



POLICY #6: REP PROGRAM POLICY

VERSION: 7

EFFECTIVE DATE: January 30, 2025

1. Introduction

The rep hockey program in VMHA encompasses players in the U11, U13, U15 and U18 age divisions. The purpose of the rep program is to provide opportunities for our members to play hockey at a level that is commensurate with their athletic skills, abilities, and aspirations.

All members are offered the opportunity to participate, however a formal selection program will be the determining factor to identify the members permitted this opportunity. This formal selection program will be outlined in Policy #7: Rep Tryouts Policy and the annually confirmed rep tryout procedures provided to membership. The level of commitment by those involved is at a higher level than the recreational program, and this must be a consideration for all members that wish to be considered.

The purpose of this program is to provide a competitive option for our membership by forming teams to participate in the PCAHA Rep “A” league, and all programs will be offered in a manner that adheres to both the PCAHA Rule Book and VMHA values. Should any changes in the PCAHA Rule Book impact any statements made in this policy, the PCAHA Rule Book shall supersede this policy.

2. “A” Hockey Coach Identification

Independent Head Coaches will be selected following a formal interview process led by the Rep Committee.

Wherever possible, VMHA will contract with independent and qualified coaches to lead the ‘A’ teams. These non-parent, independent coaches will be paid an honorarium for their work, the value of which will be based on experience and market conditions. The maximum honorarium will be determined during the annual budget review to provide a guide for the Rep Committee during the coach selection process. 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. Final decisions on Rep coach appointments and salary will be made by the Rep Committee.

Independent coaches are expected to operate at arms-length, to maintain an objective and professional relationship with all players. All coaches will minimize conflicts of interest and foster positive inter-personal and inter-familial relationships. Refer to Policy 1: Codes of

Conduct (Section 4: Team Staff)

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 Division 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](#) and must get the appropriate and required certifications as determined by VMHA and BC Hockey. The Head Coach will select the Assistant Coaches, with approval from the Rep Committee as a designate of the VMHA Board of Directors prior to the season for independent coaches and following the completion of Phase 2. The Head Coach has final say on team officials and will announce the appointment to the team parents.

Any member of the Rep Committee and Board of Directors will recuse themselves from any part of the approval process for coaches if their child is a player on the affected team. The Coach Coordinator can approve any member of the VMHA Board of Directors or any other member of the Rep Committee to fill a vacant assistant coach position. The Coach Coordinator can be assigned as an Assistant Coach only if supported by the Rep Committee and approved by the VMHA President.

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.) In the case of a parent in a Head Coaching position, the Rep Committee will be responsible for determining team members and releases to 'C' hockey.

Should a parent coach be appointed to any "A" team coaching role, there will be no honorarium provided.

3. Decision on Number of Rep Team

The Rep Committee will review the total number of registrations each summer and propose a recommendation for the total number of rep teams in each division for approval by the VMHA Board of Directors by the August meeting. The final decision on roster size and composition will be made by the Rep Committee based upon the skill level shown during Phase 1 of the tryout period. Rosters will consist of 2 goalies and a minimum of 15 players and a maximum of 17 players. Deviations from these numbers must be approved by the Rep Committee

4. Player Affiliation to a Rep "A" Team

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.

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.

Rep 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](#). All lower team "A" team goalies will be affiliated to the immediately higher "A" team in each age division.

Head Coaches must have completed affiliation agreements submitted to the VMHA Registrar by October 31 for a minimum of 50% of eligible spots for skaters for their age division and one goaltender.

Single Game Use: For single game use of affiliated players, it is required that teams work with each other. The manager or Head Coach must notify the affiliate player's Coach and Manager of a need of a player. If there are no conflicts and the player is not subject to any disciplinary actions, the higher team will have unfettered access to affiliated players. A player who signs an affiliation agreement cannot turn down an invitation unless ill, injured, suspended or have a prior school or family commitment.

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 higher level team is unable to field 13 players and 1 goalie for any given regular season or playoff game, the higher level team will be given priority. In tournament play, the player's "home team" will take precedence. If a conflict exists and the higher level team needs a starting goalie, the affiliated goalie will be called up to play.

In the event of any lower age division 'A' player being requested to play games in a higher age division, 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 for approval. Any decision will be final.

Temporary and Permanent Positions: In the event of an injury or player withdrawal leaving an open spot, the Head Coach may approach the Rep Committee to review options. Considerations will include the number of rostered players on the lower rep team(s) and the number of available Affiliate Players available for all impacted 'A' teams; the impact on the 'C' Division should a player be needed from that division; and ultimately if the impacted player(s)

development will not be negatively affected if moved to the higher level.

Affiliate Players Practice Invitations: Rep 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 invite an affiliate player to attend. The Coaches are encouraged to invite affiliate players whenever possible to allow for the affiliate players to gain experience at a higher level and to learn the team systems should they be asked to play in a game.

5. In-Season Player Reassignment

Player Requests Release

A request for team re-assignment can be initiated by the player (or their family). Players may only request to be released to the C Division. 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 and C Division Manager who will evaluate the request and provide an equitable team assignment.

Coach Requests Release of Player

Coaches may request to release a player. Situations where a coach may initiate this process 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.

In cases where the Coach is initiating the request for release, due process is particularly important and must involve the player and their parent/guardian in the process. The process must be taken with a progressive approach that allows for, and supports, rehabilitation and must be led by the Rep Committee to ensure fairness and transparency.

6. Fair Play Opportunity

Fair play will be employed at all levels in VMHA. 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.

Coaches are to provide players equal opportunity during special teams whenever possible.

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.

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. Rep Committee will provide annual guidelines for coaches to abide by for the season.

7. Team Manager Selection

When a player roster is set, the Division Manager will send an email to all parents of each team to ask for volunteers for the Team Manager position. The Division manager and Coach together will select the Team Manager.

The Team Manager will be expected to review the [Manager's Manual](#), Chain of Communication, [Parent Code of Conduct](#), and the Association Policies.

The Team Manager will also be required to obtain a Criminal Record Check and complete Respect in Sport and the Concussion Awareness Training Tool.

8. Team Accounting Policies for "A" Team Treasurers

The following must be adhered to in the formation of the team budget and financial practices during the season:

- Team accounting must be performed in accordance with VMHA policies.
- Team expenses must be necessary and reasonable.
- The budget of a team must be based upon a realistic development strategy and be affordable to all parents.
- Team expenses must be documented.
- Financial records and reports must be maintained by each team.
- 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.
- 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.
- A treasurer shall 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.
- A summary of the team's accounting is to be provided to each parent by April 30th.
- Any remaining funds are to be returned to the parents by April 30th.
- An electronic copy of the season's accounting is to be sent to the VMHA Treasurer no later than April 30th.
- 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.

9. Tournaments

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.

No more than two out-of-town tournaments are to be played in each season unless for a special exception granted by the Rep Committee. 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.

Driving distance shall not exceed 800 km (round trip) unless approved by 75% of the parents and the division manager.

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 if they give a minimum notice of 4 weeks.

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.

The A team's Independent Head Coach travel expenses are paid by the team's parent group with team funds.

Attendance at tournaments may not be a condition of being considered for any A team.

Coaches wishing to attend early season tournaments may enlist the assistance of their 'A' Division Manager.

10. Team Expenses

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.

All cash transactions should be evidenced by a receipt in writing.

11. Team Fundraising

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.

All gaming licenses for fundraising initiatives such as 50/50s or raffles must be secured with the assistance of the Association. VMHA relies on an annual gaming grant from the Province of BC and must ensure all gaming activities conducted by its membership adheres to the rules and submits required reports.

12. Version History

Version 6 – August 2023 (Combined version inclusive of Rep Hockey Program Policy)

Version 7 – XXX 2024

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.

Name of Parent Coach:

This notice is being provided to the parents of players on (insert team) 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 Board of Directors.

☐

The parent coach 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 Board of Directors.

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The Head Coach is unavailable, and the parent coach has been recommended by the VMHA Rep Committee and approved by the VMHA Board of Directors to assume coaching duties on a temporary basis.

Hockey history and related experience:

Date
DD-MMM-YYYY

VMHA President
Signature