technologies and laws.

Principle 1 – Accountability

1. The Secretary and Registrar will be responsible for the Association's compliance with Personal Information and Privacy Act of British Columbia and for responding to access requests, corrections and complaints in accordance with this policy, and accountable to the SOMHA board for compliance with this policy.
2. The Secretary and Registrar shall ensure that the Association is accountable for all personal information in its possession including that which may be transferred to a third party. Third party organizations that handle information on behalf of the Association shall be contractually obligated to adhere to the standards of this policy.
3. The Association shall take all steps necessary to ensure compliance with this policy including security measures designed to protect personal information in its possession and Board training in all facets of information management.

Principle 2 - Identifying Purposes

1. SOMHA hockey programming involves governing its teams and games including training of coaches, trainers and referees, determining players' eligibility for specific divisions and establishing appropriate rules and regulations for competition. The Association shall only collect personal information for the purpose of providing such hockey programming.
2. The Association collects personal information for the following specific purposes:

SOMHA WEBSITE

SOMHA Website Disclaimer

"All the information on this website is published in good faith and for a general purpose. Photographs and personal information such as names, dates of birth and email addresses may appear on this website. Any action you take regarding the information on the website is strictly your own responsibility and at your own risk. No board members or whomever has access to the website shall be liable for any loss or damages incurred in connection with the use of the website.

From the website, you can visit other websites by following hyperlinks. While we strive to provide links to useful and ethical websites, we have no control over the content and nature of those sites. When you leave the website, other sites may have different privacy policies and terms which are beyond the control."

VOLUNTEER SCREENING PROCESS



See attached document as per BC Hockey guidelines for maintaining a volunteer screening process. This document has been filed with BC Hockey to ensure compliance with their standards of conduct.