



NSWC Minor Hockey Handbook

PCAHA Minor Hockey Association

Updated August, 2018

Table of Contents

North Shore Winter Club	4
Mission Statement.....	4
Introduction.....	5
NSWC Minor Hockey Mission & Vision Statement	5
External Governance	6
Internal Governance	6
Minor Hockey Program Structure.....	9
Initiation/Novice.....	10
House/C	11
Rep	11
Age Divisions.....	12
Hockey Rink	13
Registration	14
Rep Tryout Process	16
Tryout Process Guiding Principles	17
General Guidelines	17
Tryout Process	18
Evaluators	19
Communication Guidelines	20
Parent Responsibilities	20
Player Evaluation Scores.....	21
Volunteers	21
Development Balancing.....	21
Underage Player Policy.....	22
Pee Wee and Up:	22
Initiation/Atom/Female:.....	23
Affiliate Players.....	23
Application of Equal Ice Time	23
NSWC Private Lessons Policies and Procedures	25
Development Team	25
Member Booking/Billing.....	26



Non Member Booking/Billing	26
Rules of the Ice	27
Rates & Club Percentage	27
Black Out Policy	27
Conflict Prevention	29
24-hour Rule	29
Conflict Resolution	29
Coaches	32
Coach Selection	32
Coach Responsibility	32
Team Officials	33
Manager Responsibility	33
Meetings	34
Certification Requirements	34
Affiliate Dates	35
Social Media Policy	35
Dressing Rooms	37
Dress Code	38
Division Specific Apparel/Equipment and Dress Code:	38
Personal Equipment	39
Keeping Your Equipment Clean	39
Importance of Fitting Properly	40
On-Ice Officials	42
Simple Rules of the Game	43
Tournaments & Events	43
Submitting Tournament Cheque Requests	45
Zero Tolerance	45
Players Code of Conduct	46
Parents Code of Conduct	46
Appendix A	47
2018/2019 NSWG Initiation Hockey Program	47

North Shore Winter Club

Mission Statement

To be a family-oriented recreational and social club dedicated to providing all members and their guests with a superior experience on each and every occasion through active participation and a commitment to excellence, professionalism and mutual respect.

Vision

A thriving and well-balanced club situated in clean, comfortable, functional and attractive premises with sports and social facilities to suit the needs of our members as expressed through activity committees reporting to the Directors.



Introduction

This manual has been developed as a guide for the membership of the North Shore Winter Club Minor Hockey Association. The procedures, processes, and information are evolving and constantly under review.

The goal of the manual is to effectively communicate and clarify the procedures required to run an efficient, positive and successful minor hockey program.

Any NSWC hockey guidelines must ultimately be consistent with PCAHA, BC Hockey, and Hockey Canada constitutions, by-laws, rules & regulations. Hockey Canada has been the sole governing body for amateur hockey since 1994. It links players, coaches and others involved in local minor hockey associations across Canada to all other provincial, national and international hockey bodies.

The model for this handbook has been developed from the handbooks of several other Associations, while recognizing the distinctiveness of the NSWC Minor Hockey Association.

Members may submit any comments/suggestions in writing to the Hockey Committee.

NSWC Minor Hockey Mission Statement

As part of the North Shore Winter Club's renewed commitment to lifelong value for members, the Winterhawks hockey program mission is to build upon its proud tradition of hockey excellence with a system that consistently delivers Hockey Canada's LTPD curriculum, coaching and skill instruction of the highest caliber across all levels of play, while supporting every player's unique development path with fairness, transparency, direction and proactive communication.

Our principal goal is to inspire every player with the opportunity, tools



and guidance necessary to perform at the highest level of their individual ability and interest, along with the team and sportsmanship experiences, from Cookie Monsters through to Adult Hockey, which shape discipline, commitment, confidence, character and friendship throughout life.

Proposed NSWC Winterhawks Vision

To become the leading centre of excellence for minor hockey development in British Columbia by fostering the love of the game at all stages and levels of development.

External Governance

The North Shore Winter Club Minor Hockey Association (NSWCMHA) is a member in good standing of the Pacific Coast Amateur Hockey Association (PCAHA), BC Hockey, and Hockey Canada; and as such accepts and abides by the rules and regulations set forth by these governing bodies.

Internal Governance

The North Shore Winter Club Minor Hockey Association is governed in cooperation by the Minor Hockey Committee, the Hockey Directors, Registrar, and Ice Scheduler.

The Minor Hockey Committee consists of club members in good standing who are elected by their peers to represent their interests in matters related to Minor Hockey. Each member shall serve a maximum of 2 years (max 2 terms) and each position is up for review each year. Members of the hockey committee participate on a volunteer basis but are reimbursed for any out of pocket expenses incurred as a result of their position and duties. The committee meets on a monthly basis and is responsible for:

- Setting policies, rules, regulations, processes and procedures for Minor Hockey;
- Ensuring that the NSWCMHA adheres to the rules and regulations of its external governing bodies;
- Selection and approval of Minor Hockey Coaches;



- Provision of referees and a referee training program;
- Hearing and Managing all disciplinary actions related to the minor hockey program;
- Drafting and managing an annual budget for the minor hockey program for presentation to the club board of directors;
- Holding an Annual General Meeting open to all club members where the minutes from the previous AGM, financial statements reflecting the year's activities, the budget and plans for the coming season, and a report on the highlights of the completed season are presented.

The Hockey Directors are employed by the club and are directly responsible to the General Manager. They are responsible for creating the overall identity for the North Shore Winter Club Minor Hockey community, designing, budgeting, and marketing development programs for the greater hockey community, and the successful administration of day-to-day operations of the Minor Hockey and club development programs.

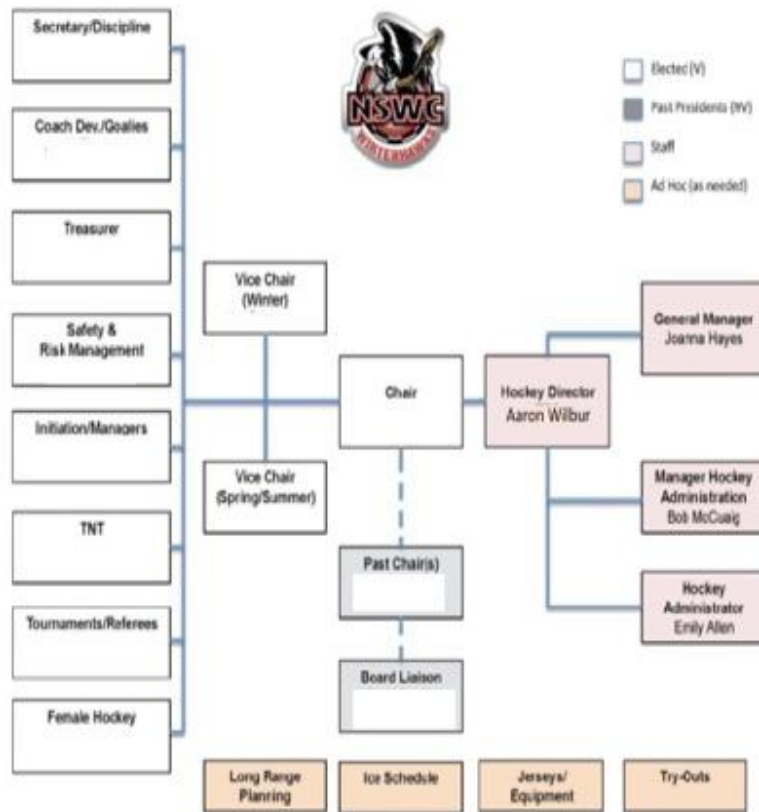
When working with the Hockey Committee they are responsible for:

- Working with the Ice Scheduler to develop a master ice schedule at the beginning of each season;
- Assisting the Hockey Committee Treasurer with the drafting of the Minor Hockey budget;
- Advising the Hockey Committee on matters of minor hockey;
- Selection and training of Minor Hockey coaches;
- Overseeing and administering the Minor Hockey evaluation process.

The Minor Hockey Registrar (Non-Voting) is responsible for completing all registrations and player transfers as required by the PCAHA. They must also attend all Hockey Committee meetings to provide updated reports which reflect player movement and to ensure that registrations are accurately reported in the budget.

The Ice Scheduler (Non-Voting) works with the Hockey Directors to develop a master ice schedule at the beginning of each season, and then must maintain a system of ice allocation throughout the Minor Hockey Season.





Minor Hockey Program Structure

Program		Ages	
	Cookie Monsters	3-5	The Cookie Monster program is coached by the NSWC Development coaches, and is for young players that are able to skate and have graduated from the NSWC Skating Fundamentals Program. This is a club program and not recognized by PCAHA.
	Hockey 2 (Initiation Major)	6	The NSWC seeks to maximize player development at this age by determining teams based on age and ability. At each level with two or more teams, each team will be balanced. Teams play cross-ice or small ice games. Goaltender rotation is encouraged for all players at H2, with a rotation of 3 players in H3, and 2 players at H4 (Unless a fulltime goalie is designated).
	Hockey 3 (Novice Minor)	7	
	Hockey 4 (Novice Major)	8	
	Atom	9-10	The Minor Hockey program introduces players to a two-stream process. The Development (House) stream is designed for beginner and recreational players with an emphasis on individual skill development. The Rep stream is designed for more experienced players and emphasizes individual and team skills in a more competitive environment.
	Pee Wee	11-12	
	Bantam	13-14	

	Midget	15-17
	Juvenile	18-20

Initiation/Novice

Every player starts out as a beginner and must be initiated to hockey. First time players over five years old may start the program in Initiation. Cookie Monsters, Initiation, and Novice programs are the foundation of the entire hockey structure.

The objectives of these are:

- 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

Coaches – Minimum Coach 1 Level required

Ice time - 2 times per week

League - Scoreboard is not used and no league standings are recorded

Tournament- Discretion of Head Coach and parents.

Positions - Goalies and skaters on automatic rotation.

Games - Buzzer at 2-minute shifts. No offside or icing called.

Penalties- any penalties accrued will expire at the end of the two-minute buzzer

Referees - generally a coach or one/two new referees

Our NSWC initiation hockey program for kids aged 5-8 years old follows our overall Development Hockey program mission statement. It is to provide an environment for all players of various skill levels to play to their full potential through weekly development sessions, recreational game play and various



team building events. Our program follows all PCAHA and BC Hockey mandated guidelines including team roster composition, team formation deadlines, and equal ice time and cross-ice game format.

Please refer to **Appendix A** for our current Initiation Hockey program plan and balancing process.

House/C

House or C is recreational hockey, the type of hockey played by the majority of amateur players. It's fun hockey for fitness, relaxation, and camaraderie. Since this is where the masses of the players participate, it is of prime importance. The expansion of house hockey is seen as an important means of prolonging the average player career. The objectives of House/C are:

- Provide a game to fit the needs of the participants
- Be open to all ages
- Allow players equal ice time
- De-emphasise the importance of winning
- Allow enjoyable participation for the fun aspect
- Assist in individual's physical development
- Create a sociable environment
- Allow an individual to participate freely in other sports and activities
- Give alternate types of hockey

League - participate in league play within Lions Gate League (LGL)

Ice time - 2 Ice times per week

Coaches – minimum Coach 2 certification required

Positions - Goalies are specific to position, encourage others to rotate.

Tournaments – Optional, yet unlimited.

Referees – 2 or 3-man system

Rep

The rep program is competitive hockey 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 Atom to Midget. The emphasis is on improvement of all basic skills, plus tactical and psychological preparation.

The objectives of the rep hockey are:



- 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.
- Meet team goals set by team officials.

Age Divisions

The age divisions for Hockey Canada are as of December 31 of the current playing year.

Initiation - 5 & 6 year olds

Novice - 7 & 8 year olds

Atom - 9 & 10 year olds

Pee Wee - 11 & 12 year olds

Bantam - 13 & 14 year olds

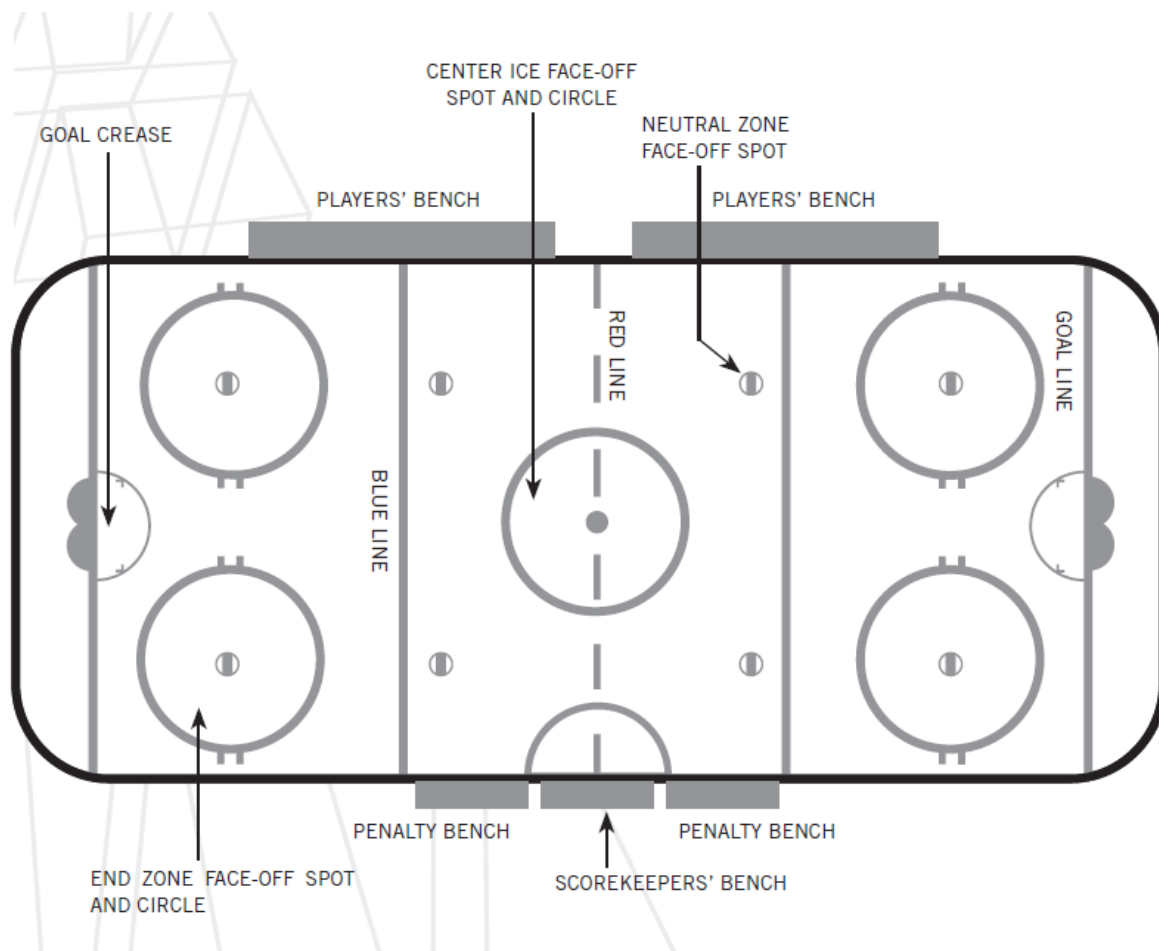
Midget - 15-17 year olds

Juvenile – 18 & 19 year olds

Junior - 20 years & under



Hockey Rink



Registration

Registration for the NSWC MHA is limited to members of the Club only. Registration opens in the early spring and ends mid-end of spring. *Please see NSWC Hockey Department for exact registration dates each year. Registration is done online through the Hockey Canada Registrar website (hcr.hockeycanada.ca). Registration questions should be directed to the NSWC Registrar.

There are several deadlines that we ask members to observe as the Hockey Directors and Committee must make many decisions in the off season that are determined by registration numbers for the coming season. Once registration closes there will be a \$50 late registration fee charged to member's accounts. All new club members are exempt.

For returning players, please note that any balance owing to the NSWC, or to a team, may prevent the registration from being accepted.

Any player new to the PCAHA is required to register by completing a PCAHA Player Registration Certificate, providing in addition, a copy of their birth certificate.

For players transferring into the association: a completed Player Movement Form with a release from the prior Association is required, in addition to other signatures/approvals and support documentation. NO player is allowed to participate without PCAHA or NSWCAHA approval. Once approved, a Mutual Aid number will be assigned, thereby confirming insurance coverage. This process may take some time, so it is advised that any person wishing to transfer to the North Shore Winter Club should initiate the process as early as possible.

Any player wishing to transfer to another association, or be removed from hockey registration, must complete the necessary forms and may receive a refund of fees paid.

The following refunds will be granted:

- 100% refund until August 1
- 50% refund up to August 15 to commencement of tryouts for the



player's respective age group

- No refund will be issued once the Rep tryouts have begun for the player's respective age group.
- Refund of 100% in the event the player succeeds in getting rostered to a major midget team in any zone as the club or the NSWC Midget Elite program.
- Refund of 100% if there is no team offered in the player's respective age group or if there is no rep team in the player's respective age group and the player leaves to play at the rep level elsewhere.
- If an injury occurs during the minor hockey season and the family requests a refund, MHC must review and vote on the matter.

In order to receive a release from the Club, all dues/fees must be current and jerseys/uniforms returned.

MINOR HOCKEY FEES

REGISTRATION FEES

**House and Rep players pay the same amount*

- Atom: **\$550**
- Pee wee: **\$555**
- Bantam: **\$570**
- Midget: **\$570**
- Initiation (H2-H4): **\$450**
- H1: **\$350**
- Female Tyke: **\$350**
- Female Novice: **\$450**
- Female Atom: **\$550**
- Female Pee wee: **\$555**
- Female Bantam: **\$570**
- Female Midget: **\$570**
- Female Juvenile: **\$300**

ACTIVITY FEES

- **\$250** for anyone who plays hockey

TRYOUT FEES

- A1: **\$100**
- Rep: **\$75**



TEAM FEES

- Cover tournaments, referees, social events etc. set by individual team at the start of the season.

COACHING FEES

**Only if you have a paid coach*

- Member account will be charged as the season progresses, monthly from October through February.
- Amount determined at the beginning of the season once a roster size is confirmed.

*First year Female Hockey Players will have their registration fees waived for their first season at the NSWC.

*Minor Hockey Fees will be charged starting on the July Member Statement. If there is more than one child registered for Minor Hockey, the fees will be spread out over each monthly member statement.

Rep Tryout Process

The NSWC Rep Tryout process is designed to build the strongest minor hockey teams to represent NSWC in the PCAHA winter hockey season, throughout all Divisions. This process is reviewed on an annual basis as the Minor Hockey Committee is constantly endeavoring to improve the player experience. The evaluation process is a two-pronged approach that assesses a player on their skills, game play and team fit:

1. **Player Evaluation:** players are scored by professional evaluators and division coaches through a skill assessment session and scrimmages to determine their placement in a Working Group. Working Group placement = average of skill score & scrimmage scores.
2. **Team Formation:** Coaches / Working Group Coaches assess a player's skills and game play, coach-ability and overall team fit through multiple practice drills, scrimmages and exhibition games.

The Hockey Department is responsible for the annual planning and execution of the tryout process, and comprises:

NSWC Hockey Director: Process Owner

NSWC General Manager: Executive Sponsor

MHC Chair and Division Coordinator: provides execution support

Board Liaison: updates the Board



Tryout Process Guiding Principles

- NSW's Hockey Faculty owns and manages the process; members provide support, as directed by the Hockey Director.
- The tryout process' steps will be transparent and defensible: pre, during and post tryouts.
- Player tryout experiences will be consistent, regardless of division or year.
- Player placement decisions are made in the best interest of the team.
- Player feedback focuses on supporting and improving the individual player, over the long-term.

General Guidelines

1. The large ice upper viewing area will be a restricted area solely for approved evaluators and the evaluation committee.
2. Attendance at the evaluations for participating players is mandatory. If all the evaluation scrimmages are missed, then the following policy will apply:
 - a. Any player who has missed tryouts because they have
 - i. recently joined the club, or are new to the PCAHA/NSWC geographic zone;
 - ii. sustained an injury that prevents them from participating in the evaluation process or family emergency;
 will be placed on the lowest Rep level team in their respective age category and can move to higher Rep teams or down to Hawks teams at the discretion of the Evaluation Committee.
 - b. Any player who has knowingly missed the NSW evaluation process, or has unsuccessfully attended an evaluation process for another organization unsuccessfully, will automatically be designated to a Hawks level team.
3. Goaltenders will be evaluated during the goalie only skate and scrimmages by the Evaluation Committee.
4. Players must only skate with their named evaluation team unless directly contacted by a member of the Hockey Department.

5. Development players may be invited to join the evaluation process at any time. If this is the case they will be directly contacted by a member of the Hockey Department.
6. All new Club members have the same right to a Rep team position via the Evaluation Process as existing members. No spots are guaranteed due to a long-standing membership.
7. All inquiries during the Minor Hockey Evaluation Process must be directed to hockey@nswc.ca
8. In the case of an issue or dispute, the Hockey Director will address the issue with all parties involved. The decision of the Hockey Director will be final.
9. Evaluators are not allowed to evaluate their own children or immediate family members.
10. Names will not be posted on the website due to Privacy Laws.
11. Players must wear the provided tryout jersey, matching NSWC red or white socks and regular season play helmet. No spring or elite team helmets or socks / pants allowed.
12. During Player Evaluations, a player may be removed (from A1 tryout to rep tryout or rep tryout to Hawks team / player age level) for safety reasons.

Tryout Process

NSWC's Hockey Director reviews and approves all player assignments, prior to player notification

PHASE 1

- 1.1) All players registered for rep try-outs will participate in an initial evaluation, consisting of scrimmage games, to select the players who move on to the A1 working group.
- 1.2) Players will be notified by email of the next stage of their try-out process.
- 1.3) Players selected for the A1 working group will receive an individual evaluation report following their placement in the A1 working group.
- 1.4) These selections will be based on the cumulative player reports provided by the evaluation staff.

PHASE 2

- 2.1) The remaining players will participate in a second evaluation, scrimmage games, to select and place the players in either the A2, A3, A4 working group. Players not placed in a rep team working group will be placed with the NSWC Hawks program.



2.2) Players will be notified by email which working group they have been assigned to.

2.3) These remaining players will receive an individual evaluation report following their placement in a working group. NOTE: This evaluation will only be based on phase 2 of their try-out.

2.4) These selections will be based on the cumulative player reports provided by the evaluation staff.

PHASE 3

3.1) The A1 coaching staff will begin by releasing players to the A2 working group. This will trigger the release of the players from the A2 working group to the A3 team and so on.

3.2) This releases and the players selected for each team will be made by the respective coaching staffs of each team.

3.3) At this stage, these releases will be made in person and could include the parents of each player (preferred)

3.4) Reassigned player will be contacted by the Coach or Working Group Coach of their new Working Group regarding practice and game schedules.

PHASE 4

1.1) Coaches would have until a specified date to call up a player(s) from a lower team and further evaluate them. It would be at the Head Coaches' discretion if that player had improved enough or was potentially missed and was deserving of the opportunity.

Rep tryouts are held after the Labour Day weekend in September and last approximately four to six weeks.

Evaluators

Evaluators are retained annually by the Hockey Department to assess and score each player. Player scores are then used to form Working Groups.

- Evaluators are formally reviewed and approved by the Hockey Faculty, General Manager and the MHC Chair and Division Coordinator to ensure that no conflict of interest exists.
 - E.g. relatives participating in the division being assessed.
- They possess a high-level of hockey knowledge and experience.
- Evaluators are not provided player names. Scoring is done against tryout jersey numbers, which is then provided to the Hockey Department for data



entry.

- Each division will have a minimum 4 evaluators
- Every effort will be made to have each evaluator attend each evaluation session.
- Evaluators would include the head coaches of that divisions rep teams and can also include assistant coaches.
- A lead evaluator will be assigned to each division to ensure each player received a proper evaluation and that all evaluation criteria are considered.
- Goalie evaluation skates will be managed and graded by a NSWC goalie coach.
- This same goalie coach will be responsible for evaluating the goalies during the scrimmage games.

Communication Guidelines

- Parents would not be able to contact NSWC hockey staff until the final selections for each team had been made. Requests for additional feedback or to dispute a selection must be submitted via email and contain an outline of reasoning for the request/dispute.
- At this stage parents could be, based on the discretion of the Hockey Director, provided the rankings of where their child fit in the overall evaluation process.
- Any parent who does not follow these communication guidelines, harasses the hockey staff, or is disruptive within their assigned team will face a 2 week suspension from hockey related activities at the NSWC.

Parent Responsibilities

Parents are reminded to adhere to the NSWC Code of Conduct as well as the following:

- Evaluators are not to be approached or communicated with directly about the tryouts or players' score / performance.
- Remain in designated viewing areas during the tryout process (evaluators at ice-level, parents in designated viewing areas).
- Issues must be resolved through the *Conflict Resolution Process* (*refer to page 29*), adhering to the "24-hr no contact" rule.
- Review online and printed material related to the tryout process – be educated before your player participates.



- Parent meetings will be held during tryouts for all parents to attend. If you do not attend one of the meetings, you will not have the opportunity to schedule a parent meeting to discuss tryouts.

Player Evaluation Scores

- Each player would receive a 1 to 7 score in the following categories, with each category counting towards, 20% of the player overall grade
 - Skating - 20%
 - Competitiveness - 20%
 - Puck Skills (Puck handling, passing, shooting) – 20%
 - Playmaking ability – 20%
 - Attitude & Body language – 20%
- Each evaluator would provide a digital report on each player following each Phase of the try-out.
- These reports will create an automated, overall score for each player.
- A ranking of all players based on their overall score, in addition to their ranking in the individual skill/attribute will produced following the evaluation.
- Goalies will be evaluated on the following criteria:
 - Skating
 - Rebound Control
 - Reading the play
 - Puck handling
 - Save Selection
 - Awareness
 - Competitiveness

Volunteers

The evaluation process requires a significant amount of planning and support in order to operate effectively. Parent volunteers are required in several basic capacities to ensure that the best interests of players are protected at all times. The Hockey Department will ensure there are no conflicts in relation to volunteers and the role and age group they are assigned.

Development Balancing



Balancing is only necessary when more than one team exists at the Hawks (House/C) level in any age group.

The teams will participate in a minimum of 2 balancing games conducted by the Hockey Department. Players will be evaluated in each game and final rosters will be posted on the Club bulletin board and sent to parents via email. The Hockey Department will endeavor to ensure that the teams are of equal strength as regulated by the PCAHA.

Underage Player Policy

The North Shore Winter Club seeks to provide unlimited development options for all young players. In some cases the skill set of a player may dictate that a move to a higher age division would better facilitate their development.

The parent of any player wishing to move to a higher age division must submit a written request to the Hockey Director (HD) and Minor Hockey Committee (MHC) no later than August 1st. The HD and MHC will review and evaluate each request based on the following criteria: physical size, skill, strength, maturity and commitment. In addition, player registrations (i.e. Team roster size) will also dictate if there is an opportunity. The ultimate decision that allows for a player to move up into another age category rests with the Hockey Director.

The faculty will notify parents of the decision in writing no later than one week before the start of the tryout process.

If the Hockey Department rules in favor of the request, the player will be permitted to participate in the higher age division evaluation process. The Hockey Department can, at their discretion, at any time, return a player to their natural age level.

Pee Wee and Up:

Players participating in a higher age division tryout process must succeed in being rated within the A1 Working Group following evaluations in order to remain in the higher division. If the player does not rank within the A1 Working Group, the player must return to their natural age division. Note:



if the player is reassigned to the A2 Working Group during the team formation stage, the player remains in the Division.

Initiation/Atom/Female:

With HD approval, a player underage by one birth year may tryout for the A1 and/or Rep---level Working Groups. These underage players may be placed on any Rep teams based on their skills to a limit of three players per team, as per PCAHA guidelines. If an underage player is assigned to any rep Working Group after the Player Evaluation step, they cannot be returned to initiation level during the Team Formation step.

With HD approval, a player underage by more than one birth year may tryout for Atom. These underage players must succeed in being rated within the A1 Working Group following evaluations in order to remain in the higher division. If the player does not rank within the A1 Working Group, the player must return to the initiation division.

Affiliate Players

Player affiliation is critical to the overall development of the North Shore Winter Club Minor Hockey Association. Affiliated players will be allowed to play and practice with their affiliate team in order to enhance their development process. Teams must affiliate players from either a lower Rep or Development team, or Rep teams from a younger age level. All Development teams must affiliate with the younger Development team.

Each affiliated player must be approved by the coach of the higher team and the Hockey Director. The Affiliated Player is allowed to practice with their affiliated team as much as deemed possible by the coach. The Affiliated Player is able to play with the higher team set forth by PCAHA guidelines. However, players are responsible to their own team first unless the conflict involves a team practice and affiliate team game. All games take precedence over practices.

Application of Equal Ice Time

The Hockey Director can and will intervene when particular guidelines are not being followed consistently.

The North Winter Club is to follow all PCAHA guidelines regarding equal



ice time at these levels. The coach must try and accommodate these guidelines to the best of their ability regardless of roster size.

There should be a commitment to an equal ice time principle over the length of the season, and not in an individual game. There must be a commitment to develop each player on the team and not a significant few. The coach must incorporate a work ethic component for rewarding ice time. There may be situations during a game where certain players receive more/less time than others (special teams and end of periods). The coach must clearly outline his/her approach and philosophy to ice time at the beginning of each season.



NSWC Private Lessons Policies and Procedures

The NSWC is dedicated to providing quality coaching and training for our members to develop their athletic skills & abilities, enhance their sport performance, and to improve their fitness level. We pride ourselves on hiring individuals who maintain certification and insurance through a nationally recognized organization and meet specific program requirements that are essential for quality coaching and training. We uphold strict criteria for hires in an effort to ensure that our programs are of the highest quality for our members.

Only contracted or employed Service Providers, Coaches (hockey, tennis, swimming, skill development etc.) or Personal Trainers/Strength Coaches are allowed to provide services to members, on site at the Club. Individuals not contracted or approved by NSWC are not aware of the Club's policies, rules, guidelines, procedures or standards and therefore, are unauthorized.

For exceptions, members wishing to use an outside coach or trainer must coordinate through the NSWC Hockey Department and be approved by the Hockey Director.

Any individual observed, or suspected of acting as a Coach or Personal Trainer will be questioned and informed of NSWC policies and asked to discontinue. If the individual fails to comply with this request, NSWC members involved will be subject to a fine and will be brought to the House Committee for review. Non-approved coaches or trainers in violation will have any and all privileges at this Club revoked immediately and indefinitely.

Development Team

The Development Team consists of coaches that are approved by the Hockey Director and the General Manager.

- To be granted access to the NSWC for the purpose of private instruction you must receive this approval. No Exceptions.
- Each coach must be approved individually. Being part of a company/group of coaches does not mean approval for all in the group.
- The Development Team coaches must sign a standard contract for use of the facility that outlines their roles and responsibilities.



- Failure to comply with the policies and procedures guiding private instruction at the club could jeopardize your position on the development team.
- Private instruction may only take place during Private Instruction Ice times

Member Booking/Billing

- Private instruction booking is done through the instructor.
- At any time the Hockey Director can request your book of names that you are currently instructing out of our facility.
- All Members must be billed through their NSWC account.
- The Development Team members must invoice the Club for payment monthly indicating the Member lessons in a separate column from the Non Member lessons. Excel spread sheet will be provided. Invoices will be due the last day of the month and will be paid the next week on Friday.
- NO cash is to be exchanged for private instruction.

Non Member Booking/Billing

- All Non Members using our Development Team must be accepted by the Hockey Director, allowing a master list to be created of Non Members receiving privates through our program.
- Instructors must notify Member Services (info@nswc.ca) of all Non Member privates, including the player's name, age, date, time and rate of the lesson. Member Services will add the appropriate \$30 non member ice user fee.
- The Non Member MUST sign in and pay at Member Services before access to the club is granted. Member Services will give the non member a receipt, proof of payment.
- Instructors must collect the receipt of payment from the non member prior to allowing that player on ice. Any NSWC employee may request to see the receipt at any point during a lesson. Failure to produce this receipt will signal the end of the lesson, the non member will be asked to leave and the circumstances around the events will be investigated by the Hockey Director and/or the General Manger.
- There are to be no lessons with Non Members scheduled **before 9am on weekdays or after 3pm on weekdays**. No lessons with Non Members are allowed to be scheduled over weekends.



- The Development Team member must invoice the Club for payment monthly indicating the non member lessons in a separate column from the member lessons. Invoices will be due the last day of the month and will be paid the next week on Friday.

Rules of the Ice

- Max of 3 players per lesson.
- No more than 4 coaches in total on the large ice (including Goalie coaches)
- No more than 3 coaches in total on the small ice (including Goalie coaches).
- No more than 1 goalie coach will be allowed on the ice at one time, unless working with the same goalie.

Rates & Club Percentage

- Each instructor within the Development Team sets their own rates
- Each Development Team member's rates must be approved by the Hockey Director and/or the General Manager.
- Member billings direct to Members account
 - These monthly totals will be subject to a 25% fee payable to the club by the Development Team member.
 - This will be taken off the invoiced total monthly
- Non Member billings
 - The \$30 Non Member surcharge(collected at lesson time) remains with the club
 - The monthly Non Member billing total, not including the \$30 NM ice user fee, will be subject to a 25% fee payable to the club by the Development Team member.
 - This will be taken off the invoiced total monthly
 - Development Team members must attached the receipt collected on lesson day to the invoices at month's end.

Black Out Policy

In a continuing effort to improve transparency to our tryout process, the minor hockey committee has unanimously passed a motion to implement a blackout period for private lessons with same age group coaches as follows:



During the last two weeks of August, Head and Assistant Coaches may not offer instruction to any player who will be participating in the tryout process at that coach's age group.

For example, Pee wee athletes may not have private or group instruction outside of NSWC organized camps with any of the announced Pee wee coaching staff. A Pee wee athlete may, however, have private instruction with an atom, bantam, or midget coach.



Conflict Prevention

In order to avoid many of the common problems inherent to the minor hockey community, the hockey directorship team will be working very closely with team officials to try and take a series of pro-active steps to try and avoid potential conflicts.

- Each coach will provide their players and parent group with a document that clearly outlines their coaching philosophies regarding issues such as ice-time allocation, discipline, dress codes, etc. Parents will be invited to ask questions and provide some input as the document is developed so that all members of the team have clear expectations for the upcoming season.
- Coaches will also be invited to attend a series of seminars throughout the season that will focus on positive communication, coaching, and team building skills.
- Any concerns about the club's overall philosophy on how players are developed, how practices run, how teams play, and how skills are taught; should be directed to the hockey department and not the coach. If the hockey department feels that expectations are not being met, then they will take necessary steps for improvement.

24-hour Rule

All parents should be aware of the 24-hour Rule: if you have something to say to the coach, that could be contentious, you must wait 24 hours after the event or the game before discussing it. By this time, you have better perspective and a lot of potential conflict is naturally eliminated in the process.

After 24 hours, if a parent still wishes to speak with a coach, the request should be in writing and include an outline of the issue.

- Coaches, managers, and members of the hockey department will entertain any conversations that include a parent comparing their child to another player or the slandering of another player. Doing so will immediately terminate the conversation.

Conflict Resolution



However, despite our best efforts and intentions, sometimes issues will still arise. In these cases we ask parents to use the Conflict Resolution Policy when dealing with their potential concerns. Parents are strongly encouraged to address potential conflicts with as much discretion and confidentiality as possible to protect both their players and team officials. Also, to properly assess the severity of some issues, it is important to deal with them in a non-confrontational manner in order to avoid temporary or token solutions.

Level 1

- All internal team issues should be brought to the attention of the team manager who will try to resolve the issue at the team level.

Level 2

- If the problem is still unresolved, or directly involves the team manager, or you mutually agree that this issue cannot be resolved at this level, please send the complaint in writing to the hockey office. Where it will be received and discussed by the hockey directorship team (HDT) and forwarded to the appropriate Hockey Committee Representative (HCR). The directorship team and committee representative will consider and discuss each complaint received and will respond with a recommended course of action within 7 days.
 - Recommendations might include, but are not limited to:
 - Observation of future games by one or more of the hockey directors with special attention in regards to relevant issues.
 - Interviews with appropriate third parties to ascertain relevant information.
 - Facilitating meetings with parents, players, and/or coaches.
 - If the directorship team and/or the HCR feels that this issue warrants further discussion it will be brought to the Hockey Committee in a timely manner.
 - No action will be undertaken by the hockey directorship team until all parties involved agree to the plan of action.

Level 3

- This level should not be reached (and complaints will not be heard) unless all previous steps have been exhausted, or the issue relates directly to a member of the hockey directorship team. In either of these cases the issue should be forwarded directly to the Hockey Committee President who, if necessary, will bring it to the attention of the NSWG General Manager.





Coaches

Coach Selection

Coaches are selected by the Hockey Committee with input from the Hockey Directors. The North Shore Winter Club Minor Hockey Associations goal is to find the highest caliber coach available for our young athletes. We strive for non-parent coaches on all our teams; however, we cannot guarantee non-parent coaches for each team. The criteria for coach selection is based on expertise, experience, attitude, commitment, credentials required, and communication skills. The Hockey Committee endeavors to attract and retain the highest caliber of coaching possible for the North Shore Winter Club hockey program. However, it can be difficult to deal with the high expectations of parents and members, especially as the program achieves further recognition and success.

Coaching is an art form, not a science. Coaches will be provided freedom to be themselves, and have their own coaching identity. However, the expectations are that coaches will follow the same philosophy, use the same language and terminology, and work towards a common development model.

Coach Responsibility

Coaching hockey is a dynamic process affected by many elements: strategies, player combinations, etc. play a large part in a coach's strategy for success. Given this, it is impossible for the Hockey Director to dictate to coaches which players to play together and in which instances, etc. Furthermore, determining leadership roles on a given team (Captain, Alternate Captains) must be left to the coaches.

The Hockey Director can make coaching suggestions to coaches at the NSWC, but ultimately it is up to the coaches to determine their team's line composition, strategy, team rules (such as late arrival policies) and leadership roles. To take away the decision making from a coach would be to undermine his or her ability to effectively coach for success.

Certainly, there will always be personality conflicts on hockey teams and normally these conflicts can be managed appropriately. We recommend that parents wait 48 hours after any given game before discussing issues with coaches. In most cases, parents respect this guideline and potential



confrontations are eliminated once time is given to put events into perspective.

Each coach must abide by all rules and guidelines set forth in the signed contract with the North Shore Winter Club.

The coaches and his/her team are expected to conduct themselves in a manner that reflects positively on the North Shore Winter Club.

Coaches are required to respect other coaches, referees, other officials and players.

Any coach who fails to conduct themselves in a professional manner could face suspension and/or be removed.

Team Officials

Manager Responsibility

One of the Coach's first responsibilities is to appoint a Team Manager, once the team has been selected. This position is responsible for the off-ice administration and coordination of all activities of the team. This is also the person to whom the Coach entrusts to be the liaison with the parent group.

The Manager has numerous duties, some of which can be delegated to volunteers among the parent group. These duties include:

1. Team Budget – Referee fees, tournaments, team activities, year-end party
2. Parent Contact List – home & cell phone numbers, e-mails
3. Ensuring completion for all necessary League credentials for Team Officials
4. Liaison with PCAHA officials for team related matters, specifically with the PCAHA League Manager for game numbers and required approvals for tournaments, etc.
5. Entering game information into Teamlink, and sending game sheets after each home game
6. Assign Scorekeeper and Timekeeper for home games
7. Along with the Safety person (HCSP), maintain medical information for all players
8. Entertainment/social organizer, including team building and tournament activities
9. Contact Equipment Manager for jerseys, socks, first aid kit at the



beginning of the season and continue to maintain the team equipment

10. Arrange exhibition games prior to tiering
11. Check team file at Front Desk regularly.
12. Liaison with the opponent managers for game changes/rescheduling needs
13. Apply for tournaments (with coach approval), and arrange accommodation/travel for away tournaments
14. Get lock to use for dressing room door on away games.
15. Create Player Reference Card – player names and jersey numbers.

Hockey Canada injury report form must be filled out for any injuries regardless of seriousness within 90 days. Claims can be made for services or treatment not covered by the participants Extended Benefits. See BCAHA Bulletin at: www.bchockey.net

The Team Manager is responsible for providing the players and parents with a current schedule of activities. If there are any concerns from parents, they are to be coordinated through the Team Manager. Refer to Manager's Checklist in **Appendix B**.

Meetings

1. NSWC Coaches & Managers meeting
2. Pacific Coast Amateur Hockey Association (PCAHA)
 - Bring team roster to hand in
 - Pick up tiering game schedule
 - At least one team official from each team must attend
3. Team Meetings, coaches/managers should organize a Team Meeting to begin the season and have regular communication meetings throughout the year

Certification Requirements

1. All team officials (coaches, manager, HCSP, and on-ice helpers) must complete Respect in Sport and Concussion Awareness online courses, as well as have a Criminal Record Check
2. Each team must have at least one certified coach by Dec. 1 of the season to be eligible for playoffs
3. Each team must have at least one certified Hockey Canada



Safety Program (HCSP) official, otherwise known as the Safety Person, registered by Dec. 1

See BCAHA Website for clinic dates: www.bchockey.net

Affiliate Dates

1. Players from lower category or division teams must be on your team's Affiliate List before they can be "called up" to play on your team.
2. To declare an Affiliate List, the team must have one player named to the list by January 15th. Up to a total of 19 players may be added to this list.
3. After January 15th, any affiliate player who plays more than 5 games with the higher division team will no longer be able to play with his regular team. They are allowed to play an unlimited amount of games up until January 15th (Pee Wee and up). Atom you are allowed only 5 games in total for the whole season and 3 games in total in Hockey 3 and 4.

Social Media Policy

This policy sets out the North Shore Winter Club's expectations regarding the use of social media by its members, including minor athletes. The Club recognizes and appreciates the value of social media and the importance of social networking to all its members, including members who are not of the age of majority. The Club also respects the right of its members to express their views publicly. At the same time, members must be aware of the challenges and dangers social media and can sometimes present.

In this policy, "social media" means any facility for online publication and commentary, including without limitation blogs, messaging applications, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, Tumblr, Instagram, Snapchat and any team websites or applications.

Publication and commentary on social media carries similar obligations to any other kind of publication or commentary. Social media comments are instantly published and usually available to the public and media. Members are expected to exercise good judgment when using social media and electronic tools to communicate about the Club as an organization, its staff, coaches/team managers, teams and athletes.



When a member identifies themselves as a member of the Club in any social media posting, it is expected that the member will adhere to the following standards:

- Members should refrain from posting information, photos, or other representations of sexual content, inappropriate behavior, or items that could be interpreted as demeaning or inflammatory. This includes photographs, video or comments promoting negative influences or criminal behavior.
- Members should refrain from posting any racial, sexist, homophobic, or other discriminatory comments.
- Members should refrain from posting comments that could be deemed derogatory about third parties, including sports league officials, other players, teams, clubs or referees.
- Members should refrain from posting comments on any matter that could reasonably be expected to be confidential.

Electronic Communication: Minors

It is the policy of the Club that direct conversation using electronic communication or social media between Club staff or coaches/team managers and minor athletes is not permissible.

Any electronic communication or social media interaction between Club staff or coaches/team managers and minor club members must include at least one other adult. No one-to-one communication is permitted and group distribution is preferable

Social Media and Electronic Communication: Members

Members are required to adhere to this policy when using social media and electronic communication tools related to Club staff and members in any capacity. Members will refrain from communicating with unrelated minor club members directly using social media and electronic communication tools, unless endorsed by the minor member's parent or guardian.

Disciplinary Action

Members may face disciplinary action for breach of this Policy in accordance with the Club Rules and Bylaws. Under certain circumstances, a breach of this Policy may amount to criminal conduct and the Club will report behavior which may constitute a criminal offence to the police.



Dressing Rooms

No cell phones or cameras in the dressing rooms.

Dressing rooms must be supervised at all times by team officials or designated parents. Players should not enter unsupervised dressing rooms.



Dress Code

A dress code for rep players and coaches will be mandated by the Director of Hockey in consultation with the MH Committee at the beginning of each season. The dress code may be comprised of NSW Hockey apparel that may need to be purchased at the beginning of the season.

Players and coaches must conform to the dress code when attending games. Failure to do so may result in sanctions by the team coach and/or the Director of Hockey as appropriate.

Coaches may mandate the wearing of color- specific practice jerseys and socks (to be purchased at the beginning of the season) to facilitate team practices.

Division Specific Apparel/Equipment and Dress Code:

Initiation H1-H4

- Jerseys (provided)
- Socks (provided)
- NSW Hockey Practice Jersey (Provided)

Atom – Midget Hawks

- Jerseys (provided)
 - Socks (provided)
 - Black CCM Tracksuit (purchased at additional cost at start of season)
 - CCM Winter Jacket (Optional)
 - NSW Hockey Bag
 - Practice Jersey (provided but must be returned at the end of the season)
- Game day dress code – Tracksuit*

Atom A – Midget A

- Jerseys (provided)
 - Socks (provided)
 - Black CCM Tracksuit (purchased at additional cost at start of season)
 - CCM Winter Jacket (Optional)
 - NSW Hockey Bag
 - Practice Jersey (provided but must be returned at the end of the season)
 - Red Helmet
 - Practice jersey (provided but must be returned at the end of the season)
- Game day dress code – White Shirt and NSW tie, Dark slacks or Khaki pants, and Dress Shoes.*



Coach Dress Code:

- Black Tracksuit approved by Hockey Department
- NSWC will pay for one tracksuit for every new coach. To be reimbursed, please contact hockey@nswc.ca and provide proof of payment (I.e. receipt).

Personal Equipment

Neck guards are mandatory for all ages. Players may not participate in on-ice activities without a neck guard.

Helmets must be worn by all players and officials on the ice, at all times.

Keeping Your Equipment Clean

Most Canadians know how bad hockey equipment smells when it is not properly taken care of- it smells really bad. Not only does equipment smell bad but can be a breeding ground for bacteria. Here are some helpful hints on the proper methods of taking care of your equipment so that you can avoid that “hockey bag” smell.

Immediately after every game and practice, equipment should be hung up to dry. Moisture allows bacteria to grow so air drying after every use is essential. This will assist in preventing athlete infections and in prolonging the life of the equipment. (Never place leather equipment over any source of direct heat, as cracking will occur.)

All equipment including the hockey bag should be washed/cleaned on a regular basis and periodic spraying with an alcohol based equipment disinfecting spray is also recommended. Cleaning can be done at home or through professional cleaning services.

Before you leave the house to hit the ice, remember to ensure all equipment is in your hockey bag before you head out. There is no equipment or protective gear that can be “left out just once”. It is also unhygienic to borrow fellow teammate’s equipment.

Also, double check to make sure your skates are sharp. If the blades are too dull it will greatly affect the player’s ability to stop, turn and in general skate properly which can cause accidents and injury.

Make sure you have a large water bottle full for the game or practice.

Hydration is key to keeping players alert and safe on the ice.



Importance of Fitting Properly

Properly fitting equipment is essential to the safety of all players, as well as maximizing mobility and player performance:

- **Hockey Helmets**

Your body can not function without your brain. Your hockey helmet is one of your most important pieces of equipment. To make sure that your hockey helmet is properly fit make sure the helmet is snug and comfortable.

Adjust the chinstrap so that it gently makes contact under your chin when fastened. Obtain the correct head size, measure around your head with a flexible tape measure directly where a sweat band would rest.

- **Hockey Cages and Face Shields**

The traditional cage face mask is strong and durable. It provides excellent ventilation and breathing with adequate vision. The face shield protects the face and provides excellent vision both straight ahead and peripherally. Hockey Canada requires all helmets and face shields to be CSA certified.

- **Mouth Guards**

Mouth guards not only significantly reduce the incidence and severity of injuries to the teeth and mouth, but they may act as a shock absorber against more serious injuries like jaw fractures and concussions.

- **Shoulder Pads**

Your shoulder pads are your first line of defense in the event of an impact. Properly fitted pads will provide protection for the collar bone, chest, ribs, back and upper arms. It is important that the shoulder pads achieve this protection while still allowing a full range of motion.

For example, lifting the arms above the head should not push the shoulder pads uncomfortably high around the player's neck.

- **Neck Guards**

The neck guard is mandatory in all minor and female hockey, not necessarily in Junior. It must be BNQ certified. Its intent is to protect against skate blades not impact from sticks or pucks. It should cover the entire throat area and fit snugly and comfortably.

- **Elbow Pads**



Elbows are an extremely vulnerable part of your body that is why it is necessary to protect them. Like the shoulder pads your elbows should fit comfortably into the center of the elbow pad cup. A good elbow pad will provide forearm protection by extending down to the cuff of your hockey glove.

- **Shin Pads**

Not only do shin pads protect shins but they also help prevent knee injuries. The lower leg is an extremely high contact area which must be shielded against injuries caused by collisions with sticks, pucks and skates.

- **Hockey Gloves**

Gloves are another essential piece of equipment. They provide protection and help with stick control. One of the primary concerns with the fit of the hockey glove is to ensure that the gap between the glove and the elbow pad is minimal. The tightness of the glove is a personal preference and the tips of your fingers should not go completely to the ends of the glove. The glove should also feature a lock thumb system which will protect the thumb from being bent backwards.

- **Hockey Pants**

Hockey pants protect your lower back and your upper legs from hits, sticks and pucks. Pants should be loose and comfortable but have the ability to be secured firmly by the belt around the waist. Approximately 90% of all players will be able to use their waist size as their guide for choosing the correct size pants. The bottom of the pants should overlap the top of the shin pad kneecaps by 1- 2 inches. This will ensure proper protection even when in a kneeling position.

- **Hockey Skates**

A pair of hockey skates is also one of your most important pieces of equipment. Skates generally fit (1- 1½) sizes smaller than your shoe size. A good clean way to break in your new skates is to lace them up at home. You could also use a hair dryer to warm them, but be careful not to overheat any one area. You can wear your skates while you're doing your homework, reading or watching television. Just remember to have skate guards on.

- **Hockey Sticks**



Skates might be one of your most important pieces of equipment but your stick is your most important tool. The best way to measure your stick is to stand in your stocking feet, without your skates on a flat surface.

Place the bottom of your stick on the ground between your feet. Lean the stick straight up-and-down so that the handle of the stick touches the tip of your nose. The general rule is to mark the stick at this point and cut the handle on your mark.

A defenseman may want to use a longer stick to give them a longer reach for poking the puck away and a forward may want to use a shorter stick to help them stickhandle better.

On-Ice Officials

In hockey, an official is a person who has some responsibility in enforcing the rules and maintaining the order of the game.

Referees

A referee is responsible for the general supervision of the game. He can be identified by his red or orange armbands. He is the only official with the authority to assess penalties for violations of the rules.

Linesmen

Linesmen are primarily responsible for watching for violations involving the red line and the blue line. Such infractions include icing and offside infractions. Linesmen conduct face-offs, break-up scuffles and other altercations that occur during the game.

Do not shout at or abuse the on-ice officials. They have the authority to have any player, official, or fan removed from the arena. Their calls may not always be perfect but they are learning as well. Shouting at them is never an option.

There is no such thing as 'just a small penalty so let the kids play'. Hockey Canada requires that all penalties be called strictly in accordance with the rules.

Any ejection or suspension handed out to a parent by a referee or the



League will be at a minimum matched by the Association. Any reports of referee abuse, even if unsanctioned, will be investigated by the MH Committee and may result in suspensions.

Simple Rules of the Game

Every good hockey parent knows that one of the most important things in making your child's hockey experience well rounded is to know the game yourself. That's why we are providing you with some of the basic rules and the who's who of the game.

1. Icing The Puck

Icing is when a player on his team's side of the red center line shoots the puck all the way down the ice and it crosses the red goal line at any point other than the goal itself. When this occurs, play is stopped and the puck is returned to the other end of the ice for a face-off in the offending team's zone.

Icing the puck is not called:

- If a goalie plays the puck by leaving his net.
- When a defending opponent, in the judgment of the linesman, could have played the puck before it crossed the red goal line.
- When a team is playing short-handed because of a penalty or penalties.

2. Offside

A team is offside when any member of the attacking team precedes the puck over the defending team's blue line. The position of the player's skates and not that of his stick is the determining factor. If both skates are over the blue line before the puck, the player is offside. If he has only one skate over the blue line and one on it, he is onside.

Tournaments & Events

Tournament planning begins months in advance. The following is a guideline and suggestions for running a tournament at the NSWC:

- Prepare the Tournament date(s) for each tournament and the divisions to be hosted and present to MHC for approval.



- Prepare the preliminary tournament budget and present to MHC and General Manager for final approval.
- Complete the sanction request for the appropriate level(s) online at the BC Hockey website at www.bchockey.com. When the tournament is approved, the Tournament Information will be posted on the BC Hockey Tournament page.
- Complete the required PCAHA forms at least 30 days prior to the tournament.
- Ensure tournaments are posted on our tournaments page on the NSWC website.
- Prepare Registration package: forms, tournament format, fees, roster forms, deadlines
- Send invites out to teams and accept applications.
- Organize tournament committee volunteer positions and work with tournament chair, provide guidance when needed.

Other Considerations:

- Select a Tournament Registrar
- Complete Schedule: game times, referees, scorekeepers
- Manage payments: referees, F&B, extra services (garbage/cleaning etc.)
- Awards & Gifts
- Food & Beverage: banquet, snacks, etc.
- Signage
- Sponsorships & Donations
- Program Coordination: recognition of sponsors & players, communication to parents/players, souvenirs, player welcome packages, game sheets & rosters, results & standings etc.
- Fundraising: raffles, 50/50, silent auction; gaming licenses
- Storage space
- Post-Tournament reports

External Event Fee – R58

1. 25% of Entry Fees generated from external open events such as Tournaments, Competitions, etc., which are sponsored by the Committees or other Member groups, are to be paid into Club revenue. Waiving of a portion of this fee may be granted by the General Manager, provided the Committee or team can guarantee other substantial direct



financial benefit to the Club. Budgets must be submitted to the General Manager in advance of the event for approval.

2. All Committee special events and registration fees require approval of the Board of Directors in advance. A detailed budget showing both revenue and expenditures must also be submitted to the General Manager for Board approval.

Submitting Tournament Cheque Requests

The following are allowable Coach Expenditures to be submitted to the Team Manager on the first of every month (late expenses will not be processed):

- Fuel for travel outside of 75km (carpooling encouraged)
- Accommodation for out of town tournaments (shared accommodation between coaches)
- Daily meal per diem of \$60 per coach for out of town tournaments
- Team supplies (whiteboard, pucks, cones)

Pay for coaches attending tournaments (paid for by MHC)

- All tournaments over 4 days: Provincials/Westerns/Quebec etc.
- \$200 per day for head coach and \$100 per day for one assistant
- Must provide documentation of days lost to hockey@nswc.ca

Zero Tolerance

The Club has zero tolerance for drugs, alcohol, bullying, abuse or vandalism. Zero tolerance means that behaviour involving any of the above will not be tolerated at any event related to NSWC and will be immediately sanctioned.

NSWC fully supports and enforces Respect in Sport and has zero tolerance for harassment and abuse in hockey both on and off the ice. Players involved in



bullying, abuse or harassment will be suspended.

NSWC is unequivocally opposed to illegal drug and alcohol use and is sincere in its duty to uphold the laws of the land in which its members operate. NSWC is similarly unequivocally opposed to the use of banned and restricted substances for the purpose of performance enhancement. Zero tolerance means that behaviour contrary to that above will not be tolerated. Incidents are to be dealt with on an individual basis.

Players Code of Conduct

1. To have fun
2. To be positive, supportive, encouraging to each teammate
3. To show respect, fair play, and integrity to each opponent
4. To show respect to the coach, the team, the association and the club
5. To not yell at players, coaches, officials, referees, or parents
6. To respect the game of hockey and abide by all Hockey Canada rules;
7. To understand that failure to comply with the above, depending on the severity of the situation can result in my being prohibited from participating in the events and activities of the team. Including the attending of games and practices, and if non-compliance persist, can lead to the player being temporarily or permanently suspended from the team.

Parents Code of Conduct

1. To have fun
2. To remember this is a youth sport
3. To be as positive, supportive, encouraging and helpful as possible
4. To show respect, fairness, fair play, integrity, dignity, and reasonableness
5. To not yell at players, coaches, committee members, referees, officials, or other parents
6. To be respectful and positive in the stands during games
7. To let the coaches coach and be supportive of the team
8. To not coach my player from the stands
9. To remove myself from situations where I'm feeling angry-and take the issues up with the appropriate person(s) at the



- appropriate time
10. To neither put up with abuse, nor be abusive and to report any such incidences appropriately
 11. To remember that my child's hockey career will not be made or broken based on the last shift, the next shift, or any particular game
 12. To remember this is not professional hockey
 13. To keep my child on track in terms of lifestyle, behavior, attitude, and school
 14. To understand that failure to comply with the above, depending on the severity of the situation can result in my being prohibited from participating in the events and activities of the association. Including the attending of games and practices, and if non-compliance persist, can lead from my player being temporarily or permanently suspended from the team or association.

Appendix A

2018/2019 NSWC Initiation Hockey Program

Our NSWC initiation hockey program for kids aged 5-8 years old follows our overall Development Hockey program mission statement. It is to provide an environment for all players of various skill levels to play to their full potential through weekly development sessions, recreational game play and various team building events. Our program follows all PCAHA and BC Hockey mandated guidelines including team roster composition, team formation deadlines, and equal ice time and cross-ice game format. Refer to attached PCAHA documents for full details.

Initiation Divisions:

Initiation Minor – Hockey 1

- 2 x 1 hour sessions a week (1 weekend and 1 weeknight)



- Season runs from end of September – to end of February (average of 35 sessions)
- Sessions are run by NSWC Development Coaches with help from parent volunteers.
- All H1 players will receive their very own practice jerseys to keep.
- Designed for beginner hockey players of all abilities, with the main goal of ensuring all kids feel comfortable on the ice and have fun at each practice.
- Kids born in 2014 with some previous hockey experience may be eligible for Hockey 1. Requests must be sent into the hockey department before Aug. 1st.

Initiation Major, Novice Minor, Novice Major – Hockey 2 - 4

- All Hockey 2 - Hockey 4 players have a minimum of 3 ice times a week, which includes a combination of skill development, team practices and league/exhibition games throughout the season.
- Season runs from mid September – to beginning of March (average of 60 sessions)
- Skill development sessions are run by a NSWC Development coaches (subject to coach availability), team practices and games are run by parent volunteers. Our goal is to confirm parent volunteer coaches before Sept 1st.
- NSWC Initiation rosters are typically between 9-13 players to ensure all kids receive more ice time and therefore more puck touches, to help enhance their overall on-ice development.
- All players must start the season in their nature age group regardless of their placement the previous year. Parent of any player wishing to move to a higher age division must submit a written request to the HD and MHC no later than Aug. 1st.
- The HD and MHC will review and evaluate each request on the following criteria – physical size, skill, strength, maturity and commitment. If approved, the player may join in the balancing skates with the higher age division. However, if a player is then ranked in the bottom half of the upper age group, they may be asked to return to their natural age group.

Balancing Process (includes Hockey 2 - Hockey 4)

- Player Assessment / Balancing Skates:
 - In early September, each player must attend a minimum of 2 balancing skates run by a NSWG Development coach, which will include a combination of skills and game play.
 - For these sessions, players in each age group will be divided based on the alphabetical order of their last name.
 - The HD and parent volunteer coaches for their respective division will be in attendance to assess each player's skill level.
 - Players will be ranked on a scale of 1 – 5 (1 – weak, 5 - excellent) during their skates.

- Initiation Ranking / Draft:
 - Once all balancing skates are complete, scores within each division will be tallied up by the HD and players will be ranked with the top scores being first and lowest scores at the bottom.
 - HD, MHC Member and each division's coaching staff will meet for a draft.
 - Players will be grouped based on their ranking - each group will contain 2 players more than the determined # of teams i.e. if there are 3 teams in a division, the groups will be 5 players.
 - Coaches will take turns picking 1 player per grouping. To determine which coaching staff picks first, a random draw will take place. Coaches with the first pick in round 1, will pick last in round 2 etc (snake draft). Draft picks will continue until all players are assigned to a team. Note: Coaches must choose their own child when those players come up within the groupings.
 - The HD will review the rosters and communicate them to all families. Note: there may be additional player movements to better balance teams up until the final PCAHA team formation deadlines, which are:
 - Initiation Major: Team rosters final by November 1st
 - Novice Minor: Team rosters final by October 15th

- Novice Major: Team rosters final by October 15th
- Team ice times will also be allotted at the draft.
- Assistant coaches and managers will be decided after the teams are formed.
- Parent requests, friend requests, carpooling etc will not be considered as part of the balancing process.
- Once the teams are announced, players will have the ability to request changing teams if all of these criteria are met:
 1. Both players have the similar ranking.
 2. Both coaches have agreed to the change.
 3. Both families have agreed to the change.

Appendix B

NSWC Manager's Checklist

Team Management

- Team Meeting
 - Team Budget – Referee fees, tournaments, team activities, year-end party
 - Parent Contact List – home & cell phone numbers, e-mails
 - Volunteers
 - Scorekeeper and Timekeeper for home games
 - Jerseys
 - Safety person (certified, HCSP course)
 - Entertainment/social organizer
 - Tournament organizer
 - Treasurer



- ☐ Contact Equipment Manager for jerseys, socks, first aid kit.
- ☐ Check team file at Front Desk regularly.
- ☐ Get lock to use for dressing room door on away games.
- ☐ Create Player Reference Card – player names and jersey numbers.
- ☐ Hockey Canada Injury report form must be filled out for any injuries regardless of seriousness within 90 days. Claims can be made for services or treatment not covered by the participants Extended Benefits. See BCAHA Bulletin at: www.bchockey.net

Important Season Beginning Meetings

- ☐ NSWC Coaches & Managers Meeting
- ☐ Pacific Coast Amateur Hockey Association (PCAHA)
 - Bring team roster to hand in
 - Pick up Tiering Game Schedule

Referee Requests

- ☐ Hockey 4, Atom, Peewee and Bantam C Teams
 - Referees assigned by NSWC Referee Assignor (Online) for your division.
 - Upload game schedule to the ref scheduler website.
 - Minimum 48 hours notice required for any game time changes – the earlier you can let the Assignor know of any changes, the better!
- ☐ Bantam Rep, Midget & Juvenile House and Rep Teams
 - Referees and Linesmen are assigned through the PCAHA Central Referee Assigning Coordinator.
 - Your League Manager contacts the Central Referee Assigning Coordinator to schedule the on-ice officials.
 - Notify your League Manager of any game changes – League Manager must contact the Referee Assigning Coordinator at least 72 hours prior to the new game date.
 - If the Referee or Linesmen fail to show up at your game, call the 'No Show Reporting' phone number listed in Section I6 of the PCAHA handbook.
- ☐ Referee and Linesmen payment is the responsibility of the home team.
 - See PCAHA Handbook, Section I8 for payment schedule
 - **NOTE:** If you forget to cancel the Referee and Linesmen for a game (i.e. forget to tell the Assignor) your team will still be responsible to pay them.

Games



- ❑ Home Team Responsibilities
 - Home team supplies the game sheet. Fill in all necessary information except for the Visiting Team's Roster and then give it to the Visiting Team to complete.
 - Blank game sheets are available from the NSWC Front Desk.
 - Provide volunteers for Timekeeper and Scorekeeper.
 - Confirm Referee and Linesmen have arrived (check Referee's dressing room).
 - Pay Referee and Linesmen.
 - At end of game, collect Game Sheet and hand out copies as follows:
 - Blue – visiting team
 - Pink – home team
 - White & Yellow – fax a copy to your League Manager and then mail both these copies to him.
 - NOTE: If game misconducts occur, the Referee takes the white copy to write up the penalty, mail the yellow copy to the League Manager
 - See PCAHA Handbook, Section F3 for how score sheets are handled in exhibition and tournament games.
- ❑ Visiting Team Responsibilities
 - Get the game sheet from the home team.
 - Complete your roster and then return the game sheet to the home team or take it to the Timekeeper's box.
 - At the end of the game, get the Blue copy of the game sheet.

Team Officials – Certification Requirements

- ❑ All team officials (coaches and manager) must have the Respect in Sport course.
- ❑ All coaches of Rep teams must have coaching certification as required by BC Hockey regulations by Dec. 1. For details see: www.bchockey.net
- ❑ Each team must have 1 certified coach by Dec. 1, to be eligible for playoffs.
- ❑ Each team must have 1 certified Hockey Canada Safety Program official (Safety Person) registered by Dec. 1.
- ❑ See BC Hockey Website for clinic dates: www.bchockey.net

Tournaments & Exhibition Games

- ❑ Tournaments - must request a tournament 'Permission to Play' number from your league manager.
- ❑ Team must reschedule any conflicting regular league games.
- ❑ Exhibition games – must request a game number from the League Manager and make arrangements for referee and linesmen through your referee assignor.



Affiliate List

- ☐ Players from lower category or division teams must be on your team's Affiliate List before they can be 'called up' to play on your team.
- ☐ 'A' teams may affiliate any players on an 'A' team in lower tier or division. 'A' teams may affiliate players from 'C' or from a division lower. All 'C' teams affiliate to the 'C' team in the lower division, Atom 'C' affiliate to Hockey 4.
- ☐ To declare an Affiliate List, the team must have one player named to the list by around mid Dec. Up to a total of 19 players may be added to this list until mid Jan. Refer to PCAHA Handbook, Section C35 for specific dates.
- ☐ After a date in January, any affiliate player who plays more than 5 games with the higher division team will no longer be able to play with his regular team. See PCAHA Handbook, Section C38 for specific date.
- ☐ You must contact the player's parents and have their agreement before you can add the player to your affiliate list.
- ☐ All Affiliate players must be approved by the NSWC Hockey Director.

Helpful Resources

- ☐ PCAHA Handbook
 - Team Certification chart
 - 'Important Dates' listing near the beginning of the Handbook is a good reference for deadlines.
- ☐ Your League Manager
- ☐ PCAHA Website: www.pcaha.bc.ca
 - Regular league and Playoff standings
 - Tournament listing for PCAHA
- ☐ BC Hockey Website: www.bchockey.net
 - Useful forms.
 - Tournament listings for the province.
 - Schedule for Speak Out, Safety and Coaching Clinics
- ☐ Other Team Managers

