

**Policies & Procedures
of the
Vancouver
Minor Hockey Association**

‘A’ REP HOCKEY POLICY

P-5

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1. Purpose and Goals of VMHA Rep Hockey:

- 1.1 The purpose of policy in this area is to promote competitiveness within the Association in such a way that it results in the strongest teams being iced to enter into competition with other Minor Hockey Associations within our local regional League and within the Province at large.
- 1.2 VMHA wants to ensure that our players are evaluated fairly and given opportunities to play hockey at a level that is commensurate with their athletic skills, abilities, and aspirations.
- 1.3 The Vancouver Minor Hockey Association is a large group of parents coming together and to offer children opportunities to play hockey at appropriate levels. It's imperative that good relationships between parents and families be fostered.

2. Re-assessment of Policy:

- 2.1 Policy warrants consistency over time and allows for the development of a corporate memory. While it is important to maintain thoughtful consistency, VMHA also recognizes that policy must be responsive to reassessment.
- 2.2 It is intended that VMHA policy will be outcome based and responsive to reassessment. Goals and desired outcomes will form an integral part of ongoing assessment efforts. Policy should be further developed in those areas in which we are not attaining the desired outcomes.
- 2.3 This policy will be subject to Rep Committee review biannually, or as circumstances dictate. Rep Committee will be comprised of the VP1, Coach Coordinator, and the Hockey Operations Coordinator. The Rep Committee will consult with 'A' Division Managers throughout the season for feedback and input.
- 2.4 The Committee reserves the right to add or remove members, as circumstances dictate, particularly through mitigation of conflicts of interest amongst Committee members.

3. 'A' Hockey Coach Identification:

- 3.1 Wherever possible, VMHA will contract with independent and qualified coaches to lead the 'A' teams. These coaches will be paid an honorarium for their work, the value of which will be based on experience and market conditions. There may be times when

an appropriate coach cannot be contracted to do this work and a parent- volunteer may be asked to fill that role.

- 3.2 Independent coaches are expected to operate at arms-length, to maintain an objective and professional relationship with all players. Parent coaches will minimize conflicts of interest and foster positive inter-personal and inter-familial relationships. Refer to [P-2 Codes of Conduct, Section 3 - Code of Conduct - Coaches \(and Team Officials\)](#)
- 3.3 VMHA is an association built on the back of our volunteers. The Head Coach of the team requiring a volunteer Assistant Coach will wait until phase 2 of the selection process is complete to engage the Divisional Manager to request the appropriate number of volunteer coaches from the parent group or other volunteers within the association. Volunteers applying to coach for the first time must complete the [VMHA New Coach Application](#). The Head Coach will select the Assistant Coaches, with support of the Rep Committee and approval of the VMHA President. The Head Coach has final say on team officials and will announce the appointment to the team parents. The Coach Coordinator will recuse themselves if his/her child is a player on the affected team. The Coach Coordinator can be assigned as an Assistant Coach only if supported by the Rep Committee and approved by the VMHA President.
- 3.4 If it is necessary to appoint a parent into a Head Coaching or Assistant Coaching position on an 'A' Team, all parents of players on that 'A' team will receive a written notification with a brief explanation of reasons for the appointment and a history of their involvement in hockey. (Appendix A Notice of Parent Involvement in Coaching.) The Coach Coordinator can be assigned as a Head Coach only if supported by the Rep Committee and approved by the VMHA President. All efforts will be made to avoid these circumstances and will be evaluated by the Rep Committee on a case-by-case basis. In the case of a parent in a Head Coaching position, the Coach Coordinator, or Hockey Operations Coordinator in situations where the Coach Coordinator is a Head Coach, will be responsible for determining team members and releases to 'C' hockey.

4. Player Selection Process (Please also see Section 5 'A' Hockey Selection Process):

- 4.1 Independent Coaches will play lead roles in deciding team assignments. However, it is expected that player selections will be supported by independent evaluations.
- 4.2 Parent Coaches with children on their team will not play a role in deciding player selections. Team assignments will be decided using player evaluations by the group of evaluators that has been organized by the Coach Coordinator. The Coach Coordinator will not participate in any part of the selection process for a division in which the Coach Coordinator has a child or family member being assessed for a team.
- 4.3 Independent and/or parent coaches are prohibited from making team decisions as criteria for player participation. For example, a coach cannot make an implicit or

expressed agreement to attend pre-determined Tournaments as a condition of team membership. Player placement decisions will be based on the “A” Hockey Selection Process (section. 5).

- 4.4 Parents and youth have the right to understand the reasons for their team assignments. However, lobbying for a particular assignment is not accepted as a reason to re-visit placement decisions.
- 4.5 Placement decisions will be supported by documented assessments and process transparency.

5. ‘A’ Hockey Selection Process

5.1 Pre-VMHA A Hockey Selection Process

VMHA shall endeavor to run A Hockey Prep Camps in the month of August to prepare players for the rigor of the VMHA A Hockey Selection Process. Based upon availability of ice times A Hockey Prep camps will be run during the two weeks immediately leading up to Phase One of the A Selection Process. The focus of these camps will be on conditioning, skating, and the refinement of player skill.

For U15 and older, every player (other than a goaltender) who has not played body checking hockey in the past must have completed a VMHA body checking clinic or provide written proof of completion of a body checking clinic from another qualified organization. (Effective the 2024-25 season)

Coaches assigned for these camps will be vetted to ensure there are no conflicts of interest at large that could give players an unfair advantage towards the upcoming season; including, but not limited to preventing VMHA contracted coaches from running camps/clinics of the age group they are contracted to coach.

5.2 Phase One:

Phase one of the A Hockey Selections Process shall consist of 3 sessions. But may be altered at the discretion of the Rep Committee and Head Coach. If at ANYTIME during Phase One of the tryout process a player is deemed unsafe or unsuited for Rep Hockey/Tryouts, they will be removed from further Rep Tryout sessions and notified by the Hockey Operations Coordinator

- **Session 1: Skills and Compete:** The first session will be a Skills Driven Session and focus on skating, shooting, passing. This session, based upon ice availability will run from 60-75 minutes. Each session will have a maximum of 30 skaters on the ice.

- **Sessions 2 and 3:** Scrimmage: sessions 2 and 3 will have players divided into squads and playing scrimmages. The squads will be assigned by the Division Manager in conjunction with the Head Coach(es) and Hockey Operations Coordinator. Depending on the number of players, and available ice, players may be split into two teams or smaller squads and play a series of smaller scrimmages against the other squads. For example, try out group could be split into 3 squads, with three 30-minute scrimmages:

- Squad 1 vs Squad 2 First 30 minutes
- Squad 2 vs Squad 3 Second 30 minutes
- Squad 1 vs Squad 3 Third 30 minutes

5.2.1 The 'A' Tryout Process requires a VMHA parent volunteer who is HCSP qualified to supervise all practices and will be coordinated by the A Hockey Divisional Managers. This includes scrimmages, where HCSP should be assigned to each bench in case of injury/incident.

5.2.2 At no time during the tryout process will potential parent coaches be allowed to be on player benches unless approved by the Rep Committee. The U11 division will require non-related volunteers to supervise benches during the scrimmage session and it is advisable to have those volunteers drawn from both U15 and U18 'A' hockey divisions, unless approved by the Rep Committee. Players who volunteer will be given volunteer credits for their various school programs.

5.2.3 VMHA will designate three 'A' Hockey Division Managers to organize pre-season practice and exhibition game ice during the Selection Process. One 'A' Hockey Division Manager will be responsible for U11, one 'A' Hockey Division Manager for U13, one 'A' Hockey Division Manager for U15 and 'A' Hockey Division Manager will be responsible for U18. These Division Managers will work with the 'A' coaches during the selection process to alleviate the need for parent managers until after Phase 2 of the 'A' Hockey Selection Process. Once teams are finalized and placement games commence, each 'A' team shall designate a team manager and the three 'A' Division Managers will liaise between the 'A' teams and the VMHA Board of Directors. 'A' Hockey Divisional Managers will only be able to manage the divisions where they have no children playing and can remain impartial. Where this is not possible, the Division Manager must excuse themselves from the 'A' assessment group in which their child is involved.

5.2.4 All players choosing to play 'A' level Hockey with VMHA are required to participate in tryouts for both the A1 and A2 teams. Players will not be allowed to self-delegate directly to the A2 team. Should a player determine that they will play down to a level that they feel will automatically get them on the A2 team, they should be advised that they may in fact end up getting put on a 'C' team.

5.2.5 VMHA will have an assessment team for Phase 1 of the Selection Process that consists of:

- Hockey Operations Coordinator, both the A1 and A2 Head Coaches, and independent evaluators..
- VMHA approved Goalie evaluator (only required for the goalie specific evaluation session and session 3 “scrimmage” in phase 1)
- Independent Assessor(s): Every effort will be made to ensure that 3rd party assessors come with professional hockey experience. The participation of independent assessors is preferred but not guaranteed.
- The ‘A’ Division Manager (outside of teams where their child is playing) will track scores given to players. Should there be a dispute of a VMHA player’s position the Coach Coordinator, VMHA President and Hockey Operations Coordinator shall convene to ensure that the ‘A’ Hockey Selection process was followed.

5.2.6 From the Phase One process the top 5 players as determined by combined assessment scores from the assessment team will automatically proceed to Phase Two in the A1 tryout group. The A1 Head Coach will then be permitted to select an additional 15 - 18 players. The remaining players will move to the A2 group.

The A2 Coach is then permitted to select his next 15 players, but it is to be noted that if not chosen to the A1 tryout group players ranked in the top 25 positions and not taken to the A1 team must be selected to the A2 tryout group. The A1 and A2 tryout groups shall do their best to select a minimum of 4 defense players each. This may be more of a challenge in U11 as players are still developing positional play at this stage.

If for example the A1 Head Coach took players ranked 1 thru 5 and then 7 thru 21 (skipping the 6th highest ranked player), the A2 HC would need to take player 6, players 22 thru 25 plus 10 more players to round out his temporary roster of 15. In the case of an A3 team, the process would be replicated on a sliding team assignment.

5.2.7 **Goalie selection:** The A1 Head Coach will take the top ranked goalie as per the VMHA approved Goalie evaluator and up to 2 other goalies (based upon total number of goalies trying out for A hockey in each division) into the A1 Playing Group. If a division only has 2 or 3 eligible goalies in the Selection Process the A2 Head Coach must have access to at least one goalie. If four goalies try out, the A1 HC will be permitted to take the top ranked goalie with 2 other selections (1 remains for the A2 team).

5.2.8 Players that are not selected to move forward with Phase Two of VMHA’s A Hockey Selection Process will be notified by their respective ‘A’ Hockey Division Manager via email and advised where to report for ‘C’ Hockey.

5.3 Phase Two

- 5.3.1 VMHA's Ice Allocator will attempt to allocate each 'A' team in all four divisions one practice sheet and one game sheet per week to begin immediately following the Phase One sessions, conditional on ice availability.
- 5.3.2 First player releases during Phase 2 will not take place until after a minimum of two exhibition games. Coaches will endeavor to complete final player releases and team declarations prior to September 15th of the current calendar year, conditional to ice availability. The final possible date for releases and team declarations will be September 25
- 5.3.3 th.It is mandatory that all cuts during the Phase 2 process be done in a face-to-face meeting with the Head Coach and Divisional Manager. This process should be completed ideally after the first home game, following the second Saturday in September.
- 5.3.4 The Head Coach will provide each player (both players that are being selected and cut) with a VMHA Report Card that will highlight strengths and areas that the player needs to work on to excel in our game.
- 5.3.5 It will be mandatory that the A1 Coach carry no more than two goalies after the 2nd exhibition game is played. In any division where only 2 goalies are trying out for an A team spot the A1 Head Coach will only be permitted to select one and will make every effort to watch the goalie not selected play for the A2 team.

5.4 Self Release

- 5.4.1 Decisions regarding team numbers, and sizes of rep teams and of 'C' teams are based on the number of players who have registered. Players who participate in rep tryouts, then withdraw from the rep program, can have significant impact on both the rep and 'C' programs. Therefore, the following restrictions have been imposed to minimize these situations:
- 5.4.2 Any player who self-releases, requests to be assigned to a 'C' team or withdraws from VMHA after participating in three rep tryout sessions will not be permitted to try out for the VMHA rep program in the subsequent year.
- 5.4.3 A U11 player who self-releases in their first attempt at trying out for rep hockey, will be given approval to try out the following year.

5.5 Absenteeism:

- 5.5.1 Players interested in trying out for A hockey at VMHA must make an effort to be available for the tryout process. The dates of the 'A' Selection process will vary from year to year, beginning in late August, or in limited cases and for U11, early September. Every effort will be made to post times to VMHA members as soon as possible but members need to understand that ice is released from the Parks Board and sometime not until August. Times will be posted online at [VMHA Rep Program](#) and emails will be sent to all players registered for tryouts. Players will not be evaluated outside of the posted tryout dates
- 5.5.2 Players must be present at the entire 'A' Selection Process to be properly evaluated. Missing sessions due to vacation time will not be accepted as an excusable situation to receive a bye onto one of VMHA's 'A' teams. The following will be accepted as exceptions for consideration of a player that is not present during the entire 'A' Selection Process.
- 5.5.3 Illness/Injury – A player that has become injured or deemed too ill to make the sessions will need confirmation from a physician that their ailment prevents them from trying out. In this case (when Phase 1 Sessions are missed) the player will be able to join the A2 tryout group. If the player is not able to participate prior to September 25th, the player shall be released to the 'C' division and be assigned to a 'C' division team. The Rep Committee will consider each on a case- by-case basis, to create the most equitable placement decision, in collaboration with the Head Coaches and Hockey Operations Coordinator.
- 5.5.4 In a case where an injured player (released to 'C' division due to an injury or illness that prevented participation in the Selection Process prior to September 25) is deemed to play at a level that far outpaces fellow 'C' hockey players, that player can make a request to be moved permanently to the A2 team no earlier than November 15th. The request is to be forwarded to the Hockey Operations Coordinator by the player and will be evaluated on a case-by-case basis by the Rep Committee. Following assessment, the Rep Committee may make a recommendation to the A2 Head Coach. If successful, this player would also be eligible to be affiliated with A1 to the maximum number of games.
- 5.5.5 Players trying out for Junior Level Hockey (professional tryout level) or British Columbia Elite Hockey League (BCEHL), Female U18 AAA, U18 AAA, U17 AAA and U15 AAA, and are released, will be eligible for consideration by both the A1 and A2 Head Coaches. Players at this level who believe there is a good chance they will be released should make every effort to communicate with the Coach Coordinator so that player assignments of the A1 and A2 teams can handle a last-minute addition. The Rep Committee will

evaluate these scenarios and applications for in year transfers on a case-by-case basis and provide appropriate placement.

- 5.5.6 Players not able to attend Phase one of the Selection Process due to the fact that they are staying with a parent that lives out of town as part of a court ordered custody agreement will be granted an exemption into Phase Two of the Selection Process if that custody agreement prevents them from being in Vancouver during Phase One of the Selection Process. Such a player will begin evaluation in Phase 2 with a minimum of one session in the A1 tryout group. Should the A1 Coach feel that their skill is not on PAR with the other players in this group that player will immediately be sent to the A2 tryout group for evaluation by the A2 Head Coach. The parent(s) of a player in this situation must first register for the entire A Hockey Selection Process, notify the Coach Coordinator and provide court documents to show that their child qualifies for this exception when requested.

6. Rep Team Affiliation

The purpose of this section is to clarify and organize team affiliation for players and goalies. All Rep Team Affiliations will be monitored by the Rep Committee.

- 6.1 Due to injury and illness, 'A' teams will have a list of affiliated players who are eligible to play for that team. All affiliate players must sign an affiliation agreement with the higher team. The team that affiliates will keep the affiliation agreement.
- 6.2 A1 Teams will affiliate players from its own division unless approved by the Rep Committee. All affiliate players and their parents must sign the [VMHA Rep Affiliation Agreement](#). Players on the A2 can be affiliated to the A1 team. All A2 goalies will be affiliated to the A1 team.
- 6.3 Head Coaches must have their affiliation list and completed affiliation agreements submitted to the VMHA Registrar by October 31.
- 6.4 Single Game Use: For single game use of affiliated players, it is expected that teams work with each other. The A1 manager or Head Coach must notify the affiliate player's Coach and Manager of a need of a player. If there are no conflicts the A1 team will have unfettered access to affiliated players. A player who signs an affiliation agreement cannot turn down an invitation to the A1 team unless ill, injured or have a prior school or family commitment.
- 6.5 In the event of a U15 'A' player being requested to play U18 'A' games, the Coach(es) are required to make a request to the Rep Committee for evaluation of player safety. The Rep Committee will evaluate on a case-by-case basis and forward to the VMHA President for approval. Any decision will be final.
- 6.6 In the event of a conflict, such as a practice or a game, it will be the affiliate player's Coach's discretion whether to grant permission for the use of an affiliated player. However, if the A1 team is unable to field 13 players and 1 goalie for any given regular

season or playoff game, the A1 team will be given priority on any conflict with the A2 team. In tournament play, the players "home team" will take precedence. If a conflict exists and the A1 needs a starting goalie, the A1 declared goalie on the A2 will be called up to play A1.

- 6.7 Temporary and Permanent Positions: In the event of an injury or a spot opening on the A1 team on a temporary or permanent basis, the A1 Coach will notify the Division Manager of the need of a player and the duration. The Coach will identify the player he would like on the team from his affiliate list. The Division Manager will advise the Rep Committee who will make a recommendation for final approval by the VMHA President. Once approved by the Rep Committee, a player who has signed the affiliation agreement will be notified by the Division Manager of their movement up to the A1 team. Any Player who signs an affiliation agreement can be considered for movement to the A1 team on a temporary or permanent basis.
- 6.8 Goalie Injury: If an A1 team suffers a goalie injury, the A1 team can call up 1 A2 goalie for the duration of the injury. If the A2 team has only 1 permanent goalie, then each team will play with 1 goalie. If A1 and A2 have 1 goalie each and the A1 goalie is injured, the A2 goalie moves up to A1 for the duration of the injury. That goalie can still play A2 games, but if a conflict exists A1 takes precedence.
- 6.9 A2 Teams: Teams will affiliate from 'C' in their division and the A1 team below. The A2 Manager will identify players the Coach wants affiliated and will forward an affiliate agreement to the family. If the player and family sign an affiliation agreement, they are then obligated to affiliate when needed unless ill, injured or a prior school or family commitment. The players' Coach will be notified that the player has agreed to be affiliated.
- 6.10 Single Game Use: Any conflict with a player from the lower A1 team, the lower A1 team will always have the priority and the Coach's permission is required. A coach must agree to allow the lower A1 player to play in a game as an affiliate prior to asking the player. Conflicts involving 'C' players who have signed affiliation agreements will be determined as follows:

C team Numbers	A Team Numbers	Decision
13 or less	13 or less	House Coaches Discretion
14 or more	12 or less	Rep team Priority
14 or more	13 or more	House Coaches Discretion

The A2 Manager or Head Coach must ask the 'C' Head Coach for the use of an affiliate player prior to asking the player. If a conflict is cited and the A2 team has less than 13 players and the 'C' team has 14 or more, the A2 manager must notify the 'C' Head Coach and the Division Manager of the situation and will be given priority to use a 'C' player that has signed an affiliation agreement.

- 6.11 Temporary and Permanent Positions: In the event of an injury or a spot opening on the A2 team on a temporary or permanent basis, the A2 Coach will notify the Division Manager of the need of a player and the duration. The A2 Coach can only select from within their division. The Division Manager will advise the Rep Committee who will make a recommendation for final approval by the VMHA President. Once approved, affiliates that have been released from the A2 team during tryouts and have signed an affiliation agreement, shall be given first consideration for a temporary or permanent position on A2.
- 6.12 Goalie Injury: If an A2 team suffers a goalie injury and has two goalies, it will play with one goalie and can call up 'C' goalies with no conflicts or the lower A1 goalie with the lower A1 Coach's permission. If the A2 team has 1 goalie, then an affiliated 'C' goalie will fill in on the A2 team until the A2 goalie is able to return. The 'C' team whose goalie is playing A2 will have to affiliate a lower level 'C' goalie for games that conflict with the A2 team.
- 6.13 Affiliate Players Practice Process: A1 & A2 Coaches have the option to invite affiliate players to their team practices. There is no minimum or maximum number of times they can invite an affiliate player to practice. It is at the discretion of the Coach whether they will require an affiliate player to attend. The Coaches are encouraged to invite affiliate players to fill practice vacancies whenever possible.
- 6.14 VMHA will abide by all PCAHA rules.

7. In Season Player Reassignment:

7.1 Player Requests Release

- 7.1.1 A request for team re-assignment can be initiated by the player (or their family) or by the coach.
- 7.1.2 Players may request to be released to a lower-level team. For example, the player may be experiencing conflicts presented by involvement in other sports or may have suffered a concussion that precludes playing contact sports. In these instances, the player or family member should approach the coach who can then refer the request to the Division Manager. The Division Manager will liaise with the Rep Committee who will evaluate the request and provide an equitable team assignment.

7.2 Coach Requests Release of Player

- 7.2.1 Coaches may want and request to release a player. Examples of situations where a coach may initiate this process might include:

- A player has indulged in consistent disruptive behavior that has remained unresponsive to remedial efforts
- A player new to the hitting side of the game is putting themselves and others at risk for injury
- A player is unable to keep up in play due to their skill level, physical fitness or for attitudinal reasons

7.2.2 In cases where the Coach is initiating the request for release, due process is particularly important. The process must be taken with a progressive approach that allows for, and supports, remediation. An example of a progressive process would be to talk informally with the youth, meet with youth to specifically discuss the concern(s), request to meet with youth and their parent(s) and then, if still unresolved, refer the concern and request for action to the Division Manager, who will liaise with the Rep Committee on a case-by-case basis.

7.3 In Season Release Process

7.3.1 The Coach must meet with the youth to specify his concerns and arrive at a strategy to deal with them. If unable to resolve the issue within their relationship, the Coach must attempt to meet with the youth and their parents. In all cases, if the issue remains unresolved and the Coach still wishes to release the player, he must involve the Division Manager and, in regard to issues directly related to playing, the Hockey Operations Coordinator. They may suggest further remedial steps but if, after consideration, they support the coach's move to release the player, the coach will personally meet with the youth to inform him of the release and refer him to the Division Manager to be assigned to his new team.

7.3.2 Parents will be referred to the Division Manager if they request clarification and to the appeal process if they wish to appeal the Coach's decision.

8. Junior B

8.1 A returning VMHA player who registers with VMHA but who has also been carded with a Junior or U18AAA team but is later released from the Junior or U18AAA team, may on request be placed on a VMHA U18 rep team in accordance with the procedures set out in this section.

8.1.1 To be eligible, the player must have participated in at least one of the initial three tryout sessions, unless excused in accordance with sections 5.4.5 of the VMHA 'A' Rep Policy.

- 8.1.2 The player may apply to the Hockey Operations Committee for permission to participate on a U18 rep team in which case the Coach Coordinator will consult with the U18 rep coaches.
 - 8.1.3 If the application is received prior to final releases being made from a U18 rep team, the player may be included in the remainder of the evaluation process for potential inclusion on that team.
- 8.2 If the application is received after final releases have been made but before October 31, then the Hockey Operations Committee may authorize the addition of that player to a team. In deciding on any such application, the Hockey Operations Committee shall consider
 - 8.2.1 the number of players already rostered on that team, any long-term injuries suffered by players on that team, the impact of adding a player on playing time and overall hockey experience of those already rostered on the team.
 - 8.2.2 A player added to a team pursuant to this section must be an addition to the initial roster size, subject to the permitted maximum.
 - 8.2.3 No player shall be released from a U18 rep team because of the addition of a player pursuant to this.
 - 8.2.4 If the coach anticipates a player being released from Junior B prior to October 31 and wanting to return to VMHA, he can leave a space open on his roster. i.e., roster 16 instead of 17.

9. Fair Play:

- 9.1 Hockey Canada and BC Hockey are moving youth hockey in the direction of Fair Play. Some Minor Hockey Associations and many hockey academies have already adopted this policy throughout their organizations.
- 9.2 Fair play will be employed at all levels in Vancouver Minor. Fair play will mean equal opportunity, but not necessarily equal playing time. Specific instances may arise when it makes sense to have those players who are playing at their best, on the ice. For example, late in close games, during power plays in close games, during playoffs etc.
- 9.3 Coaches are to provide players equal opportunity during special teams whenever possible.
- 9.4 There may also be other instances when an exception to fair play occurs. For example, in a disciplinary situation, a loss of playing time might be employed.
- 9.5 The association recognizes that one of its primary roles is to support player development for all participants. Fair Play policies will support the concept that player development is best accomplished if participants have adequate opportunities to play.

- 9.6 All coaches will be expected to roll their lines and alternate their goaltenders except in those rare instances when the game or season is imminently at stake.

10. Team Manager Selection

- 10.1 When a player roster is set, the Divisional Manager will send an email to all parents of each team to ask for volunteers for the Team Manager position. The Divisional manager and Coach together will select the Team Manager.
- 10.2 The Team Manager will be expected to review the [Manager's Manual](#), Chain of Communication, [Parent Code of Conduct](#), Financial Management and Reporting Policy, and the Tournament Selection Process (section 11)
- 10.3 The Team Manager will also be expected to obtain a Criminal Record Check and complete Respect in Sport and the Concussion Awareness Training Tool.

11. Team Accounting Policies for 'A' Team Treasurers

- 11.1 Team accounting must be performed in accordance with VMHA policies.
- 11.2 Team expenses must be necessary and reasonable.
- 11.3 The budget of a team must be based upon a realistic development strategy and be affordable to all parents.
- 11.4 Team expenses must be documented.
- 11.5 Financial records and reports must be maintained by each team.
- 11.6 All funds and statements as well as receipts, invoices and other financial records are to be held in trust for the VMHA by a team treasurer. These documents should be kept safely and be made available upon request by the board.
- 11.7 All parents are to pay a proportionate share of the team expenses. Team funds shall not be used to develop select players nor in a manner which benefits one player or a group of players over all other players.
- 11.8 At the beginning of the season:
- A treasurer shall be chosen for the team. This should be a parent and may not be the Team Manager, a Coach or the spouse or partner of the manager or coach unless approved by the division manager.
 - Team Treasurers will be required to obtain a criminal record check.

- The treasurer, in consultation with the team manager and coach(es) is to develop a team budget. This budget is to be sent to parents for their review.
- In the event that a majority of parents disagrees with the team budget, the team shall agree on a new budget.
- A team bank account is to be established for team funds. A personal account may not be used. This account is to have a monthly statement provided with copies of all cheques written.

12. Tournaments:

- 12.1 Rep Coaches are required to present a Tournament Plan to the Rep Committee prior to the start of the season, and prior to announcing to team parents. Upon approval, the Head Coach may then announce tournament intentions to the team. A team vote, if required, will be facilitated by the Division Manager under supervision of the Rep committee.
- 12.2 No more than two out-of-town tournaments are to be played in each season. An out of-town tournament is defined as a tournament requiring a ferry, overnight stay at a hotel, or travel of greater than 100 km from Vancouver.
- 12.3 Driving distance shall not exceed 800 km (round trip) unless approved by 75% of the parents and the division manager.
- 12.4 Because tournament and coaching costs are shared equally by the attending players, it is required that all players be afforded fair ice time at the tournament. Any player who feels that they will not be permitted fair ice time shall be entitled to decline to attend provided that they give a minimum notice of 4 weeks.
- 12.5 Any parent may opt-out of an out-of-town tournament by giving 28-days' notice to the coach and manager or within 24-hours of the tournament being announced in the case of a tournament scheduled with less than 28-days in advance.
- 12.6 The A team's Independent Head Coach travel expenses are paid by the team's parent group with team funds.
- 12.7 Attendance at tournaments may not be a condition of being considered for any A team.
- 12.8 Coaches wishing to attend early season tournaments may enlist the assistance of their 'A' Division Manager

13. Team Expenses:

- 13.1 No person (specifically parents or coaches) should expect expenses to be reimbursed out of team funds unless the purpose and amount are agreed in advance with the team treasurer and this agreement is documented in writing.
- 13.2 All cash transactions should be evidenced by a receipt in writing.

14. Financial Accounting at the Conclusion of the Season:

- 14.1 A summary of the team's accounting is to be provided to each parent by April 30th.
- 14.2 Any remaining funds are to be returned to the parents by April 30th.
- 14.3 An electronic copy of the season's accounting is to be sent to the VMHA Treasurer no later than April 30th.
- 14.4 The team treasurer is to retain all accounting records and original documents for no less than two years and provide them to the VMHA board upon request.

15. Team Fundraising

- 15.1 All fundraising activities must be discussed and approved by the majority at a team parent meeting; if majority agrees on a fundraising event, parents who wish not to participate can opt to make a donation to the team in lieu of participation in the fundraising event. The minimum contribution amount will be determined by the parent group.

Appendix A

Notice of Parent Involvement in Coaching

This notice is to be provided to the parents of all players on an “A” team when a parent of a player is regularly on the bench or involved in coaching decisions.

This notice is being provided to the parents of players on _____ because:

☐ VMHA was unable to engage a permanent non-parent Head Coach and _____ has been recommended as Head Coach by the VMHA Rep Committee and approved by the VMHA President.

☐ _____ has been asked by the Head Coach to assist in coaching. The VMHA Rep Committee supports this request and has been approved by the VMHA President.

☐ The Head Coach is unavailable and _____ has been recommended by the VMHA Rep Committee and approved by the VMHA President, to assume coaching duties on a temporary basis.

Hockey history and related experience:

Date
DD-MMM-YYYY

VMHA President
Signature