



# Surrey Female Hockey Association

## Policy Manual

Policy Manual

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## GLOSSARY OF TERMS

**AFFILIATE PLAYER** - A registered player who is temporarily included on the playing roster of a team in a higher division or category as per the rules/regulations of HC, BC Hockey and/or PCAHA.

**ASSOCIATION** – Surrey Female Hockey Association.

**BC Hockey** - British Columbia Amateur Hockey Association (BCAHA).

**BYLAWS** – Bylaws of SFHA.

**CONSTITUTION** – Constitution of SFHA.

**EXECUTIVE** – The Executive Committee of SFHA as defined by the Bylaws.

**HC** - Hockey Canada (also referred to as Canadian Hockey Association).

**HOUSE TEAM** – A SFHA team playing in a structured PCAHA “C” league.

**INDEPENDENT EVALUATOR** – An independent evaluator is defined as a person from outside the Association (e.g. contracted to conduct evaluations) or a person who is a current member of SFHA (e.g. parent) who does not have a child/relation playing or coaching in the Division.

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

**PARENT(S)** – The parent(s) or guardian(s) of a registered SFHA player.

**REP TEAM** – A SFHA team playing in a structured BC Hockey and/or PCAHA “A” league.

**SFHA** – Surrey Female Hockey Association

**TEAM OFFICIALS** – The head coach, all assistant coaches, the Hockey Canada Safety Person, Team manager, Treasurer, and Team Mom(s).

**NOTE:** Unless otherwise stated, all references to positions such as President, Secretary, Treasurer, etc. refer to the Officers or other positions of SFHA.

## Boundaries

Surrey Female Hockey Association (SFHA) was established in 1994 and our boundaries encompass the City of Surrey and City of White Rock. SFHA is a member of and governed by PCAHA, BC Hockey and Hockey Canada and as such we must adhere to their rules, guidelines and procedures.

## 1.0 Governance

SFHA has the authority to establish internal policies which are outlined in this manual. These policies may be amended by a majority consensus of the Board of Directors.

## 2.0 Executive Committee

The following are the Officer and Executive positions in which the Executive Committee is comprised of as per the Surrey Female Hockey Association's Constitution and Bylaws:

i) **President**

Refer to By-laws for duties

ii) **Vice President**

Refer to By-laws for duties

iii) **Registrar**

Refer to By-laws for duties

iv) **Secretary**

Refer to By-laws for duties

v) **Treasurer**

In addition to the By-laws

a) The Treasurer must see that full and accurate records are kept thereof, make an annual report in writing showing the financial condition of the Association and the results of the years operation and ensure that any other financial reports, which the Officers require, are prepared and presented.

b) Any and all cheques drawn on the Treasury shall require the signature of any two of the three Officers: President, Treasurer and Secretary.

c) Offer assistance to team treasures and review team budgets at the beginning of the season and at the end of the season.

vi) **Past President**

Refer to By-laws for duties

vii) **Public Relations & Risk Manager**

In addition to the By-law

a) Investigate safety concerns reported by a team safety person or other interested party.

viii) **Director-at-Large**

Refer to By-laws for duties

**Appointed Executive Committee Members:**

ix) **Divisional Coordinators**

- a) Responsible for the day-to-day operation and decorum of their respective division.
- b) work with Risk Management Director and communicate Risk Management information to the teams.
- c) Responsible for handling complaints re: players, parents, team officials and referees within their division following referral by Team manager.

x) **Ice Allocator**

- a) Obtain and schedule ice for the Association.
- b) Represent the Association at the City of Surrey Ice Allocation Meetings.
- c) Rework the schedule throughout the season to account for game conflicts.
- d) Update the Ice Schedule on the website throughout the season.

xi) **Equipment Manager**

- a) Maintain an inventory of all Association owned equipment.
- b) Ensure timely return of Association equipment at the end of the season.
- c) Source and purchase new equipment on behalf of the Association and with Executive approval.
- d) Work with Risk Manager to ensure that each team has proper first aid kit at the beginning of each season.

xii) **Coaching Coordinator**

Refer to By-laws for duties

xiii) **Evaluation Coordinator**

Refer to By-laws for duties

xiv) **Player Development Coordinator**

Refer to By-laws for duties

xv) **Tournament Coordinator**

Refer to By-laws for duties

xvi) **Referee-in-Chief**

In addition to the by-laws the referee-in-chief will Assigns officials for all home games for the applicable divisions/levels

- a) Recruits and trains new and returning officials
- b) Recruits and assigns officials for the SuperHeart Tournament
- c) Promotes the growth and development of senior officials to levels beyond Peewee "A" skills.

### 3.0 Team Officials:

All Team officials require the approval of the Executive prior to the commencement of each season. It is strictly enforced that only one immediate family member is in an official team role such as Coaching staff, Treasurer or Manager. The Executive has the authority to not allow any individual to be a Team Official.

The following are the positions available on each of the respective teams:

i) **Head Coach ("Coach")**

- a) Responsible for the organization of all practices and games and liaison with assistant coaches.
- b) Responsible for the conduct of all players on the ice.
- c) Responsible for the physical safety of players on the ice.
- d) Responsible, in conjunction with the team manager, for the conduct of all players off ice.
- e) Responsible for the development and implementation of an appropriate long term coaching program for the team.
- f) Responsible for the development and fair play of players, consistent with Hockey Canada and BC Hockey
- g) Oversight of all supporting team officials with the assistance of the team manager.
- h) Maintain required certifications for coaching.

ii) **Assistant Coach**

- a) To assist the Head Coach as directed on the ice during practices and on the bench during games.
- b) Provide general assistance to the Coach as required.
- c) Maintain required certifications as a team official

iii) **Team Manager**

Please note: It is expected that these duties be shared with the Team Mom and other parents where appropriate.

- a) Responsible, with the Coach, for the off-ice conduct of all players and team personnel at all practices and games.
- b) Responsible for the supervision, care and return of all equipment issued by the Association to the team.
- c) Responsible for the arrangement of games in liaison with the Coach.
- d) Responsible for notifying players of game times, practices, and tournaments.
- e) Responsible for ensuring the arrangement for timekeepers have been made prior to balancing/tiering, regular season and playoff home games.
- f) Responsible for ensuring the arrangement for referees and timekeepers have been made prior to home exhibition games
- g) Responsible for team travel arrangements and accommodations to out-of-town tournaments and games.
- h) Responsible for sending in game sheets immediately after game to PCAHA Division Coordinator
- i) Responsible for obtaining the required sanctions when playing teams from the USA, home games, tournaments, and when participating in special events (e.g. exhibition games, dry land training, etc.) as this is required for insurance purposes. The President must be notified in advance of such events.
- j) Responsible for handling complaints on the team, if unresolved, refers to Division Coordinator.
- k) Responsible in communicating and seek approval for any cancellation of games or ice sheets with the Ice Allocator, Division Coordinator.

iv) **Team Treasurer**

- a) Responsible for accounting of all funds for the team.
- b) Creating with the input of the head coach and team manager a team budget and reconciling at the end of the season no later than the end of March.
- c) Budgets are to be submitted to the Executive Treasurer at the beginning & end of the season for review and be made available to the team parents/players.
- d) Responsible for paying and accounting of referee fees, and any other team fees as required.

v) **Team Mom(s)**

- a) Supervise and ensure appropriate behavior in the dressing room before and after games and practices. Be responsible for advising male coaching staff when the players are ready for pre-ice instructions. It is recommended that two adults be in the dressing room with the team at all times.
- b) Provide general assistance to the Team Manager if and when required.
- c) Maintain required certifications

vi) **Safety Coordinator (HCSP)**

- a) Maintaining a fully stocked First Aid kit and bringing it to all games and practices.
- b) Conducting regular checks of player’s equipment and advising on the purchase of new protective equipment.
- c) Act as HCSP for both your own team and opponents if only one Safety person is present.
- d) Recognizing injuries, managing minor injuries and determining when to remove a player from action when necessary.
- e) Provide required documentation to players for accidents/injury and file with Risk Manager.
- f) To be aware of any Medical conditions of players
- g) Maintain required certifications

### 3.1 Team Official Qualifications

All team officials must have the required qualifications mandated by PCAHA and BC Hockey. Teams must register **all team rostered officials with the Registrar**. Only persons registered on a team’s roster are allowed on the bench and ice during games and practices; this is for safety and insurance purposes.

- i) **Coaching Approvals** - Coaches must have submitted a completed and signed Coaching Application Form
- ii) **Criminal Record Checks** - All Coaches, on ice helpers and Team Moms must have a Criminal Record Check done annually.
- iii) **Respect in Sport, Concussion Training, Sportsmanship in the Stands** – All Coaches, on-ice helpers and Team moms are required to have the aforementioned qualifications.
- iv) **Reimbursement Policy for Courses** - SFHA policy promotes the development of team officials while at the same time being prudent with our spending. In short, each team is allowed a maximum number of team officials for

which reimbursement would apply. An additional factor that forms part of the policy is whether or not the team had team officials who were already qualified.

a) Each team is allowed the following number of team officials as far as reimbursement is concerned:

- Maximum of 3 coaches per team.
- 1 team manager per team.
- 2 Safety Persons per team.
- 4 Team Moms per team.

b) SFHA will pay team officials or association executives for the cost to take the required courses for their roles to a maximum number listed above. For coaches, verification will need to be made that the required tasks have been properly completed/submitted to BC Hockey prior to receiving reimbursement. If a team wanted more than the maximum number allowed, it could pay for any extra persons from their team expenses.

(Note: The costs for courses in the above and similar scenarios may still be covered by SFHA if there are sufficient funds available in the budget.)

## 4.0 Registration:

Registration is open to all female players residing in the City of Surrey and the City of White Rock. As permitted by PCAHA, where no age or division appropriate female team exists in an adjacent district, players can register with SFHA. Conversely, a player residing in Surrey cannot register with a female association in another district, unless an age/division appropriate team is not offered by SFHA.

- i) **Discretion to refuse registration** - The Registrar and/or President are authorized to refuse registration to any player who does not meet registration requirements.
- ii) **Returning Players** - All returning players must complete the registration and submit their fees as directed.
- iii) **New Players** –
  - a) New SFHA players must provide proof of residency (utility bill), a copy of the players’ birth certificate and a completed registration form to the SFHA Registrar.
  - b) Once a new player has be entered into the Hockey Canada Registry participants will be notified and then must go online to complete the registration and submit their fees.

- c) Payment of registration fees are required at the time paperwork is submitted in order to confirm registration.
- iv) **Player's fees** – The Executive Board shall annually determine the schedule of players' fees and these are to be paid by either credit card or cheque.

**IMPORTANT TO NOTE: A player will not be allowed on the ice until:**

- a) All fees are paid in full or
  - b) Payment arrangements have been made with the Registrar if fees are outstanding and permission must be granted by the Registrar.
  - c) **NSF** - Where the cheque is returned by the issuer's bank (NSF) or returned because the issuer has stopped payment, the player will be considered unregistered and ineligible to play until full payment is received. **NSF Cheques:** A dishonoured payment will be subject to a \$50.00 service charge and will need to be paid with a certified cheque/bank draft.
- v) **Divisions and Tiering** - Divisions that will be offered will depend on registration and the rest of the league.
  - vi) **Evaluations** - The dates of evaluation skates will be posted on the SFHA website, but in general, will be held in early September to determine team placement.
    - a) **Player placement** – Players will be placed on teams appropriate to their age, their individual skills and/or based on available space in each division.
  - vii) **Refunds** - Refund requests must be received in writing by email to the Registrar.
    - a) **Withdrawal Prior to Evaluations** - Players withdrawing from SFHA prior to evaluations will receive a full refund reduced by \$50 for insurance and administration.
    - b) **Withdrawal before September 30th** - Players withdrawing prior to September 30 will have their refund reduced by \$100 for ice costs, insurance and administration.
    - c) **Withdrawal prior to October 31** - Players withdrawing prior to October 31 - will have their refund reduced by half for ice costs, insurance and administration.
    - d) **After Oct 31** - There will be no refunds after October 31.



## 5.0 Player Equipment

The following equipment is mandatory but not limited to for every player:

- Helmet (CSA approved complete with FACE MASK)
- Neck protector (BNQ approved)
- Shoulder and elbow pads
- Hockey gloves
- Shin pads
- Hockey pants
- Pelvic protector ("Jill")
- Skates
- Stick
- Stop Patches - It is mandatory for STOP patches to be affixed to the back of the jersey directly above the number. These are affixed and supplied with the jersey.
- Goalies have added requirements for equipment

Goalies - when required, the Association will provide equipment for all goalies in Novice, Tyke, Atom and Peewee divisions with the exception of skates, helmet with facemask, hockey pants and stick. All other goalie equipment borrowed from SFHA must be returned by March 31.

## 6.0 Insurance

All players and coaches and team officials are insured against various risks during all approved on-ice activities. This insurance is mandatory for all players, coaches and their assistants.

- i) **Terms and Conditions** - No person shall be allowed on the ice surface or at the bench until the insurance is in place and has been confirmed. In order to be covered by this insurance, individuals on the ice MUST be on the official team roster.
- ii) **Invalidation of Insurance** - The insurance coverage is void if the players are out on the ice without a coach present.
- iii) **Travel and off-ice sanctioned events** - The team manager must always obtain insurance coverage for any travel or off-ice sanctioned events before allowing the team to participate.
- iv) **Coverage** - This insurance is meant to cover items not covered by your own B.C. Medical or extended medical plan. The maximum payable is determined by BCAHA annually.
- v) **Reporting of accident or injury** – Any accident or injury should be reported as soon as possible to your Team Safety Coordinator, who will have the appropriate forms.

## 7.0 Medical Information

All players will be asked to complete a medical information form at the beginning of the season. The Team Safety Coordinator and/or Manager will hold these forms and maintain confidentiality of the player’s medication condition. These forms will be shredded at the end of each season. Discuss with your Team Safety Coordinator any medical conditions, which may require special attention by Team Management in a crisis situation (e.g. History of Concussion, Diabetes, Asthma, Allergies, etc).

- i) **Dispensing of medications** - The Executive would like to remind all parents that Team Officials are generally unqualified in dispensing medication and cannot accept responsibility for administering it.
- ii) **Return to play** - If an injury or illness occurs, the Team Officials may request a medical certificate be provided prior to the player’s return to on-ice activities.

## 8.0 Team Uniforms

- i) **Game uniforms** - All players are required to wear an official SFHA jersey and socks during games. The Association will provide two pairs of socks per player (one home and one away colour). Team jerseys cannot be worn for practices. See Dress Code Policy for further policies.
- ii) **Return of Jersey** - The Association provides jerseys to all players, which must be returned at the end of the season in good condition. SFHA will cash jersey cheque deposits for jerseys not returned by April 15.
- iii) **3<sup>rd</sup> Jersey** - Should a team wish to have a third jersey; the design must be submitted to the Executive for approval prior to proceeding with ordering them.
- iv) **Juvenile Jerseys** - In recognition of the players involved with SFHA, graduating Juvenile players will be given a SFHA jersey, if they wish, who meet the following criteria:
  - a) Graduating from Juvenile (i.e. 19 years old)
  - b) Has registered and played with an SFHA team for the past FIVE consecutive years
  - c) Is a member in good standing.

## 9.0 Volunteer Hours

Each member family for each player is required to provide a **minimum of 4 hours** to support SFHA events such as the SuperHeart Tournament; the volunteer hours can occur during preparation for, or during the tournament.

**i) Volunteer Deposit Cheque** - A **\$250 cheque deposit** is required at registration and will only be cashed if the required volunteer hours are not completed. The cheque is **required at time of registration** for the current season post dated February 1<sup>st</sup> of the season (for example 2016-2017 season – the cheque will be post dated for Feb 1, 2017).

Volunteer hours at the team level are NOT included in the Association volunteer hours described above.

## 10.0 Dress Code Policy

All coaches and players must dress in an appropriate manner to ensure SFHA is portrayed in a positive fashion for games and tournaments. The Executive approved apparel is required by all Rep teams for games, tournaments or anywhere members are representing SFHA. House teams are also required to wear approved apparel if purchasing items for 'team wear'.

### i) Guidelines for Coaches

Appropriate dress includes:

- jacket/dress shirt/tie/dress pants (for men)
- jacket/collared shirt/jeans without fraying (for men)
- jacket/dress sweater/dress pants (for men and women)
- jacket/collared shirt/Jeans without fraying (for women)
- track suit/jacket with SFHA colours /logo

Inappropriate dress includes:

- jeans frayed or ripped
- t-shirts or similar shirts
- track suits that do not contain SFHA colours/logo

### ii) Guidelines for Players

Appropriate dress includes:

- jacket/dress sweater/dress pants
- jacket/dress blouse/dress pants
- Approved track suit with SFHA colours/logo
- casual sweater (approved hooded sweatshirt with SFHA logo)

Inappropriate dress includes:

- jeans, pajama pants
- t-shirts or similar shirts
- casual t-shirts or hoodies not related to SFHA hockey or tournaments (eg. tournament provided shirts are ok)
- track suits that do not contain approved SFHA colours/logo

iii) **Failure to comply –**

Action may result in a verbal warning and revocation of any items with the unauthorized logo to be used or worn at any SFHA sanctioned event to suspension of games; further occurrences of this nature may result in progressive action determined by the executive membership

iv) **SFHA Logo –**

SFHA reserves all rights to the use of the Surrey Falcon logo and parts of its name such as Surrey Falcons, Falcons, Surrey Female. No one shall use or reproduce the current or any past SFHA logo for any reason, except for the Executive or anyone granted permission by the Executive.

**a) Permission for logo use -** In order to obtain permission, a letter outlining why and how the logo is to be used must be sent to the Executive for consideration and possible approval.

**b) Consequences related to use of logo -** Consequences related to use of logo unauthorized use will result in a review by the executive committee of the transgression; where appropriate action will be determined based on the severity. Corrective action as determined by the executive may include but not limited to revocation of travel permits, suspension of Head Coach.

## 11.0 Tournament and Travel Permission –

Team Managers are required to seek executive approval for the above permissions.

**i) Signing Authority -** Authorization of these permissions can only be signed by the executive with signing authority; conflict of interest is applicable.

**ii) Revocation –** SFHA reserves the right to revoke permissions as a disciplinary action taken to players, team or team officials.

## 12.0 Risk Management

SFHA is committed to a proactive approach to risk management under the guidelines provided by Hockey Canada and BC Hockey.

i) **Locker Room Policy – as per BC Hockey Policy:**

a) **Dressing Room -** Players should be supervised at all times. A “lone” personnel member should never be in the dressing room with players at any

time, and especially when they are showering or changing: two (2) adults should be present together; which is called the “Two Deep Method” of supervision.

- b) **Injury Treatment** - The safety person should avoid treating injuries out of sight of others. Use the “Two Deep Method” (two adults) supervision system.
- c) **Road Trips** - Ideally, team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the “Two Deep Method” rule is observed at all times.
- d) **Physical Contact** - Team personnel should avoid touching a player. Use the “Two Deep Method” (two personnel, or two players) supervision system. The comfort level and dignity of the player should always be the priority. Limit touching to “safe areas” such as hand to shoulder.
- e) **Isolated Spaces** - Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).
- f) **Sport and Training Facilities**- Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the Two Deep Method).
- g) **Parents in Locker Rooms** - Except for players at the younger age groups (i.e. Novice, Tyke, Atom); we discourage parents from entering locker rooms unless it is truly necessary.

If a player needs assistance with their uniform or gear, if the player is or may be injured, or a player’s disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently.

In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players.

As players get older, the coach may in his or her discretion prohibit parents from a locker room.

In general, parents should not enter the dressing room if the players undress to less than shorts and t-shirts.

- h) **Smart Phones and Other Mobile Recording Devices** - Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

ii) **Safety Requirements - Zamboni**

As per City of Surrey, and what should be general practice with players and ice officials at all rinks, when the Zamboni is on the ice:

- a) The gates are to remain closed with no one sitting on boards, no pucks on ice or water bottles on ledges.
- b) If the Zamboni driver sees anything or anyone on the ice or on the boards while doing his clean, his instructions are to exit the ice without finishing the clean. This is a major safety concern.

iii) **Alcohol/Drugs Consumption** - Please refer to Code of Conduct 13.0.

### 13.0 Code of Conduct

The Surrey Female Hockey Association expects that all players, parents, spectators and coaches display appropriate conduct at all times. The Surrey Female Hockey Association expects all players, parents, spectators and coaches adhere to and respect the Association’s Code of Conduct which is in alignment with various laws. The SFHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the SFHA shall conduct themselves at all times in a manner consistent with the values of the SFHA which include fairness, integrity and mutual respect.

i) **Dealing with disagreements -**

a) **First Steps in dealing with a disagreement** - It is expected that all coaching decisions be respected and if there is any disagreement with their decisions it is discussed afterwards; away from the rest of the players.

b) **Second Step in dealing with a disagreement** - If there remains to be a serious concern, the appropriate grievance procedure outlined in a Complaints section is to be followed.

## ii) Fair Play Contracts –

**a) Players, Parents, Spectators and On-Ice officials** - SFHA has adopted the BC Hockey Fair Play Code Contracts for Players, Parents, Spectators and On-ice Officials which must be signed by all parties at the beginning of each season. Please keep these in mind at all times during practices and games.

**b) Team Specific Rules** - Additionally, each Team may institute specific rules for behavior and conduct for the players to follow.

**iii) Sportsmanship in the Stands** – Players, Parents, Team Officials and Spectators are to annually review Sportsmanship in the Stands.

## iv) Breaches in Conduct –

**a) Reporting** - It will be the obligation of the Team Manager to immediately report any serious breaches with respect to behavior or conduct to the President. Reporting is not limited to the Team Manager, a player or parent or spectator if there is a conflict of interest for the Team Manager.

**b) Repeated Breaches in Conduct** - Repeated breaches by any player, parent, member or on-ice official will not be tolerated. Consequences can include suspension of playing privileges for players; expulsion from the Association for members; suspension or removal of on-ice officials at the direction of the Executive.

**v) Use of Alcohol and/Drugs** - All SFHA members are reminded that alcohol or drugs have no place in youth sports and are in violation of the law.

**a) Breaches in Alcohol and/Drug Use** - Any player caught under the influence (or in possession) of alcohol or drugs will be immediately suspended pending a hearing with the Disciplinary/Review Committee and may be subject to a police investigation.

**b) Further Action** - Any player expelled from the Association after being found guilty of such an infraction by the Review Committee will not be entitled to a refund; in full or in part and that the Association will seek to have such disqualification be recognized by BCAHA.

**c) Coaches and Team Officials** - Under no circumstances should coaches interact with players if under the influence of alcohol, and coaches should not engage in any alcohol consumption around players, including at hotels during tournament travel.

**vi) Out-of-Town Code of Conduct**

During away games, it is imperative that each and every participant represents themselves, their team and the Surrey Female Hockey Association in a dignified and honorable manner. During games outside Surrey, players, coaches and parents are ambassadors of our City and/or Canada when traveling outside the country. Each member must adhere to and follow the Associations Code of Conduct and applicable local laws. Acknowledgement and acceptance of this Code is mandatory prior to participation in any away games. Respect must be shown at all times to personal property and this includes, but is not limited to, locker rooms, arena fixtures, arranged accommodations and motor vehicles.

**a) Overnight Accommodations –**

**1.0) Adult Chaperoned Itinerary** - In cases where games involve overnight accommodations, no player shall proceed on their own away from the arranged accommodations or the ice arena where the games are played. Accompaniment by the player’s parent(s) or responsible adult is expected. In this case, please advise the Coaching staff or Team Management of your approximate itinerary.

**1.1) Curfew** - In cases where games might involve overnight accommodations, the Coaching Staff may impose a curfew to be in effect. At curfew time, it is expected that all players be in their assigned accommodations, without visitors in their rooms.

**1.2) Matters of concern** - All issues regarding officials or opponent’s actions are to be directed to either the Coaching staff or Team Management. These are the only authorized representatives of the Team to deal with such issues.

**b) Non-adherence to the Out-of-Town Conduct –**

**1.0) Reporting** - All consequences of non-adherence to this Code must be reported to the President of SFHA and any others that may be Team specific is at the discretion of the Coaching staff and Team management.

**1.1) Consequences** - This may include playing privileges being suspended to the parent being contacted to make arrangements for the player’s safe return home. Additional consequences may be imposed by any or all of SFHA, PCAHA, BCAHA or Hockey Canada.

**14.0 Harassment and Abuse -**

Surrey Female Hockey Association is committed to providing a nurturing and enjoyable environment for all of its members. Any type of behavior which carries elements of bullying, in



any of its forms, intimidation, or targeted isolation will not be tolerated. This includes postings, photos or any other digital creations that are negative in nature.

**i) Zero Tolerance Policy** - In this spirit, SFHA executive wishes to establish and to inform their members of our zero tolerance policy with respect to abuse, bullying, and harassment. The consequences for violating abuse and harassment policies include:

- 1) The filing of an incident report;
- 2) A hearing with the SFHA Disciplinary/Review Committee;
- 3) Possible temporary suspension from the team, arena, or Association
- 4) Possible permanent expulsion from the team, arena or Association

**ii) Behaviors viewed as Zero Tolerance** - The following behaviors are all viewed with zero tolerance by the SFHA Executive and apply to all parents/spectators, players, coaches, and officials at all SFHA sanctioned events, home and away, and at all locations of SFHA sanctioned activities (e.g. rinks, hotels, restaurants, fundraising locations, etc.):

**a) Sexual abuse / harassment**- including language targeting player orientation

**b) Emotional abuse/harassment** - in the form of name calling, threatening, ridiculing, isolating, hazing, isolating or ignoring in person or on-line.

**c) Physical abuse/harassment/intimidation** - injuring or threatening to injure.

**d) Neglect** - improper attention to injuries, inadequate or unsafe equipment, or improper road trip supervision.

**e) Obscene language** - directed to any person at any time, in person or in-line.

**f) Racial slurs or language** - directed at an individual's culture, roots, or ethnicity, in person or on-line taunting of players, coaches, officials or other spectators (by means of baiting, ridiculing, threats of physical violence or actual physical violence).

**g) Retaliation and/or intimidation** - against any individual who has filed a complaint.

**iii) Harassment Policy Violations/complaints** - about a coach or team official; or parent/spectator must be emailed to the President for referral to the Disciplinary/Review Committee. Everyone involved in hockey has an obligation to report incidents in a timely fashion.

**a) Game Violations** - For players, game violations are subject to PCAHA and BCAHA rules and regulations. A coach may suspend, for discipline, a player for up

to one game. Coach suspensions of more than one game must be approved by the Disciplinary/Review Committee.

**b) Executive discretion** - the Executive/Disciplinary/Review Committee reserve the right to review all major infractions by player or on-ice official for possible further disciplinary action.

## 15.0 Minor and Major Complaints –

**i) Minor Complaints** - SFHA recognizes that throughout the hockey season there may be minor issues that arise on a team that may lead to complaints (for example a parent to a coach in relation to the amount of ice time received by their child, a coach to a parent about the parent's inappropriate behavior, breaches in code of conduct etc.). The following are guidelines to deal with minor team related complaints:

**1. Plan to resolve at the immediate level-** Initially, all complaints must be dealt with between the parties (e.g. a coach and a parent) in an effort to resolve the complaints.

**2. 24-hr Reflection** - Neither party may approach the other about the issue for twenty-four (24) hours; however, the issue may be brought to the attention of the team manager within this timeframe to make them aware of the situation.

**3. Formal discussion** - If one party wishes to discuss the issue with the other party after twenty-four (24) hours, this must be arranged through the team manager and the team manager must participate in the discussion as a neutral facilitator and observer. \*\*If the team manager is one of the parties involved in the complaint, then the head coach should act as the neutral facilitator and observer.

**4. Raising the concern to the Division Coordinator** - If after the above noted discussion the issue is not resolved, the party making the complaint may take the complaint to the Division Coordinator. The Division Coordinator, at his/her discretion, may request that the complaint be submitted in writing. The Division Coordinator must deal with the complaint and attempt to resolve the issue.

**5. Further escalation to the President** - If the Division Coordinator cannot resolve the issue to the satisfaction of the party initiating the complaint, then the person making the complaint may take the complaint to the President. The President, at his/her discretion, may request that the complaint be submitted in writing. The President must initiate action in an attempt to resolve the complaint. The President's decision regarding how to resolve the complaints will be final and no appeal of the decision will be allowed.

## ii) Major Complaints

SFHA recognizes that throughout the hockey season there may be issues that arise on a team that may lead to major complaints (for example a significant lack of discipline on a team, a parent repeatedly using abusive language towards referees, repeated breaches in code of conduct or the zero tolerance policy etc.). The following are guidelines to deal with major complaints:

**1. Division Coordinator** - The party making the complaint should contact the Division Coordinator and provide information about the matter. The Division Coordinator, at his/her discretion, may request that the complaint be submitted in writing. The Division Coordinator must deal with the complaint and attempt to resolve it.

**2. Escalation to the President** - If the Division Coordinator cannot resolve the complaint to the satisfaction of the party making the complaint, then the person making the complaint may take the complaint to the President. The President, at his/her discretion, may request that the complaint be submitted in writing. The President must initiate action in an attempt to resolve the complaint. The President's decision regarding how to resolve the complaint will be final and no appeal of the decision will be allowed.

## iii) Complaints about Other Associations

SFHA recognizes that throughout the hockey season there may be issues that arise on a team with respect to other Associations. The following are guidelines to deal with complaints with other hockey Associations:

**1. Contact the President** - The party making the complaint should contact the President of SFHA and provide information about the matter. The President may request this be submitted in writing and the President will initiate action in an attempt to resolve the complaint.

**2. Contacting the other Association** - At **NO TIME** should a parent be contacting the other Association directly if they have a complaint.

## 16.0 Rep Evaluation Process

Guidelines for Rep Evaluation Process (for Peewee, Bantam and Midget Divisions)

General: The goal of the rep evaluation process is to determine the players who should be on the Surrey Female Hockey Association rep teams. Factors that influence the evaluation process:

1. Based on the numbers trying out for rep each year, flexibility will be required.
2. Players are to be selected to rep teams based on their current skills and abilities as exhibited during the rep evaluation process.
3. SFHA is committed to providing a fair evaluation to all players; however it is important to note that there will always be a level of subjectivity in any process used to evaluate players.

**i) Management of the evaluation process** - The evaluation process is managed by the SFHA Evaluation Coordinator and at least one Executive member at each division as appointed by the President. The Evaluation Coordinator and the Executive(s) are to work cooperatively to manage the evaluations and resolve any issues – any issue that cannot be informally resolved is to be escalated to the President who has the final authority to resolve the issue.

**ii) Time of Evaluations** - Evaluations take place at the beginning of each hockey season.

**iii) Attendance of Evaluations** - All players will be evaluated and are expected to attend all evaluation sessions.

**a) Permission for absence** - A player may be allowed to miss an evaluation session under appropriate circumstances (e.g. player is injured, other important commitments or an unforeseen event) – except for an unforeseen event, the player must have permission to miss an evaluation session. This permission needs to be obtained prior to the evaluation session from the applicable SFHA Divisional Coordinator or Executive member(s) helping to manage the evaluations at that division.

**b) Protection** - No player will be protected based on the results of any one session – skills or scrimmage.

**c) Greater than One Absence from evaluations** - In the event a player's evaluation is deemed to be incomplete due to a player's absence from one or more evaluation sessions, the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division will make the decision as to that player's final placement.

**iv) Exceptional Player Status** - Players are required to play on their age-applicable rep team. In very rare cases, a highly exceptional player may be allowed to play on the rep team of a higher division; however this needs to be approved by the SFHA Executive and any approval will apply only for the current hockey season.

**v) Player Injury during evaluations** - If a player is injured prior to or during the time of the evaluations, and still wants to be considered for the rep team, a note from her doctor confirming the circumstances of the injury must be provided to the Divisional Coordinator as soon as practical. Upon her return, the head coach of the team in consultation with the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division will consider placement on the rep team based on her skills and abilities. Even though an effort will be made to accommodate injured players, SFHA cannot guarantee placement on a rep team under these circumstances.

**vi) Authority of Evaluation Coordinator/Executive Member** - At any time during the rep evaluation process, the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division have the authority to remove or suspend a player.

**a) Removal of a Player** - Any player can be removed from the rep evaluations if there is any concern about the safety of the player (e.g. a player is not sufficiently skilled enough to be involved in the rep evaluation process and is at potential risk of being injured).

**b) Suspension of a Player** - At any time during the rep evaluation process, the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division have the authority to suspend any player from a rep evaluation session (e.g. scrimmage)

If, in their opinion, the player is playing in an inappropriate fashion such as being excessively aggressive and/or playing in a dangerous manner (e.g. fighting or checking of players from behind). The President is to be informed of the suspension and a decision will be made regarding the appropriate follow-up action (e.g. warn player and allow the player to participate in the next session not allow the player to participate further until the matter has been further considered).

**vii) Conflicts of Interest** - In the case of a head coach who has a child trying out for the team he/she is coaching, his/her child must be rated sufficiently high enough that it would be reasonable for this player to be on the team. More specifically, being a coach does not guarantee his/her child a position on the team.

**a) SFHA Approval** - The only exception is, if the placement of the coach is in the best interests of SFHA and/or there are no other reasonable alternatives.

SFHA Executive may then approve the placement of the player to the team; if this should occur, the team must carry one extra player on the team so not to displace a player who deserves to be on the rep team.

**b) Evaluation Scores** - In the case of a head coach who has a child trying out for the team he/she is coaching, his/her evaluation scores will not be considered in relation to his/her child. The scores of only the independent evaluators will be taken into consideration.

**viii) Player Selection Committee** - The player selection committee exists to review any player selection choices made by a head coach and to provide a qualified and independent recommendation to the Executive regarding the selection status of the player(s) in question. The player selection committee will consist of at least 2 independent evaluators not members of the SFHA plus one association member not in conflict with the players to be reviewed. The executive will appoint a person who is then responsible for assembling a player selection committee where required.

**ix) Size of Rep Teams** - Where possible the size of the rep team will be 15 skaters. However where skill set and evaluations contain a large discrepancy between players; the coach with the Player Selection Committee and executive may determine the final roster size.

**x) Player Withdrawal** - A parent of any player who is no longer interested in trying out for the rep team should immediately notify their Divisional Coordinator

**xi) Discussion of the Evaluation** - Discussions concerning the placement of a child of the head coach, Divisional Coordinator or Evaluation Coordinator are to be done without them being present to help ensure transparency and fairness.

**xii) Communication during Evaluation Phases** - Parents and players are **not to contact** the evaluators (including the head coach) during the rep evaluation process. All communications are to be directed to the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division. There will be no exceptions to this in an effort to ensure transparency throughout the process.

**xiii) Appeals of player evaluation** - Please refer to the Evaluation Player Appeals process.

**16.1 Evaluations Phase One** - The first phase of the process will consist of four evaluation sessions (skills and scrimmages) either two skills sessions/two scrimmages or one skills session/three scrimmages at each division.

1. Players will be evaluated on their technical skills and game-play abilities as per the selection criteria.
2. Players will be ranked based on their accumulated score derived from the evaluation process.

3. If possible, the same team of evaluators is to be used for both the skills and scrimmage evaluation sessions.
4. The scores/rating of each player is to be kept confidential.

**i) Evaluation of Bantam and Midget** - Players at the Bantam and Midget divisions will be evaluated and are to be placed on a rep team based on their declared positions (e.g. a player trying out as a forward is to be placed on the rep team as a forward); however exceptions may be made at these divisions if deemed appropriate by the head coach and the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division.

**ii) Evaluation of Peewee** - Players at the Peewee division will be evaluated and are to be placed on a rep team based on their declared positions (e.g. a player trying out as a forward is to be placed on the rep team as a forward); however more flexibility may be given at this division around the declared positions and the final assignment of players to the rep team. Exceptions may be made at this division if deemed appropriate by the head coach and the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at this division.

**iii) Process of Evaluations** - The process for evaluations is outlined below; however it is important to understand that some flexibility and modifications may be required to address unique or unexpected situations that may arise during the evaluation process (For example, a small number of players trying out for a rep team in a specific division). The Evaluation Coordinator and the head coach of each division will develop the skills sessions.

**a) Assigned Numbers** - Each player will be assigned a numbered bib. This number, along with their indicated position, is the only information that is given to the evaluators.

**b) Weighted Skills and Scrimmages** - After each evaluation session (skills and scrimmages), the evaluators will meet with the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division to review and discuss the players' evaluations.

The skills and scrimmage evaluation ratio per division, as per Hockey Canada Guidelines, are as follows:

<b>Division</b>	<b>Skills</b>	<b>Scrimmages</b>
<b>Peewee</b>	50%	50%
<b>Bantam</b>	40%	60%
<b>Midget</b>	30%	70%

**c) Skills Session(s)** - Evaluators will rate players on basic, technical skills during the skills sessions.

**d) Player releases after skills session(s)** - After the skills session(s), the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division may reduce the pool of players competing for the rep team of the division to a maximum of 30 skaters and 4 goalies. The released players will report to any evaluations being conducted at the “C” level.

**e) Scrimmage Sessions** - Players will be divided into 2 similar groups and will scrimmage against each other. During the scrimmage session, players will be evaluated on their game-play abilities, as outlined in the selection criteria.

**g) Confidentiality** - All evaluation forms are to be turned into the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division at the end of each session.

**h) Records and Ranking** - During the evaluation process, the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division will maintain an up-to-date ranking of all players and retain all completed evaluation forms and related documentation until no longer needed.

**iv) Placement at end of Phase One** - At the completion of this Phase One, players will either continue with the rep evaluation process or be released to the “C” level. Players will be ranked based on their accumulated score derived from the evaluation process. The assignments of players to the Phase 2 rep evaluations or to the “C” level will be determined by their final rankings in consultation with the head coach.

**a) Players of similarity** - If players have similar skills and ability (including attitude), consideration may be given to an older player and/or is the choice of the head coach.

**b) Number of Players moving to Phase Two** - A maximum of 20 skaters and 3 goalies will move on to the Phase 2 rep evaluations.(Note: Non-SFHA players are not counted in the maximum number, so more than 20 skaters/3 goalies may be placed in the Phase 2 evaluations.)

**c) Player Selection Committee during evaluations** - A player selection committee’s reviews may include but not limited to the following circumstances:

**End of phase 1 – Teams less than 15 skaters** - A head coach has identified prior to the completion of Phase 1 of the evaluations that he/she would like to roster less than 15 skaters, assuming that 15 or more skaters are trying out. In this instance



the player selection committee will evaluate the player(s) in question regarding their ability to compete at the level of the team she is trying out for and will provide their opinion at the end of phase 2 regarding whether or not to uphold the coach's decision.

Or

***Cuts from the top 2/3 review*** - A head coach has identified prior to the end of Phase 1 of evaluations that he/she would like to cut a player ranked within the top two thirds of the 15 player roster. The player selection committee will evaluate the proposed player to be cut and provide their opinion at the end of phase 2 regarding whether or not to uphold the coach's decision.

***Concerns by Executive or Evaluation Coordinator*** - A particular situation can be raised as an issue of concern by an executive member and/or the Evaluation Coordinator. In this case the player development committee will be introduced to review and provide their opinion on the matter at hand.

***Final decision*** - Once the player selection committee has made their decision it will be forwarded to the executive for review and a final decision will be made at that time by the executive.

**iv) Communication of Phase one results** - The placement of players at the end of the Phase 1 evaluations may be communicated directly in person or by telephone (e.g. to a parent), by email or posted on the SFHA website.

**16.2 Phase Two Evaluations** - The second phase will consist of evaluation of the top rated players on a team level. Additional evaluation sessions may be added if the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division deem it necessary and ice-time is available.

**i) Length of Phase Two** - Phase 2 of the evaluation process will end within 14 days of the start of this phase; unless a delay is needed due to unforeseen circumstances

**ii) Evaluator** - The evaluations of this phase are conducted by the head coach of the team. If deemed necessary by the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division, other evaluators may be used to provide additional feedback.

**iii) Player skills and abilities** - During this phase, the head coach is to consider the player's skills and abilities during practices and exhibition games. Exhibition games against outside competition are to be played and head coaches are required to give the "bubble" players ample opportunity to play during these games.

**iv) Final releases** - At the end of the Phase 2 evaluations are to be done by the head coach in consultation with the Player Selection Committee in helping to manage the evaluations at that division.

**a) Phase One Scores** - The evaluation scores of Phase One is a factor to be considered in the final releases; however the head coach has some flexibility in building his/her team in a manner that he/she feels will make it a competitive team. If players have similar skills and ability (including attitude), consideration may be given to an older player and/or is the choice of the head coach.

**b) Final Roster** - As previously stated, the size of the roster will be a joint discussion/decision with the Head Coach, Player Selection Committee and the executive. The head coach will decide on the final rostered names of the team.

**c) Communication** - The releases are to be done in a confidential and respectful manner. The head coach with preferably the Executive member(s) helping to manage the evaluations at that division are to meet with each player and provide a verbal summary of the player's evaluation results to help promote player development.

**d) Parental Presence** - It can be disappointing for some of the players who make it to Phase 2 evaluations and then are released from the rep team, so at the Peewee division, SFHA strongly recommends at least one parent be present during the meeting with the player to provide encouragement and/or comfort if needed.

### 16.3 Import Player Policy

For the purpose of promoting the growth and development of female hockey, PCAHA Rules permit female players who reside outside the boundaries of an association to move into that association on a season by season basis.

Tyke, Novice, Atom and Juvenile aged players may move to a neighbouring association if their residential association does not offer a Female team in their division.

Peewee, Bantam and Midget players may move for the same reasons, or if there is no Hockey Canada Carded Female team – an "A" team – in the player's residential association.

As a leading female association, SFHA works collaboratively with PCAHA by accepting registration applications from players from neighbouring associations.

**i) Composition of Carded Teams** - In the case of the Peewee, Bantam and Midget "A" teams, SFHA ensures that a minimum of two-thirds of the team is comprised of

Surrey resident players and that where a Surrey resident player and a player from a neighbouring association are deemed to be equally skilled, preference will be given to the Surrey resident player.

**a) Various factors** - may be considered in placing a non-SFHA player on a SFHA rep team. The placement of a player from another female association on a SFHA rep team must be approved by the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division.

**b) Further Clarification of the 2/3 Rule** – Import players must be ranked in the top 2/3 of the evaluated group by the independent evaluators, in their declared position. Where numbers are insufficient the Executive will make the final decision on how many import players will be allowed.

## 17.0 Guidelines for “C1” Evaluation Process - Atom, Peewee and Bantam Divisions

The goal of this evaluation process is to determine the skills and abilities of players within the SFHA “C” program and place them on teams based on their skills/abilities (e.g. C1 team or C2 team).

SFHA is committed to providing a fair evaluation to all players; however it is important to note that there will always be a level of subjectivity in any process used to evaluate players.

**i) Evaluations** - As applicable, SFHA will use the same general principles as the rep evaluation process in an attempt to ensure fairness and to ensure the correct placement of players on “C” teams within the same division; however the specific procedures (e.g. the number of skills sessions/scrimmages) may be different than the rep evaluation process.

The method of evaluation will be determined on a divisional basis based on the factors and/or circumstances of the division.

**ii) Evaluators** - The evaluations of the skills session(s) and scrimmage(s) at each division are to be conducted by a minimum of three evaluators: the appointed head coach of the C1 team and two independent evaluators possessing a strong hockey background.

**iii) Conflict of Interest** - In the case of a head coach who has a child trying out for the C1 team he/she is coaching, his/her child must be rated sufficiently high enough

that it would be reasonable for this player to be on the team. More specifically, being a coach does not guarantee his/her child a position on the C1 team.

**a) SFHA Approval** - The only exception is, if the placement of the coach is in the best interests of SFHA and/or there are no other reasonable alternatives, the SFHA Executive may then approve the placement of the player to the team – if this should occur, the team must carry one extra player on the team so not to displace a player who deserves to be on the C1 team.

**b) Evaluation scores** - In the case of a head coach who has a child trying out for the C1 team he/she is coaching, his/her evaluation scores will not be considered in relation to his/her child. The scores of only the independent evaluators will be taken into consideration.

**iv) Exceptions to C1 evaluations** - A player still participating in the rep evaluation process is not required to attend the C1 evaluations until such time the player is released from the rep team.

**a) Phase Two releases** - A player released from the rep team at the end of the Phase Two rep evaluation process will be assigned to the C1 team. An exception may be made if further evaluation at the C1 level or circumstances exist that make it appropriate for the player to be placed on the C2 team.

**b) Approval** - Exceptions must be approved by the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at this division.

## **18.0 Guidelines for “C” Evaluation Process - Midget and Juvenile Divisions**

The goal of this evaluation process is determine the skills and abilities of players within the SFHA “C” program and place them on balanced teams based on their skills/abilities.

**i) Evaluations** - As applicable, SFHA will use the same general principles as the rep evaluation process in an attempt to ensure fairness and to ensure the correct placement of players on balanced “C” teams within the same division; however the specific procedures (e.g. who conducts the evaluations and the number of skills sessions/scrimmages) may be different than the rep evaluation process. The method of evaluation will be determined on a divisional basis based on the factors and/or circumstances of the division.

**ii) Evaluators** - The evaluations of the skills session(s) and scrimmage(s) at each division are to be conducted by a minimum of three evaluators: the appointed head

coaches of the teams and at least one independent evaluator possessing a strong hockey background.

## 19.0 Affiliation Process

An affiliate player is defined as a registered player who is temporarily included on the playing roster of a team in a higher division or tier than what they are registered. PLEASE NOTE: Parents must NOT approach the Coach of the higher team.

**i) Decision to affiliate** - Identifying players for affiliation is strictly the decision of the coach of the higher team (team that the player may be affiliated).

**ii) Obtaining Permission to affiliate**- The coach of the higher team must obtain permission from the coach of the players' regularly rostered team prior to asking the affiliate to play in a game.

**iii) PCAHA regulations regarding Affiliation**- It is the responsibility of the Head Coach to ensure players that are affiliated are in compliance with PCAHA and to monitor the number of games players are permitted to play.

**19.1 Rep Teams** - To support player development, head coaches are strongly encouraged to affiliate the released players.

**i) Priority given to Regularly Rostered Team** - Affiliate players must give first priority to games, practices and team events of their regularly rostered team.

**ii) Process for affiliation** - The affiliation of players must be done in accordance with BC Hockey and/or PCAHA rules so that the player does not become ineligible to play on her regularly rostered team. This is for carded ("rep") teams only.

## 19.2 House "C" Teams

As per PCAHA rules non-carded teams ("house") a player may be temporarily placed on the roster and play only if the following apply:

1. 12 or fewer skaters for a particular game, or
2. no goaltender available for a particular game
3. and with PCAHA league manager permission.

## 20.0 Appeals of Player Placement

A player's placement can be appealed by the player or parent. In general, appeals will only be considered for the **following reasons**:

1. Perceived bias against a player due to their sex, race or religion.

2. Perceived bias due to a conflict of interest between the evaluators or the coaching staff of the rep team involved in the rep evaluation process.
3. Significant current or past issues between the parent(s) of the player and the members of the coaching staff.
4. An error in the process that had a negative material effect on the player's evaluation ranking – for example, an error was made in calculating the player's evaluation score.
5. Tangible factors that may have affected a player's ability to be properly evaluated such as physical injuries, illness and/or the inability to attend the evaluation sessions. Note: These factors will only be considered if the parent(s) and/or player have followed the required procedure of providing prior notification as detailed in these guidelines and received permission to miss the evaluation session(s).

**i) Contact Evaluation Coordinator** - Prior to initiating an appeal, it is recommended that the player and/or parents contact the Evaluation Coordinator/Executive member(s) helping to manage the evaluations at that division to request an explanation about the player's placement.

**a) Request for an appeal** - If the player and/or parents are still unsatisfied, an appeal may be made to the SFHA Review Committee as outlined in the SFHA Bylaws. ***An appeal must be made between forty-eight (48)- seventy-two (72) hours of the player's placement. The appropriate form which can be found on the Association's website must be completed and submitted to the President within this timeframe.***

## 21.0 Appeal Committee for Player Evaluations

The Appeal Committee will consist of the Evaluation Coordinator, and two executive members as assigned by the President. NOTE: At his/her discretion, the President has the authority to modify the composition of the Appeal Committee (e.g. due to the Division Director being unavailable, potential conflict of interest, etc.).

**i) Authority of the Committee** - If the appeal is not supported by the Appeal Committee, the person submitting the appeal shall be notified of this decision in writing as soon as reasonably possible; maximum 3 business days.

**ii) Hearing of the Appeal** - If the Appeal Committee supports the appeal, a hearing is to be held as soon as reasonably possibly taking into consideration that expediency is important as this process may affect the movement of players; maximum of 10 business days.