



ABBOTSFORD FEMALE HOCKEY ASSOCIATION  
Policy Manual

Updated: October 2024

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Policy Manual Updates

<b>Date</b>	<b>Policy #</b>	<b>Description of Change</b>
10/07/2024	14	Changes to dressing room policy as per new Hockey Canada guidelines
08/22/2024	Appendix	Add Appendix "Board of Directors Code of Ethics & Confidentiality Policy"
03/04/2024	10.2.2	Update to registration payment options
	10.2.3	Update to registration deadline date
	10.3.2	Update to registration fee refund for goalies in U11 to U18
	15.3.2 & 15.3.3	Remove these two policies as they are now incorporated with the updated policy 10.3.2
07/23/2024		Policy Manual Original Publish Date

## 1 WELCOME

- 1.1 The game of ice hockey presents our youth and volunteers with an exciting challenge that will serve them for life. A remarkable sport demanding unparalleled quickness endurance, character, effort, commitment, and teamwork. Ice hockey is based on a healthy cooperative, yet tough lifestyle in mind, body, and spirit. These are among the finest traits adults can endeavor to transfer to youth.
- 1.2 The beginning of a new ice hockey season brings excitement and anticipation of great things to come. At this time, please review the policies and procedures contained in this Manual regarding the Abbotsford Female Hockey Association (“AFHA” or the “Association”) programs. In order to participate as a member of the Association, all players, families, and volunteers are required to adhere to the procedures set forth in this Manual.
- 1.3 Our policies are constructed with the intent of improving and developing our programs where our goals can be strived for and achieved. A volunteer association requires patience, commitment, sacrifice, civility, courtesy, caring, and kindness. It is the expectation that all participants within the Association strive towards developing our Association in a positive way. Please be a contributing part of helping to build the Association to the best that it can be.
- 1.4 On behalf of the AFHA Board, we welcome you to another year and hope that you find your participation rewarding.
- 1.5 Please read this Manual and remember that it is a guide, written and assembled by volunteers. It is intended to represent the outline of what the AFHA Board feels is best for our members and the programs we have built to serve them.

## 2 DEFINITIONS

**AFHA Board:** The elected committee of the Association consisting of the President, Vice President, Registrar, Treasurer, and 11 Directors.

**Association/AFHA:** Abbotsford Female Hockey Association.

**BC Hockey:** British Columbia Amateur Hockey Association.

**Hockey Canada:** Canadian Amateur Hockey Association.

**House Hockey:** Recreational “C” hockey with an emphasis on fun, fitness, and camaraderie.

**ICE:** Team name for all teams within the Association.

**IIHF:** International Ice Hockey Federation.

**MSP:** Medical Services Plan of British Columbia.

**PCAHA:** Pacific Coast Amateur Hockey Association.

**Rep Hockey:** Representative “A” hockey with an emphasis on the highest competitive level offered under PCAHA.

**Team Official:** For any team in any division in either the Recreation “C” or Representative “A” for Abbotsford Ice, any of the following: Head Coach, Assistant Coach, Team Manager, Safety Person, and any other rostered Volunteer.

**U7:** Division for players who are 5 or 6 years of age before December 31.

**U9:** Division for players who are 7 or 8 years of age before December 31.

**U11 (Atom):** Division for players who are 9 or 10 years of age before December 31. The U11 Division may have Recreational “C” teams.

**U13 (PeeWee):** Division for players who are 11 or 12 years of age before December 31. The U13 Division may be Recreation “C” and/or Representative “A” teams.

**U15 (Bantam):** Division for players who are 13 or 14 years of age before December 31. The U15 Division may have Recreational “C” and/or Representative “A” teams.

**U18 (Midget):** Division for players who are 15 to 17 years of age before December 31. The U18 Division may have Recreation “C” and/or Representative “A” teams.

**U21 (Juvenile):** Division for players who are 18 to 20 years of age before December 31. The U21 Division may have Recreation “C” and/or Representative “A” teams.

### 3 USE OF THE AFHA NAME, LOGO, AND TRADEMARK

- 3.1 The name, various logos, and trademark of the Association may NOT be used without the express written consent of the Association. This includes:
- .1 The name “Abbotsford Female Hockey Association” of the acronym “AFHA”, as well as the “Shield” logo, or any part thereof, as amended from time to time.
  - .2 The name “Ice” or the logo as it relates to the Association, as amended from time to time.
- 3.2 The Association retains the ownership of all trademarks, names, logos, and images. Anyone wanting to use the Association’s logos or team names should contact the Communications and Marketing Manager ([marketing@abbotsfordfemalehockey.com](mailto:marketing@abbotsfordfemalehockey.com)) to advise of their project and to obtain approval.

### 4 PHILOSOPHY

- 4.1 It is the philosophy of the Association that all female youth who wish to learn the skills of ice hockey should have the opportunity to do so, within the limitations of available facilities, financial restrictions, and available Volunteer Coaches.
- 4.2 It is also the philosophy of the Association to provide an environment in which our athletes can learn ice hockey skills, play at a level consistent with their aspirations, learn good sportsmanship, and develop into young women which their parents and the community can be proud of.

### 5 GOALS

#### 5.1 *Abbotsford Female Hockey Association*

- .1 To promote, foster, and encourage good citizenship and sportsmanship among the members, officials, and the players of the Association.
- .2 To develop and provide opportunities for learning, enjoyment, and participation in the game of amateur ice hockey.
- .3 To establish, maintain, and promote the level of public interest and awareness necessary to increase participation in amateur ice hockey.
- .4 To develop, conduct, and supervise effective ice hockey activities, and to coordinate complementary programs in conjunction with BC Hockey and Hockey Canada.
- .5 To support initiatives to build or improve facilities dedicated to the game of amateur ice hockey.
- .6 To recognize, encourage, and support individuals and organizations that contribute to the success of youth ice hockey programs.

#### 5.2 *Player Development*

- .1 Provide instruction and leadership that maximizes the athletic potential of all players in a positive and enjoyable atmosphere, while promoting personal growth through team development both on and off the ice.

#### 5.3 *Coaching Development*

- .1 Provide a program that promotes talents in leadership, youth development, and hockey instruction while providing coaches with ongoing education in a defined and structured program.

#### 5.4 *Referee Development*

- .1 Provide instructional clinics for those who wish to become referees or to upgrade their skills as referees.
- .2 Ensure interested individuals can develop these skills and promote their desire to continue as

referees without undo criticism from coaches, parents, and players.

#### 5.5 *Parent/Guardian Development*

- .1 Offer an enjoyable program that includes the involvement of parents as volunteers.
- .2 Ensure that this involvement provides the positive energy needed to help strengthen and direct our program to higher levels and the best enjoyment of our participants.

## 6 INDIVIDUAL GOALS

### 6.1 *Players*

- .1 Commit to develop yourself mentally and physically in ice hockey by being a selfless team player.
- .2 Strive to improve as an athlete and as an individual.
- .3 Place sportsmanship, safety, and fair play first.

### 6.2 *Coaches*

- .1 Commit to improving your ability to educate and teach the game of ice hockey.
- .2 Promote the well-being of the players first and foremost.
- .3 Commit to the improvement of the Association by being a team player.
- .4 Promote sportsmanship, pride, leadership, self-worth, and good health by being a positive role model.
- .5 Provide a safe environment for all.

### 6.3 *Parents/Guardians*

- .1 Be a positive supporter of your child's efforts during both good and challenging times.
- .2 Expect to volunteer your time to assist with your child's team, as well as with the Association.
- .3 Always remember that the Association is driven by volunteers.
- .4 The opportunity to influence the direction of the Association takes is provided at the Annual General Meeting, which all members should attend.
- .5 All members in good standing are encouraged to exercise their voting privileges and voice their opinions, ideas, and concerns for the benefit of the Association as a whole.

### 6.4 *AFHA Board*

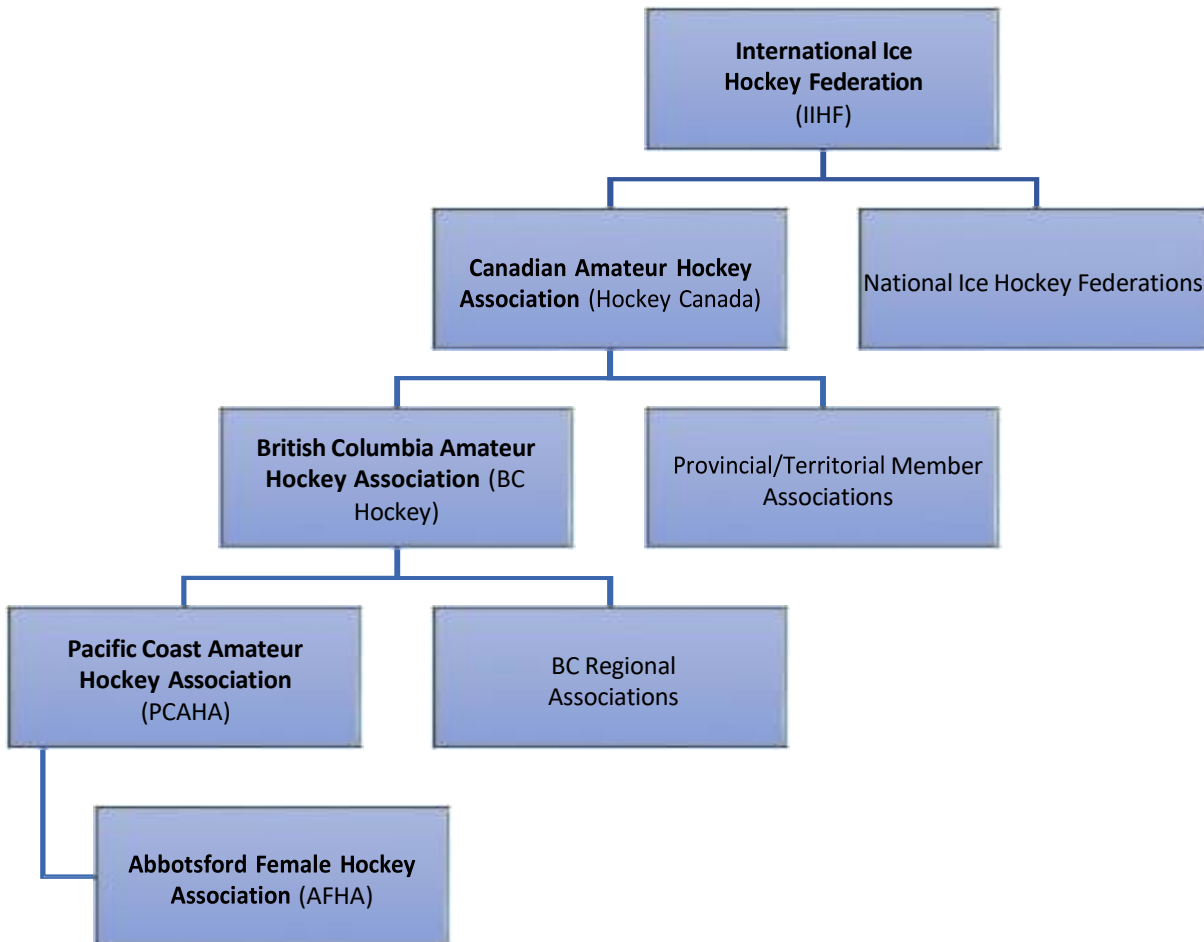
- .1 Provide a financial foundation for the maintenance and growth of the Association and youth hockey.
- .2 Attract and support the finest youth leaders and coaches.
- .3 Hold the highest ethical standards for all decisions.
- .4 Promote and contribute to the well-being and growth of youth athletics.
- .5 Be aware of and receptive to the concerns of the membership as they apply to the Association.

### 6.5 *Association*

- .1 Provide for facilities to be available to all youth, aged 5 to 20 years of age, for the purpose of such youth being able to participate in minor ice hockey at a level of competition suited to the ability and aspirations of each as individuals.
- .2 Provide a safe and controlled environment for youth to enjoy the game of ice hockey and to advance their ice hockey skills.
- .3 Provide coaches the opportunity to advance their coaching skills through clinics and provide a library of information, which includes video aids, and other information of interest to new and experienced coaches alike.
- .4 Through example, teach our young athletes to always play by the rules as they apply to minor ice hockey, to practice good sportsmanship, to work hard to achieve the goals that they aspire to

within their limitations, and above all to HAVE FUN.

## 7 AMATEUR ICE HOCKEY STRUCTURE



7.1 *International Ice Hockey Federation*

Branschenkestrasse 50, Postfach  
8027 Zurich, Switzerland  
[www.iihf.com](http://www.iihf.com)

- .1 Oversee international competition and championships.
- .2 Oversee ice hockey competition at the Olympic games.
- .3 Administer all international player transfers.

7.2 *Canadian Amateur Hockey Association (Hockey Canada)*

Canada Olympic Road SW #201  
Calgary, AB  
T3B 6B7  
[www.hockeycanada.ca](http://www.hockeycanada.ca)

- .1 National teams
- .2 National Championships Insurance Programs
- .3 HCOP (referees)
- .4 NCCP (coaches)
- .5 HCSP (safety program)
- .6 Centers of Excellence
- .7 Initiation Programs Playing Rules
- .8 Program of Excellence

7.3 *British Columbia Amateur Hockey Association (BC Hockey)*

6671 Oldfield Road  
Saanichton, BC  
V8M 2A1  
[www.bchockey.net](http://www.bchockey.net)

- .1 Provincial Association
- .2 Provincial Championships
- .3 Delivery of National Programs
- .4 8 Districts, 125 Associations
- .5 Executive elected annually
- .6 Hockey Canada insurance
- .7 High-Performance Program
- .8 Mutual Aid Fund
- .9 NCCP (coaches)
- .10 HCOP (referees)
- .11 HCSP (safety program)
- .12 Checking clinics
- .13 Responsible for match penalty/gross misconduct review and discipline
- .14 Resource Material
- .15 Initiation Program
- .16 Respect in Sport Program

7.4 *Pacific Coast Amateur Hockey Association (PCAHA)*

#114 – 3993 Henning Drive  
Burnaby, BC  
V5C 6P7  
[www.pcaha.ca](http://www.pcaha.ca)

- .1 Regional Association – Lower Mainland
- .2 Administer local and regional competition
- .3 Regional championships
- .4 Executive elected annually
- .5 Administer all player movements within the region
- .6 Responsible for player/coach/association discipline outside of BC Hockey jurisdiction

#### 7.5 *Abbotsford Female Hockey Association (AFHA)*

33771 George Ferguson Way #476  
Abbotsford, BC  
V2V 2M5  
[www.abbotsfordfemalehockey.com](http://www.abbotsfordfemalehockey.com)

- .1 Responsible for all Female minor ice hockey activity within the boundaries of the City of Abbotsford, with the exception of Abbotsford Minor Hockey, as established by PCAHA.
- .2 One of approximately forty-four (44) associations under the PCAHA umbrella.
- .3 Responsible to, and receives its mandate from, Hockey Canada through BC Hockey and PCAHA.
- .4 All teams of the Association may participate at one of the following two playing levels:
  - a) Recreational “C” Teams (House)
    - Players not electing to play on or selected to play for a Rep team will play in the Recreational “C” league formed by the President’s “C” League administered by PCAHA.
    - All players will be placed on teams by coaches and division managers at playing levels according to the player’s age and skill.
    - Every effort will be made to ensure this is achieved as fairly as possible and within the rules of “balancing” as determined by PCAHA.
  - b) Representative “A” Teams (Rep)
    - Players will play in a league formed by PCAHA.
    - These teams may also compete for the PCAHA Zone and BC Hockey Provincial Championships at the end of each season.

## 8 AFHA BOARD

### 8.1 *AFHA Board Meetings*

- .1 AFHA Board Meetings will generally be held at least monthly at the call of the President.
- .2 The agenda format shall be:
  - a) Call to order
  - b) Approval of agenda
  - c) Adoption of previous minutes
  - d) Directors’ reports
  - e) Correspondence

- f) Old business
- g) New business
- h) Adjournment
- .3 Members of the AFHA Board are permitted to attend, speak at and vote at AFHA Board meetings.
- .4 Members of the Association may, by written request to the AFHA Board President and Vice President, be permitted to attend an AFHA Board meeting and address the AFHA Board. This written request must be submitted at least one (1) week in advance of the meeting and will only be approved if time permits under the following conditions:
  - a) The delegation will be allowed a maximum of fifteen (15) minutes.
  - b) The delegation may consist of a maximum of three (3) people unless prior written approval has been obtained from the President.
  - c) A maximum of two (2) delegations will be heard at any single meeting.
  - d) Presentations shall not be accepted by the AFHA Board without prior approval.
  - e) Any member who attends an AFHA Board meeting without prior approval will be asked to leave. A refusal to do so shall result in immediate suspension from the Association.

## 8.2 *AFHA Board Composition*

- .1 The AFHA Board is composed of the following executive members elected annually at the AGM:
  - a) President
  - b) Vice President
  - c) Registrar
  - d) Treasurer
  - e) Eleven (11) Directors

## 8.3 *Duties of the AFHA Board Members*

- .1 President
  - a) Oversee the daily operations of the Association.
  - b) Shall act as Chair for all the meetings of the AFHA Board and at all General and annual meetings, or as delegated by the President. The President's delegate shall perform the duties usual to the office of the President.
  - c) It shall be the duty of the President, immediately after the close of each AGM, to set the date of the first AFHA Board meeting.
  - d) The President shall have the power to suspend any team, player, team official, or referee for unsportsmanlike conduct, abusive language to any of the officials, or for failure to comply with the Association's Constitution, By-Laws, or Regulations pending review of the incident by the Discipline Committee, on or off the ice.
- .2 Vice President
  - a) Shall assume duties allocated by the President.
  - b) In the event the President is absent or should resign or is unable to remain in office for any reason, the Vice President shall assume the duties of the President.
- .3 Registrar
  - a) Shall be responsible for the proper registration and insurance of all team officials and players.
  - b) Shall interact as required with PCAHA with respect to player registration.

- c) Shall be responsible for proper "Carding" of teams withing BCAHA
  - d) Shall ensure that proper paperwork is completed for players transferring in or out of the Association.
- .4 Treasurer
- a) Shall be responsible for all monies handled by the Association.
  - b) Shall maintain a continuous proper record which must, at all times, be up to date.
  - c) Shall prepare financial statements as required by the AFHA Board.
  - d) Shall present complete financial statements to the AGM prepared in accordance with generally accepted accounting principals. These statements must contain a review/audit report prepared by an external accountant/auditor.
  - e) Shall chair the Finance and Sponsorship Committees.
  - f) Shall hand over all books and records and bank accounts to the elected successor.
- .5 Directors (11 Total)
- a) Shall assume duties allocated by the president.
  - b) One of each Director shall be responsible to oversee at least one of the following:
    - Scheduling
    - Equipment
    - Development
    - Apparel/Photography
    - Tournaments
    - Coaching U13-U21
    - Coaching U7-U11
    - Marketing/Social Media
    - Risk Management
    - Managers
    - Secretarial Administration
    - IT
    - Goalies

## 9 AFHA CONTACT INFORMATION

### 9.1 Communication

- .1 A wealth of AFHA information is available from our website [www.abbotsfordfemalehockey.com](http://www.abbotsfordfemalehockey.com).
- .2 If you have a general suggestion, complaint, or observation about the Association, please communicate it in writing to the AFHA Board. Please ensure there is a name and phone number included so that a response can be made. If there is a specific team-related issue, please contact your Team Manager or the Director of Managers ([manager@abbotsfordfemalehockey.com](mailto:manager@abbotsfordfemalehockey.com)).
- .3 For general inquiries, please contact [admin@abbotsfordfemalehockey.com](mailto:admin@abbotsfordfemalehockey.com).

### 9.2 Mailing Address

33771 George Ferguson Way, #476  
Abbotsford, BC  
V2V 2M5

9.3 Website

[www.abbotsfordfemalehockey.com](http://www.abbotsfordfemalehockey.com)

## 10 REGISTRATION

### 10.1 General Registration Information

- .1 No player may participate in any Association activities unless that player is properly registered and a player medical information form has been submitted. A player is registered when a completed registration form has been filed with the AFHA Registrar/TeamSnap and registration fees have been paid as prescribed.
- .2 Incomplete registration forms will be returned to the member for completion.
- .3 Any requests for special consideration regarding payment of registration fees must be submitted in writing to the AFHA Treasurer for consideration. Any members failing to return appropriate forms and fees before the deadline shall be deemed as not registered and will not have a place reserved for them.

### 10.2 Returning Player Registration

- .1 The Association will accept ONLINE registrations ONLY starting May 1 or on a date established by the AFHA Registrar. The date will be posted on the AFHA Website.
- .2 Payment may be made by payment options as per Registration System Payment Information.
- .3 Deadline for registration is September 1. All players registering after September 1 could be subject to a team waitlist and/or late registration fees.
- .4 Once registration deadline has passed, players will be registered until each division is full.
- .5 Once the divisions are full, the AFHA Registrar will accept names for a “waiting list” and will register these players as spots become available on a “first-come, first-served” basis.
- .6 No player will be permitted to participate before receiving confirmation from the AFHA Registrar that their application is complete and has been accepted.
- .7 Registration deadline for Rep tryouts is July 31.
- .8 All outstanding monies owing for previous years’ registration and other fees (e.g., Rep fees) must be paid in full prior to registering for next season.
- .9 Final acceptance of all player registrations, either as a returning player or new player, are subject to space availability.

### 10.3 Goaltender Registration

- .1 From time to time, Rep goaltender release decisions or other issues may require the AFHA Board input regarding goaltender placement that is NOT strictly a “first come, first served” basis.
- .2 The Association will charge U11 to U18 goalies 50% of their registration fees whilst providing goaltender development on a minimum of a biweekly basis over the 24 week season. U11 goalies will receive their refund at the end of the season, providing they were a goalie for the majority of the season.

### 10.4 New Player Registration

- .1 New player registrations will only be accepted After May 1
- .2 The process for new player registrations will be posted on our website
- .3 Registration deadline for Rep tryouts is July 31
- .4 Copies of the following identification and proof of residence documents MUST be provided at the time of registration:
  - a) Player’s birth certificate;

- b) Two (2) current “proof of residency” documents. These MUST include fixed utility bills (e.g. BC Hydro, Fortis or other gas provider, MSP, property tax notice, internet or landline telephone). We CANNOT accept cellular phone bills, credit card statements, or payroll cheque stubs as identification;
  - c) Hockey Canada Registration Form;
  - d) Registration fees are due and payable in full by credit card at the time of online registration. No other form of payment will be accepted; and
  - e) Transfer documents (PCAHA Movement Form) and any outstanding monies owing, if applicable.
- .5 Registration will not be accepted until the Association is provided with all of the above.
  - .6 The AFHA Registrar will notify the parent/player, coach, or coordinator, and provide them with the player’s name and telephone number.
  - .7 NO PLAYER IS PERMITTED ONTO THE ICE UNTIL THE AFHA REGISTRAR HAS GIVEN FINAL APPROVAL OR YOU HAVE BEEN PLACED ON A TEAM IN TEAMSnap AND THE PLAYER MEDICAL INFORMATION FORM HAS BEEN SUBMITTED.

#### 10.5 *New Player Transfers from Other Associations in BC*

- .1 Players who have played ice hockey for another association in BC at any time OR do not have a female ice hockey program in a neighboring city must complete appropriate documentation before their application for registration is accepted.

#### 10.6 *New Player Transfer from Other Associations in Canada*

- .1 Players who have played ice hockey for another association in Canada at any time must complete appropriate documentation.

#### 10.7 *Foreign Player Registration*

- .1 Applications from foreign-born players must be completed in full, along with the requirements of BC Hockey and Hockey Canada, before being allowed to participate with the AFHA.
- .2 Generally, foreign-born players who are in Canada on a temporary basis, are only eligible to play on a Recreational "C" team and are not permitted to play on any Representative “A” teams.

#### 10.8 *Late Registration*

- .1 Player registrations may be accepted at any point during the current season based on available space and applicable regulations.
- .2 Late registrations may be subject to late registration fees as set out by the AFHA Board for the current year.

#### 10.9 *Registration Refunds*

- .1 All requests for registration fee refunds must be made in writing to the AFHA Registrar. A reason for refund must be given and will remain confidential.
- .2 Refunds requested by August 15 will be refunded in full minus a \$50 administration fee.
- .3 Refunds requested after August 15 but before September 30 will be at 75% of the registration fee.
- .4 Refunds requested between October 1 and October 31 will be refunded 50% of the registration fee.
- .5 Refunds requested between November 1 and November 30 will be refunded 25% of the

registration fee.

- .6 No refunds will be issued for requests made after November 30.
- .7 The request date is the date of the email or the post mark date, if mailed.
- .8 Refunds requested in the current month will be processed as soon as possible following review.
- .9 Refunds may be made by cheque, through credit card or by other means at the discretion of the Treasurer and/or Registrar.
- .10 If AFHA is unable to form a team or division due to low registration numbers, those who have pre-registered for that team or division will receive a full refund by cheque within one month following posting of the specific notification.
- .11 The Rep Tryout fee is not refundable unless a player's absence is due to a medical condition that is substantiated with corresponding documentation from a licensed medical professional.

#### **10.10 Refunds for U18AAA and/or Academy Hockey**

- .1 U18AAA or competitive Female team shall receive a 100% refund including the Rep Tryout Fee, if applicable, and if the player has not attended any Rep Tryout session.
- .2 No release will be granted from AFHA to any player with outstanding financial obligations to the Association.

#### **10.11 Players Trying Out for U18AAA and/or Academy Hockey**

- .1 Any player trying out for U18AAA, must first register with AFHA and a "Permission to Skate" form must be signed by the Registrar and submitted to the U18AAA team they are trying out for.
- .2 This process is for both insurance purposes as well as saving a spot for the player with AFHA in case she is released from U18AAA.
- .3 If a player is released, they will be placed at their established level of play from the previous season and will be assessed from that point.

#### **10.12 Financial Assistance**

- .1 In cases of financial hardship, members may apply for a subsidy program. Find more information about subsidy programs on our registration page [www.abbotsfordfemalehockey.com/registration/](http://www.abbotsfordfemalehockey.com/registration/)
- .2 Members will be required to contact the AFHA Registrar, in writing, to discuss their specific situation. All information will be kept confidential.
- .3 Members are solely responsible for communicating with the granting organization and ensuring they are eligible for such funding.

#### **10.13 Insurance**

- .1 As of 2004, Hockey Canada has taken responsibility for insuring all participants associated with Hockey Canada and their affiliates above and beyond what is already covered by MSP
- .2 You must have MSP coverage before Hockey Canada can insure you.
- .3 If you do not have MSP coverage, you are not covered by Hockey Canada. For players in Canada on a temporary basis, special medical insurance provisions are available to ensure coverage.
- .4 For further information, visit the Hockey Canada website at [www.hockeycanada.ca](http://www.hockeycanada.ca). Information is updated frequently.

10.14 AFHA Team Rosters

- .1 Team roster submission deadlines to the AFHA Registrar shall be at the direction of the AFHA Registrar in order to meet PCAHA deadlines.
- .2 These deadlines will be announced early in September. Deadlines will vary by division.
- .3 Failure to provide rosters to the AFHA Registrar will result in teams being suspended from commencing league play as per PCAHA rules.

11 PROGRAM GUIDELINES

11.1 U7/U9 Program

- .1 Through guidelines established by Hockey Canada, these programs will emphasize the following area:
  - a) **Fun:** The participant must enjoy the activity and the process of learning new and challenging skills. By placing an emphasis on fun, rather than on winning, it is the Association’s belief that the players will come to a greater enjoyment for the sport of ice hockey.
  - b) **Athletic and Skill Development:** In a carefully structured and fun environment, the Association will educate our beginners in the importance of athleticism and good sportsmanship.
  - c) **Positive Environment:** Through a caring and personal approach, the Association wishes to provide each player with a safe and positive environment. A positive environment will aid in achieving one of the Association ultimate goals, to foster good life skills.
- .2 The U7 and U9 programs are divided into Balanced Skill Level:
  - a) U7: players 5 or 6 years of age before December 31.
  - b) U9: players 7 or 8 years of age before December 31.
- .3 Skill level will be the determining Factor in Balancing Teams.
- .4 Player Movement:
  - a) In general, movement between age division (up or down) is not encouraged, except for players who are in their first year of organized ice hockey.
  - b) Reasons are not only based on a player’s skill level but also on the attitude and maturity of the player.
  - c) The Association encourages players to participate within their peer group as much as possible.
  - d) Players may be moved to a different level as player numbers and skill level are taken into consideration.
  - e) At no time will “lobbying” to move divisions be accepted.
  - f) Should a parent or player disagree with their placement, a formal request MUST be made in writing to the President for review from the Board. If approved, the President must then make an application to the PCAHA President’s “C” League “Overage Committee” for their approval.
  - g) Movement of players will not occur without the approval from all involved in the process.
- .5 Further information on each division is found in the table below:

	U7	U9
<b>Age (before Dec 31)</b>	- 5-6	- 7-8
<b>Weekly Commitment</b>	- Twice per week	- Twice per week
<b>Coaches</b>	- Certified	- Certified

<b>Teams</b>	- No formal teams/games	- No earlier than October 15
<b>Games</b>	- Six (6) league games after Christmas break - Two (2) tournaments maximum - Two-minute buzzer	- Ten (10) league games after Remembrance Day - Thirty-five (35) games total - Three (3) Tournaments maximum - Two-minute buzzer
<b>Goalies</b>	- Dressed Goalies	- Dressed Goalies
<b>Ice Time</b>	- Equal ice time	- Equal ice time
<b>Stats</b>	- No scoreboard - Standings not kept	- No scoreboard - Standings not kept
<b>Travel</b>	- No out of district travel	- Out of district travel permitted
<b>Parent Involvement</b>	- Always encouraged	- Always encouraged

- .6 Please be aware that the Association operates under the rules and regulations of PCAHA, which mandates the requirement to “balance” teams within each age group. As such, evaluation sessions will be conducted, and teams will be formed based on a balancing formula determined by the appropriate Team Selection Committee of the particular age group. Coaches will be assigned to teams which will include their child (where applicable). There will be no “lobbying” for particular players to play together and there should be no expectation that groups of players are kept together on a team except under extenuating circumstances. This approach ensures fairness for all players and broadens every family’s ice hockey experience.

### 11.2 Recreations “C” (House) Program

- .1 This program is the most common type of ice hockey played by female amateur players. It is fun ice hockey with an emphasis on fitness, relaxation, and fellowship. The objectives are:
- a) To promote a game to fit the need of the participants.
  - b) To be open to all players between 9 and 20 years of age.
  - c) To allow players equal ice time.
  - d) De-emphasize the importance of winning.
  - e) Allow enjoyable participation.
  - f) Assist in an individual’s physical and mental development.
  - g) Create a social environment.
  - h) Allow an individual to participate freely in other sports and activities.
  - i) Provide alternative types of hockey.
- .2 It is expected that all efforts should be made to attend all team practices and games.
- .3 Maximum numbers may occasionally be exceeded based on registration numbers and ability to form joint teams.
- .4 Players will be evaluated during the month of September and assigned to their “C” team. Due to PCAHA team balancing requirements, one or more player movements between AFHA teams may be required after the initial evaluation and placement.
- .5 Further information on each division is found in the table below:

	U11	U13	U15	U18	U21
<b>Age (before Dec 31)</b>	- 9-10	- 11-12	- 13-14	- 15-17	- 18-20
<b>Team Composition</b>	<ul style="list-style-type: none"> <li>- Max 15 skaters</li> <li>- 2 goalies</li> </ul>			<ul style="list-style-type: none"> <li>- Max 17 skaters</li> <li>- 2 goalies</li> </ul>	
<b>Weekly Commitment</b>	<ul style="list-style-type: none"> <li>- One (1) practice per week</li> <li>- Usually one (1) game per week (home or away)</li> </ul>			<ul style="list-style-type: none"> <li>- No practice</li> <li>- Usually one (1) game every 1.5 weeks</li> </ul>	
<b>Team Officials</b>	<ul style="list-style-type: none"> <li>- One (1) Head Coach</li> <li>- Two (2) Assistant Coaches</li> <li>- One (1) Team Manager</li> <li>- One (1) Safety Person (HCSP)</li> </ul>				
<b>Games</b>	<ul style="list-style-type: none"> <li>- Participate in balancing, league, and playoff games within PCAHA</li> </ul>				
<b>Goalies</b>	<ul style="list-style-type: none"> <li>- Dedicated goalies</li> </ul>				
<b>Ice Time</b>	<ul style="list-style-type: none"> <li>- Equal ice time</li> </ul>				
<b>Stats</b>					
<b>Travel</b>					
<b>Parent Involvement</b>					
<b>Tournaments</b>	<ul style="list-style-type: none"> <li>- Not to conflict with league schedule</li> </ul>				

### 11.3 Representative "A" (Rep) Program

- .1 Representative "A" (Rep) hockey is for female players who have the skill and desire to play at the most competitive level offered by PCAHA. Rep teams are formed by evaluating and selecting players in an effort to form a team of the highest quality players to represent the Association.
- .2 While the skill level is higher and a greater level of commitment is expected, it shares many of the same objectives as other AFHA programs.
- .3 The objectives are:
  - a) To provide an environment for elite-level ice hockey players to develop to their greatest potential.
  - b) To develop skills on a physical, social, and personal level.
  - c) To improve overall physical health, coordination, and fitness of players.
  - d) For players to learn how to participate in a team environment.
  - e) To develop good relationships with parents and coaches and all members of the hockey community.
  - f) To prepare young people for everyday life by teaching responsibility, commitment, and work ethic.
  - g) To learn how to maintain self-discipline in a competitive environment.
  - h) To become more self-directed and acquire leadership skills.
- .4 Registration deadline for Rep Tryouts is July 31 for AFHA Players and August 25 for out of association Players.
- .5 **Evaluation Criteria**
  - a) Players will be evaluated based on the following on-ice and off-ice skills, according to the AFHA Player Evaluation Rubrics and Selection Guidelines, including the following:

- Skating
  - Passing
  - Puck control
  - Shooting
  - Positional play
  - Checking
- b) In addition, the attitude of a player and their parents/guardian will be taken into consideration.
- c) Attitude includes work ethic, commitment, desire, determination, discipline, respect for all participants, and coachability.
- d) Playing Rep ice hockey is a privilege, not a right, and it is expected that players and their parents/guardians will treat it as such and conduct themselves in a manner consistent with the objectives of the Association. Failure to do so may result in removal from the Rep “A” team.
- e) Refer to [www.hockeycanada.ca](http://www.hockeycanada.ca) for further details.

#### .6 **Evaluation and Selection Process**

- a) Prior to each season, the AFHA Board will determine if a Rep teams in each division is viable.
- b) Players wishing to play Rep ice hockey will pay a tryout fee at the time of registration and attend Rep tryouts.
- c) Registration deadline for Rep tryouts is July 31 for existing Members and August 25 for out of association members.
- d) The Rep Tryout Fee covers the cost of the tryouts only.
- e) Rep tryouts are traditionally held during the first week of September, depending on ice availability. Exact dates will be posted on the AFHA Website.
- f) The Rep program requires commitment and attendance to all Rep Tryout sessions is expected of all players (including goalies).
- g) The first round of the tryout process consists of on-ice skills evaluation sessions and inter-squad evaluation games.
- h) Players and goaltenders will be evaluated by a committee appointed by the AFHA Board for each division.
- i) Generally, evaluators will be made up of the “A” head coaches and “A” assistant coaches and may include third party evaluators at the discretion of the AFHA Board.
- j) Supplemental evaluation sessions will be held for goaltenders. External evaluators are typically contracted to assist the evaluation committee in this process.
- k) After the tryouts are complete, players are assigned to the Rep “A” team or released to the House “C” Pool. It is intended that these assignments are made 1-2 days after tryouts are complete and parents receive an email from the Rep Coordinator or will be notified by the head Coach.
- l) Players assigned to the House “C” Pool will then attend the House “C” evaluations if Necessary. Players assigned to the House “C” pool will be evaluated during the first 3 Ice times and assigned to a “C” team.
- m) Coaches have an extremely difficult job in the final selection process and there will undoubtedly be some who will disagree with the decisions that are made.
- n) Please remember that coaches look at many different aspects when making their decisions. Although hockey IQ and skill are very important parts of forming a team, coaches will also assess the attitude of the player and their parents/guardian, team

play, and potential for development over the course of the season. Attitude includes, but is not limited to, work ethic, respect for the coaches and other players, manners, and coachability.

.7 Further information on each division is found in the table below:

	U13	U15	U18
<b>Age (before Dec 31)</b>	- 11-12	- 13-14	- 15-17
<b>Team Composition</b>	- Fifteen (15) skaters - Two (2) goalies		- Seventeen (17) skaters - Two (2) goalies
<b>Weekly Commitment</b>	- One (1) practice from AFHA per week - One (1) practice paid by Rep fees per week - One (1) to two (2) games per week		
<b>Team Officials</b>	- One (1) Head Coach - Two (2) Assistant Coaches - One (1) Team Manager - One (1) Safety Person (HCSP)		
<b>Games</b>	- Participate in balancing, league, and playoff games within PCAHA		
<b>Goalies</b>	- Starting goalie at coach's decision		
<b>Ice Time</b>	- Fixed powerplay and penalty kill units permitted		
<b>Stats</b>			
<b>Travel</b>			
<b>Parent Involvement</b>			
<b>Tournaments</b>	- Not to conflict with league schedule		

.8 The number of practice and game times may be adjusted.

.9 **Frequently Asked "Rep A" Questions**

a) **What if a player is a late cut from U18AAA and/or Academy Hockey?**

Answer: If a player is released from U18AAA or Academy Teams and wants to return to AFHA, they will be returned to their established level of play. They must be registered and have paid the Rep Tryout Fee. Currently placed U18 players must be aware that returning players may displace other players in the Rep Program up to and including October 31.

b) **Does the player have to attend all evaluation sessions?**

Answer: While 100% attendance is expected, the AFHA Board reserves the right to make special consideration on extenuating circumstances. Players not attending due to special circumstances (injury, U18AAA camps, family issues, etc.) should contact the AFHA Board Member responsible for Rep "A" hockey in advance.

c) **What happens if the player gets injured during Rep Tryouts?**

Answer: Any player injured during the Rep Tryout process, but before the Evaluators have had sufficient time to complete their evaluation, will remain in the Rep Pool to be re-evaluated when they are able to return to play.

d) **Does it cost extra to play Rep "A" hockey?**

Answer: The basic AFHA registration fee is the same for Rep "A" players and House "C" players. This includes one practice ice time and one game time per week.

In addition to basic registration fees, there are also Rep Fees, which cover the costs of the paid coaches, extra ice time, and away socks.

Also, each team will levy Team Fees, which will cover any additional practice ice times, conditioning or dryland training, tournaments, travel/accommodation costs for the paid coaches. This additional cost is collected directly from the player's parents/guardians and administered by the Team Manager.

By registering for Rep "A" hockey, members are committing to paying all costs related to playing Rep "A" hockey and also acknowledging they understand that they are not able to carry an outstanding balance at any time.

e) **When does the Rep "A" season start and end?**

Answer: Generally, Rep Tryouts start in Late August and the Provincial Playoffs must finish by the end of March.

f) **How committed do I have to be to play Rep "A" hockey?**

Answer: Playing Rep "A" hockey is a privilege, not a right, and full attendance is expected. Acceptable reasons for missing any practice, game, or team functions, is limited to injury, illness, or immediate family crisis. Out of respect for all participants, any vacation time scheduled during the hockey season and all other activity commitments (sports/clubs/lessons) should be addressed with the coaching staff **PRIOR** to the formation of the team. Players may participate in other activities, but Rep-level players should prioritize their attendance at hockey events in case of conflicts.

g) **How far do I have to travel to play Rep "A" hockey?**

Answer: Depending on where PCAHA places your team for league play, you may play any teams within PCAHA ranging from Whistler and Sunshine Coast to the north, Chilliwack to the east, and Seattle to the south.

#### 11.4 Referee Program

- .1 AFHA is committed to encouraging any person who wishes to dedicate herself to a career in officiating. The Association will assist individual referees in reaching higher skill levels
- .2 This will be accomplished by providing leadership and direction from the AFHA Referee-in-Chief.
- .3 The Association will provide opportunities to develop skills through practical training, on-ice training sessions, as well as actual game situations training.
- .4 Referees are required to re-certify through BC Hockey every season.
- .5 Ideally, the first year of refereeing will be focused on working with the U7 and U9 teams to familiarize the new referee with positioning, the basic rules, and to gain on-ice experience, using a two-person system to ensure exposure to making penalty calls, off-sides, etc.
- .6 The second and subsequent years will focus on the two and three-person system, with equal time spent rotating between referee and lines positions, in order to increase the level of confidence with both positions and the increasing responsibility associated with the higher levels of ice hockey.
- .7 Every effort will be made to ensure that, prior to moving to higher levels of responsibility, the new referee will have demonstrated the confidence and dependability commensurate with the increased responsibility.
- .8 As per BC Hockey requirements, all officials aged 18 years of age and older must obtain a

criminal record check. The Association will reimburse that official for any costs associated with the CRC that official has officiated more than five games. Generally, criminal record checks are free of charge utilizing the form letter provided on the AFHA Website.

## 12 COACHING APPLICATIONS

### 12.1 Coaches

- .1 Coaches must obtain a criminal record check / police information check with a vulnerable sector check. A form letter is available on the AFHA Website to obtain a criminal record check free of charge in person at the Abbotsford Police detachment, including the various community offices, or using the Criminal Records Review Program (CRRP) available online. Please refer to the AFHA Website ([www.abbotsfordfemalehockey.com](http://www.abbotsfordfemalehockey.com)) for the online link and access code.
- .2 You must indicate your qualifications on your application (coaching certifications, Respect in Sport, Concussion Assessment Training Tool (CATT), etc.). Please see **Appendix A** for the PCAHA certification requirements for all team officials.
- .3 All certifications must be completed by December 1 of the corresponding year.
- .4 All coaching applications are to be completed through the AFHA Website

### 12.2 Coach Selection

- .1 The Association chooses coaches through the Coach Selection Committee. All coaches receive final approval from the AFHA Board.
- .2 The criteria considered in selecting coaches includes but is not limited to:
  - a) coaching certification level attained through formal clinics
  - b) background and coaching experience,
  - c) references
  - d) parental evaluation forms
  - e) coaching philosophy compatible with AFHA philosophy
  - f) other AFHA policies
- .3 The Coach Selection Committee will contact and interview the coaching applicants. The Coach Selection Committee will then meet after the interviews have been completed and make one recommendation for each Rep team. These recommendations will then be brought before the AFHA Board who will discuss and vote on the selections.
- .4 A monetary stipend will be provided to each non-parent volunteer coach as determined by the AFHA Board and Coach Selection Committee and would be funded through Rep Team Fees.

## 13 TEAM PERSONNEL

### 13.1 Head Coach

- .1 Train and instruct individual players and the team.
- .2 Oversee all team operations.
- .3 Will be held responsible for all team actions.
- .4 See Appendix A for required certifications.

### 13.2 Assistant Coach

- .1 Assist the head coach with coaching of the team.
- .2 In the absence of the head coach, will assume the role of head coach.
- .3 See Appendix A for required certifications.

### 13.3 *Team Manager*

- .1 Act as intermediary between parents and coaches.
- .2 Under coach's direction, schedule all out-of-league games.
- .3 Arrange for on-ice officials at all home games, as required.
- .4 Secure or arrange for dressing room and key for all games, as required.
- .5 Maintain records of team finances. A team treasurer may be appointed.
- .6 See Appendix A for required certifications.

### 13.4 *Safety Person (HCSP)*

- .1 Implement an effective risk management program for the team that strives to prevent injuries and accidents before they happen.
- .2 Conduct regular checks of players' equipment to ensure proper fit, protective quality, and maintenance, and advise players and parents regarding the purchase of protective equipment.
- .3 Promote proper conditioning and warm-up techniques as effective methods of injury prevention.
- .4 Maintain accurate medical history files on all players and ensure this information is available at all games.
- .5 Maintain a fully stocked first aid kit and ensure that it is available at all games and practices.
- .6 Responsible to ensure the team follows the proper procedure as laid out by Hockey Canada, BC Hockey, PCAHA, and AFHA for the treatment and gradual return of players after an injury, as required.
- .7 Implement an effective emergency action plan with your team and practice it regularly to ensure all persons involved understand their roles.
- .8 Be responsible to be aware of all Hockey Canada, BC Hockey, PCAHA, and AFHA risk management policies.
- .9 See Appendix A for required certifications.

### 13.5 *Criminal Record Check/Police Information Check Policy*

- .1 The Association will only accept the results of the following:
- .2 Police Information Check with Vulnerable Sector search obtained from a Abbotsford Police Department Detachment/Community Police Office; or
- .3 Criminal Records Review Program (CRRP) with Vulnerable Sector search initiated online (together, referred to as "**CRC**").
- .4 All outside instructors and company employees who interact with AFHA players must provide a current CRC prior to any interaction with AFHA players.
- .5 Where applicable, registration with BC Hockey as an "Associate Member" may be required. Please refer to the BC Hockey Website at (<https://www.bchockey.net/AdminAppForms/Associate%20Membership%20Application%202018-08-13.pdf>)
- .6 All AFHA volunteers, whether rostered or non-rostered, who interact with players must complete and submit a CRC.
- .7 See Appendix A for required certifications.

### 13.6 *Deadlines for Respect in Sport and CRC*

- .1 All team officials (head coach, assistant coach, team manager, safety person) must complete Respect in Sport and the CRC by December 1.

- .2 Failure to obtain these requirements may result in the individual being removed from the team roster and not permitted further participation.
- .3 See Appendix A for required certifications.

### 13.7 *Number of Rostered Personnel*

- .1 The Association pays a fee to PCAHA for all rostered personnel.
- .2 The Association will pay for five (5) rostered personnel on teams at the U11 level and higher.
- .3 The Association will pay for ten (10) rostered personnel for U7 to U9.
- .4 Individual teams are responsible to reimburse the Association for rostered personnel above the number covered by the Association.

## 14 **PLAYER PROCEDURES**

### 14.1 *Medical and First Aid Policies*

- .1 A minimum of one member of each team must have completed the HCSP course as per Hockey Canada regulations.
- .2 All first aid kits remain the responsibility of the team or HCSP official.
- .3 Each player/parent is required to complete medical information and share this information with the Association in a manner required by the Association. At a minimum, the information shall include:
  - a) Player's full name
  - b) Date of birth
  - c) MSP number
  - d) Medical history information
  - e) Allergy history
  - f) Existing medical conditions
- .4 The medical information is to be kept with the HCSP and remains confidential.
- .5 Any missed ice time due to injury, illness, or fracture that requires medical assistance will require a doctor's note of fitness before resuming play.

### 14.2 *Dressing Room Policies*

- .1 **All Divisions**
  - a) AFHA requires the "**Two-Deep Method**" at all times.
  - b) When any player under 19 years of age is in the dressing room before, during, and after a game or practice, a minimum of two (2) adults (either team officials or parents/guardians with a completed CRC and Respect in Sport certification) shall be present in the dressing room or immediately outside the dressing room with the door ajar.
  - c) Cell phones or recording devices of any kind are **STRICTLY PROHIBITED** in the dressing rooms at any time.
  - d) Players are not to be left unsupervised at any time. A parent/guardian and their own child in a dressing room by themselves **IS NOT** considered "supervised." Team Personnel should never be in the dressing room with players at any time, and especially when they are showering or changing. Two (2) Locker-room Supervisors should be present together, which is called the "Two-Deep Method" of supervision.
- .2 **U7 and U9 Divisions**
  - a) Players shall be allowed to have one (1) parent/guardian of either gender, in the dressing room, but only when the "Two-Deep Method" is being followed.

Parents/guardians should never be in a dressing room when the “Two-Deep Method” is not in place.

**.3 U11-U21 Divisions**

a) Teams shall only have the 2 Locker-Room Supervisors in the dressing room. No other parents/guardians may enter the dressing room. There should be no males in the change room except for coaches’ pregame talks. Coaches must have permission from Locker-Room Supervisors to enter the dressing room. Locker-Room Supervisors must stay in the dressing room until all coaches and players have left.

**.4 Minimum Attire Rule** – To best promote inclusion and to respect the privacy of all participants on a team, Hockey Canada requires all participants to wear ‘minimum attire’ at all times in a dressing room or in dressing environments where more than one participant is present.

a) Participants should arrive at the rink wearing a base layer (e.g. shorts and t-shirt, compression shorts and shirt of sports bra).

b) A participant not arriving at the rink wearing their base layer can use an appropriate private space (e.g., private restroom stalls or empty/unused dressing rooms to change into the base layer and then enter the team dressing room with the other participants.

c) When in open concept showers

## 15 Equipment and Apparel

### 15.1 Association Colours

.1 The Association-approved colour of choice for team equipment items such as gloves, helmets, pants, etc. will be BLUE. This is to ensure consistency and fairness to all teams and members within the association.

### 15.2 Team Player Jerseys

.1 A jersey deposit of \$200 per player will be collected by the Team Manager and given to AFHA at the time of jersey pick up. The deposit cheques will be returned when the jerseys are returned.

.2 All players **MUST** wear AFHA issued jerseys while participating in all games (including exhibition, league, playoffs, and tournaments) while representing AFHA. This is to ensure consistency and fairness to all teams and members within the Association. Any other “third jerseys” may only be used for practices.

.3 AFHA provides each team, from U11 and up, with two sets of AFHA jerseys.

.4 The numbering of AFHA team jerseys is to be consistent at all levels as follows: 1 – 20 and 29. In general, jersey numbers 1 and 29 are larger sizes for goaltenders.

.5 When jerseys are issued, they are clean and ready for use. When returning jerseys at the end of the season, the Team Manager is responsible to see that all jersey sets are complete, NONE missing, they have been carefully washed, hung on wire hangers, and are ready for storing.

.6 All jerseys must be returned to the Team Manager.

.7 ALL AFHA EQUIPMENT MUST BE RETURNED BY APRIL 15.

.8 Late returns for reasons such as tournaments, must be authorized by the Equipment Manager **PRIOR** to April 1. (equipment@abbotsfordfemalehockey.com)

### 15.3 Goaltender Equipment

.1 The Association will make goaltender equipment available upon request. The Equipment Manager will allow equipment to be signed out to the parent of a goaltender.

.2 All arrangements to have the goaltender equipment checked should be made by

contacting and arranging a convenient time with the Equipment Manager.

- .3 Equipment checks should be completed by November 11 and, in general, no equipment checks will be performed after this date.

#### 15.4 *Apparel and Accessories*

- .1 As stated in Section 3 above, the Association reserves the right to decide on official exclusive licensed suppliers/vendors for items containing the Association's names, logos, etc.
- .2 The Association will have approved suppliers who are able to provide team apparel, equipment and accessories using the AFHA logos. For more information contact [apparel@abbotsfordfemalehockey.com](mailto:apparel@abbotsfordfemalehockey.com)

## 16 SPONSORSHIP POLICY

- 16.1 The Association does seek sponsorships as an association, either on behalf of the association as a whole, a division, or at an individual team level.
- 16.2 These sponsorships arranged by the Association can be recognized through means such as advertisements on the website, newsletter, tournament programs, participation in Association events, placement of sponsor badgers on jerseys, or any other suitable recognition.
- 16.3 The amount or type of recognition is dependent on the amount provided to the Association by the respective sponsor.
- 16.4 The term, rates, and approval of sponsors will be set out by the Social Media and Marketing Director and the AFHA Board.

## 17 FUNDRAISING GUIDELINES

- 17.1 All teams and participants have a responsibility to project a positive image of their team, the Association, the City of Abbotsford, and of minor ice hockey in general.
- 17.2 From time to time, parents and players will be expected to make direct contributions to meet team and AFHA expenses through fundraising efforts.
- 17.3 Direct public support can be requested through various activities such as 50/50 draws, provided they are in good taste. Alcoholic beverages MAY NOT BE USED as prizes. A gaming licence is required by each team.
- 17.4 All fundraising programs must be well supervised and controlled.
- 17.5 All profits from fundraising programs are deemed to belong to the members of the team for which they were intended.
- 17.6 Fundraising programs should be carried out mainly within the City of Abbotsford boundaries.
- 17.7 All plans for team fundraising must be discussed and approved at a parent meeting.
- 17.8 Team management is responsible for ensuring that AFHA guidelines, City of Abbotsford bylaws and Provincial regulations are followed.
- 17.9 Teams may plan, budget and fundraise for the necessary funds to manage their team.
- 17.10 If a team wishes to make a larger team purchase, the decision must be handled democratically amongst all team parents by secret vote.
- 17.11 If "pub nights" or other adult-oriented events are organized for the purpose of raising funds for any AFHA teams or other causes, no direct or indirect inference to the AFHA is permitted.

## 18 TEAM FINANCIAL REPORTING

- 18.1 Uniform procedures for the control of all cash revenues and collections should be followed by all organizers associated in any way with minor ice hockey activities.
- 18.2 It is appropriate and necessary to expect the following:
- .1 Each team is responsible for obtaining its own gaming licence if it wishes to engage in 50/50 draws or other raffles; and
  - .2 The team shall comply with the BC Gaming Branch rules and regulations.

## 19 Tournaments

- 19.1 Minor ice hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their ice hockey skills competitively in an environment that encourages fair play, and above all, fun.
- 19.2 The AFHA Board expects all teams to participate and support tournaments hosted by AFHA.
- 19.3 Tournament Policies and Procedures should be strictly adhered to, with any exceptions referred to the AFHA Board member in charge of Tournaments for approval.
- 19.4 All tournament arrangements must be in accordance with all Hockey Canada, BC Hockey, PCAHA, and AFHA Rules and Regulations.
- 19.5 Tournament entry fees are paid through team budgeting and funding.
- 19.6 Teams may enter only official sanctioned tournaments.
- 19.7 At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff, and visiting parents, on the ice, in the arenas, and elsewhere.
- 19.8 Well in advance of departure, teams are responsible to arrange the following:
- .1 Rescheduling of any games and referees during the away period through the AFHA Ice Allocator and the PCAHA League Manager;
  - .2 Obtain travel permission through the AFHA Board;
  - .3 Obtain a Tournament Permission Number through your PCAHA League Manager;
  - .4 Arrange for travel insurance and extended medical coverage, as required; and
  - .5 Arrange for appropriate adult supervision throughout the time away.
- 19.9 Failure to obtain any or all of the items detailed in 19.8 above may result in your team being banned from play at the tournament, players not being insured to play, and/or other discipline under PCAHA and BC Hockey rules and regulations upon return to Abbotsford.
- 19.10 “Two-Deep Method” applies to all team participating in tournaments, including AFHA teams. See 14.2.1 for more information.

## 20 CODE OF CONDUCT POLICIES

### 20.1 *Coach’s Code of Conduct*

- .1 Remember that a child does not care how much you know until the child knows how much you care.
- .2 Be a positive role model for the players.
- .3 Winning is a consideration, but not the most important one. Care more about the child than winning the game. Remember, players are involved in ice hockey for fun.
- .4 Model emotional maturity.
- .5 Be alert to the physical safety of players.
- .6 Be generous with your praise when it is deserved.
- .7 Be fair and just, do not criticize players publicly.
- .8 Teach good sportsmanship, respect for parents, opponents, and on-ice officials.
- .9 Be patient and understanding, be “upbeat” and encourage fun.

- .10 Familiarize yourself with the rules, techniques, and strategies of ice hockey.
- .11 Be an effective communicator, do not yell at the players or on-ice officials.
- .12 Recognize your influence on players and be honest and consistent.
- .13 Teach the importance and value of teamwork.
- .14 Emphasize the development of the fundamental skills of ice hockey.
- .15 Adjust to personal needs and problems of players.
- .16 Maintain open lines of communication with your players' parents/guardians. Explain the goals and objectives of the Association.
- .17 Never verbally or physically abuse a player or on-ice official.
- .18 When conversing with your players, or in the event that an official wishes to converse with you, be conscious of your position on the bench. Do not carry on a conversation where you are "towering" over the individual so that there is an intimidation aspect to your actions. This would include standing on the bench with your foot on top of the boards. This posture may incur a bench minor penalty. Eye-level is best.
- .19 Give all players the opportunity to improve their skills, gain confidence, and develop self esteem.
- .20 Organize practices to be fun and challenging for your players.
- .21 Be concerned with the overall development of your players. Stress good health habits and clean living.
- .22 Never use profanity around players, parents, or officials.

## 20.2 *Player's Code of Conduct*

- .1 Play for the fun of it, not just to please your parents or the coach.
- .2 Respect your coach, your teammates, your opponents, and on-ice officials.
- .3 Play by the rules.
- .4 Never argue with the on-ice official's decision. Let your team captain or coach ask any necessary questions.
- .5 Control your temper. No mouthing off, breaking sticks, or throwing equipment.
- .6 Work equally hard for yourself and your team. Your team's performance will benefit and so will you.
- .7 Be a good sport. Cheer all good plays, whether your team or your opponents.
- .8 Treat all players as you would like to be treated. Do not interfere with, bully, or take unfair advantage of any player.
- .9 Remember that the goals of the game are to have fun, improve your skills, and feel good. Don't be a show-off or always try to get the most points or penalties.
- .10 Cooperate with your coach, teammates, and opponents, because without them you would not have a game.

## 20.3 *Parent's Code of Conduct*

- .1 Encourage, do not force an unwilling child to participate in sports.
- .2 Remember children are involved in organized sports for their enjoyment, not yours.
- .3 Insist that your child always play by the rules.
- .4 Realize the importance of practice in developing your child's necessary ice hockey skills.
- .5 Never determine the worth of your child by whether the team won or lost a competition. Teach your child that honest effort is as important as victory so that the result to each game is accepted without undue disappointment.
- .6 Be positive and encouraging to your child. Turn defeat into victory by helping your child work towards skill improvement and good sportsmanship, never yell at your child for

making a mistake.

- .7 Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
- .8 Do not publicly question an on-ice official's judgment and never their honesty.
- .9 Support all efforts to remove verbal and physical abuse from children's sporting activities.
- .10 Recognize the value and importance of volunteer coaches. They give up their time and resources to provide recreational activities for your child.
- .11 Do not discuss other team players as to their ability or aptitude in front of your own child.
- .12 Should you have concerns regarding your child, be considerate of the coach and pick an appropriate time for discussion on the matter. Immediately after a game is generally not the right time. Refer to Section 20.83 to 20.87 below for the proper procedure.

#### 20.4 *On-Ice Officials (Referees) Code of Conduct*

- .1 Act in a professional manner at all times and take your role seriously.
- .2 Dress in a professional manner on the ice with appropriate referee gear that should include:
  - a) Appropriate referee whistle in working order and a spare just in case;
  - b) Black helmet;
  - c) Clear half visor;
  - d) Clean referee jersey with the appropriate BC Hockey and Hockey Canada identification patches properly affixed;
  - e) Clean black referee pants (no jeans);
  - f) Skates with white laces; and
  - g) Recommended to also have elbow pads, girdle, and shin pads.
- .3 Arrive on time and be on the ice ready to go as soon as the Ice Surfacing is complete and the arena attendant has closed and secured the door.
- .4 Strive to provide a safe and sportsmanlike environment in which players can properly display their ice hockey skills.
- .5 Always be current with the Hockey Canada, BC Hockey, PCAHA, and AFHA playing rules, their interpretations, and proper application.
- .6 Remember that on-ice officials are teachers too. Set a good example.
- .7 Make your calls with quiet confidence, never with arrogance.
- .8 Control games only to the extent that is necessary to provide a good experience for all participants.
- .9 Violence must never be tolerated.
- .10 Be fair and impartial at all times.
- .11 Answer all reasonable questions when requested properly.
- .12 Adopt a "Zero Tolerance" attitude towards verbal or physical abuse.
- .13 Never use profanity when speaking to players, coaches, or parents.
- .14 Use honesty and integrity when answering questions.
- .15 Admit your mistakes when you make them.
- .16 Never openly criticize a coach, player, or other official.
- .17 Keep your emotions under control.
- .18 Use only Hockey Canada-approved officiating techniques and policies.
- .19 Maintain your health and physique through a physical conditioning program.
- .20 Dedicate yourself to personal improvement and maintenance of officiating skills.
- .21 Respect your supervisor and their constructivecritique of your performance.

## 20.5 *Spectator's Code of Conduct*

- .1 It is the Association's policy to require parents/spectators to maintain a sportsmanlike and
- .2 On-ice officials will stop the game when parents/spectators display inappropriate and disruptive behavior and interfere with the other spectators or the game.
- .3 The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the game area. Once these individuals are removed, play will resume.
- .4 Lost time will not be replaced and violators may be subject to further disciplinary action by the home association, PCAHA, or BC Hockey.
- .5 This inappropriate and disruptive behavior includes, but is not limited to:
- .6 Use of obscene or vulgar language in a boisterous manner to anyone at any time;
- .7 Taunting players, coaches, on-ice officials, or other spectators by means of "baiting" ridiculing or threatening physical violence or actual physical violence;
- .8 Throwing of any object in the spectator's viewing area, players' bench, penalty box, or on the ice surface, directed in any manner as to create a safety hazard.
- .9 At no time are spectators allowed to have any direct contact with the on-ice game officials, either before, during, or after the game.
- .10 The head coach of the team is required to file a letter of incident within seven days to the AFHA President. The disciplinary Committee will then review the letter and make its recommendations.

## 20.6 *Harassment Policy*

- .1 *The Association will not tolerate any form of harassment.*
- .2 *Harassment includes, but is not limited to:*
  - a) *unsolicited remarks or gestures;*
  - b) *Physical contact;*
  - c) *Slander;*
  - d) *Libelous acts;*
  - e) *Harassment of a sexual, religious, racial and/or ethnic nature; or*
  - f) *Retaliation and/or intimidation against any individual who has made a complaint.*
- .3 *If you are the victim of harassment or know of someone who is, the AFHA Board encourages you to contact any member of the AFHA Board for further action.*

## 20.7 *Alcohol, Drug, and Tobacco Policy*

- .1 Alcohol, drugs, and tobacco (cigarettes, cigars, chewing tobacco, or vaporizers) have no place in youth sports.
- .2 The Association is committed to providing all of our players with an alcohol, drug, and tobacco free environment.
- .3 The Association's Alcohol, Drug, and Tobacco Policy will be strictly enforced.
- .4 **Players:**
  - a) Any player suspected of being under the influence of alcohol and/or drugs, is in the possession of alcohol and/or drugs, is attempting to distribute alcohol and/or drugs, will be suspended indefinitely pending a hearing with Disciplinary Committee.
  - b) This will include documented off-ice behaviour related to hockey.
- .5 **On-Ice Officials:**
  - a) Any on-ice official suspected of being under the influence of alcohol and/or drugs, is in the possession of alcohol and/or drugs, is attempting to distribute alcohol and/or drugs, will be suspended indefinitely pending a hearing with Disciplinary Committee.

b) This will include documented off-ice behaviour related to hockey.

**.6 Team Officials:**

- a) Team Officials are expected to conduct themselves in a professional manner at all times. In order to lead by example and to set the highest standards, any alcohol consumption by Team Officials should be limited to adult establishments.
- b) Under no circumstances should a Team Official interact with the team or a player if under the influence of alcohol or drugs.
- c) Any Team Official suspected of being under the influence of alcohol and/or drugs, to be in the possession of alcohol and/or drugs, or attempting to distribute alcohol and/or drugs will be suspended indefinitely pending a hearing with the Disciplinary Committee. This includes documented off-ice behaviour related to hockey.
- d) Additionally, Team Officials should not engage in any alcohol consumption around the players, including at hotels during tournament travel.

**.7 Parents:**

- a) The Association expects all parents to observe the high standards set forth in the Parent's Code of Conduct at the rink, hotels, and any other AFHA event.
- b) Consuming alcohol in or around the rink or entering a building in an intoxicated state will not be tolerated.
- c) Violation of this policy will result in disciplinary action and potential serious consequences.

**20.8 "24-Hour Rule"**

- .1 If you have any issues as a parent with coaching, we mandate that you respect the "24-Hour Rule".
- .2 This requires that if you have any issue or concern with any coaching decision, you wait a minimum of twenty-four (24) hours before contacting the coach to voice your concern.
- .3 If you feel you have not received a fair resolution from the coach, you may make your concern known to the Director of Managers ([manager@abbotsfordfemalehockey.com](mailto:manager@abbotsfordfemalehockey.com))
- .4 If you do not respect the 24-Hour Rule, we may consider it bullying behaviour. The Association has a zero-tolerance against bullying.
- .5 The following situations will be dealt with by suspension of parents or players:
  - a) Not respecting the 24-Hour Rule.
  - b) Interfering with the team during practices or games.
  - c) Confronting/yelling at coaching staff and/or team personnel during practices, games, or any other team related activities.
  - d) Making threats towards coaching staff and/or team personnel; and
  - e) Damages to property belonging to coaching staff, the City of Abbotsford, the municipality or company that owns the arena/facility which has been damaged, the AFHA Board and/or other AFHA members.

**20.9 Grievance Communication Policy**

- .1 The Association acknowledges that disputes will arise from time to time amongst those involved in the Association given the competitive nature of the game of hockey.
- .2 It is important to the Association that all such complaints are dealt with in a manner that is fair to all involved.
- .3 The Association strongly encourages parties to a dispute, where appropriate, to seek resolution through direct discussions or voluntary mediation using common sense before

resorting to the formal complaint and discipline procedures set out in Section 14 of the AFHA By-Laws.

- .4 The purpose of this policy is to provide a positive and productive forum for parents/guardians to express a grievance without inhibiting a coach from fulfilling his/her coaching responsibilities.
- .5 Parents/guardians wishing to meet with a coach to discuss a grievance must observe the following guidelines:
  - a) Parents/guardians will not approach coaches immediately after a game to discuss a grievance;
  - b) To prevent further escalation and poor communication, parents must observe the "24-Hour Rule" cooling off period; and
  - c) Individuals in violation of this may be brought the Discipline Committee.
  - d) Any formal complaint against any member, team, player, team official, referee, or director must be reported in writing to the AFHA President within seven (7) days from the date on which the complaint arose.

#### 20.10 *Discipline Committee*

- .1 The Association will establish and maintain a discipline committee as a standing committee of the Association.
- .2 The discipline committee will consist of persons appointed by the AFHA Board from time to time and will be governed by the terms of reference and such discipline policies and procedures as are established by the Association.
- .3 The duties of the discipline committee are to review and determine all matters referred to the committee by the President or the AFHA Board, including any interim suspensions ordered by the President under the AFHA By-Laws.
- .4 Special disciplinary committees may be set up from time to time when circumstances dictate that the usual discipline committee may have a conflict of interest with the parties brought before them.
- .5 Appeal of rulings of the Discipline Committee shall follow the AFHA By-Laws.

#### 20.11 *Disciplinary Process*

- .1 **Team Officials**
  - a) Policy violation of a team official must first be addressed to the Risk Manager and President in writing.
  - b) Depending on the results of this review, the matter could be referred to the Discipline Committee.
- .2 **Players**
  - a) Game violations are subject to Hockey Canada, BC Hockey, and PCAHA rules and regulations.
  - b) Non-game violations are subject to review by the AFHA President and/or the Disciplinary Committee.
- .3 **Player Suspensions (U11 and up)**
  - a) A coach may suspend, for discipline, any player for up to two (2) consecutive games.
  - b) Suspensions of more than two (2) games must be approved by the AFHA Board.

#### 20.12 *Complaints Regarding On-Ice Officials*

- .1 Refer to current PCAHA Constitution, By-Laws, Rules and Regulations.

#### 20.13 *Major Penalties*

- .1 Refer to current PCAHA Constitution, By-Laws, Rules and Regulations.

## 21 RULES AND POLICIES FOR ALL ARENAS

- 21.1 All players will dress in the dressing rooms.
- 21.2 All dressing rooms must be cleaned up after use.
- 21.3 Vandalism by any individual in or around an arena may result in an immediate suspension from the Association pending a review by the Discipline Committee and the incident may be reported to the Police.
- 21.4 Arena personnel inspect all dressing rooms immediately after use. Any vandalism found during these inspections will be the responsibility of the last team utilizing the room.
- 21.5 Any exceptions will be reviewed on a case-by-case basis.

## 22 FIRE AND EMERGENCY EVACUATION PROCEDURES

- 22.1 In the event of an emergency or activation of emergency alarms, all persons and participants within the arena must evacuate the premise immediately.
- 22.2 This includes all players and Team Officials.
- 22.3 Exits are clearly marked and located throughout the arenas.
- 22.4 Refer to posted procedures in all arenas and follow the instruction provided by arena staff and emergency personnel.

## 23 PUBLICATION POLICY

- 23.1 In order to protect the integrity of the Association's youth programs, its Team Officials, on-ice officials, players, and parents/guardians, no individual or group may represent the AFHA Board, Team Officials, on-ice officials, players, and parents/guardians without the express written consent of the AFHA Board.
- 23.2 Provincial privacy legislation and related regulations are to be followed.
- 23.3 Violation of this policy may lead to disciplinary action and/or expulsion by the AFHA Board

## 24 GENERAL INFORMATION

### 24.1 *Picture Day*

- .1 Approximately mid-November to early December.
- .2 Instructions will be provided.

### 24.2 *Ice Schedule*

- .1 Coaches and Team Managers will be provided with their team's ice schedules as well as a Special Events calendar.
- .2 If possible, ice times lost to special events (regional tournaments, etc.) or due to unforeseen circumstances will be replaced.

## APPENDIX A – Summary of Team Qualifications

### SUMMARY - TEAM OFFICIAL QUALIFICATIONS - 2022-2023



TEAM TYPE	HEAD COACH	ASSISTANT COACH	SAFETY PERSON	MANAGER
<b>HC-Carded Teams</b> (all "A" teams in U13 and above)	Coaching Level - Development 1 Checking Qualification - Yes (U13, U15) <b>Respect in Sport - Yes</b> <b>CATT - Yes</b> <b>CRC - Yes</b>	Coaching Level - Development 1 <b>Respect in Sport - Yes</b> <b>CATT - Yes</b> <b>CRC - Yes</b>	Safety Program - Yes <b>Respect in Sport - Yes</b> <b>CATT - Yes</b> <b>CRC - Yes</b>	<b>Respect in Sport - Yes</b> <b>CATT - Yes</b> <b>CRC - Yes</b>
<b>U11 "A" Teams</b> (PCAHA-carded)	Coaching Level - Coach 2 - Coach Level Checking Qualification - Yes <b>Respect in Sport - Yes</b> <b>CATT - Yes</b> <b>CRC - Yes</b>	Coaching Level - Coach 2 - Coach Level <b>Respect in Sport - Yes</b> <b>CATT - Yes</b> <b>CRC - Yes</b>	Safety Program - Yes <b>Respect in Sport - Yes</b> <b>CATT - Yes</b> <b>CRC - Yes</b>	<b>Respect in Sport - Yes</b> <b>CATT - Yes</b> <b>CRC - Yes</b>
<b>"C" and non- carded Female Teams, U11 and above</b>	Coaching Level - Coach 2 - Coach Level Checking Qualification - Yes (U11 to U15) <b>Respect in Sport - Yes</b> <b>CATT - Yes</b> <b>CRC - Yes</b>	Coaching Level - Coach 2 - Coach Level <b>Respect in Sport - Yes</b> <b>CATT - Yes</b> <b>CRC - Yes</b>	Safety Program - Yes <b>Respect in Sport - Yes</b> <b>CATT - Yes</b> <b>CRC - Yes</b>	<b>Respect in Sport - Yes</b> <b>CATT - Yes</b> <b>CRC - Yes</b>
<b>U6, U7, U8, and U9 Female U7 and U9</b>	Coaching Level - Coach 1 - Intro to Coach <b>Respect in Sport - Yes</b> <b>CATT - Yes</b> <b>CRC - Yes</b>	Coaching Level - Coach 1 - Intro to Coach <b>Respect in Sport - Yes</b> <b>CATT - Yes</b> <b>CRC - Yes</b>	Safety Program - Yes <b>Respect in Sport - Yes</b> <b>CATT - Yes</b> <b>CRC - Yes</b>	<b>Respect in Sport - Yes</b> <b>CATT - Yes</b> <b>CRC - Yes</b>

**Note 1:** BC Hockey requires that each team designate a Head Coach.

**Note 2:** Each team must have at least one qualified Team Safety Person registered with the team on or before **December 1st** will result in the team being ineligible for playoffs. Where there are no playoffs (U9 and below), fines or other disciplinary action will result.

**Note 3:** All team officials must submit a current Criminal Record Check (CRC) and Vulnerable Sector (VS) check prior to participation.

**Note 4:** Development 1 Coaches must complete maintenance modules (professional development) to retain certification.

**Note 5:** Coaches who acquired Coach 2 - Coach Level in 2016-2017 or prior are also qualified at Coach 1 - Intro to Coach Level.

**Note 6:** On-ice helpers/volunteers rostered in HCR are not Team Officials and may not participate in games in any capacity.

## APPENDIX B – AFHA Board of Directors Code of Ethics & Confidentiality Policy

See Appendix B Attachment