

Victoria Racquet Club Minor Hockey Association

Policies & Procedures

Mission Statement

The Victoria Racquet Club Minor Hockey Association is dedicated to the advancement of all members in sportspersonship, life skills, and hockey skills, to the highest standards, and at the highest levels, in a safe and positive environment.

Association Statements

What is Victoria Racquet Club Minor Hockey Association?

Victoria Racquet Club Minor Hockey Association is a registered society under the laws of the province of British Columbia, registered in accordance with our constitution and by-laws.

The association is governed by, and operates in accordance with the rules, regulations and requirements of Vancouver Island Minor Hockey Association (VIAHA), British Columbia Hockey (BCH) and Hockey Canada.

The association is designated a "Winter Club" under BCH and Hockey Canada guidelines therefore the association competes in the highest tiers in all divisions.

Constitution & By-Laws

The constitution contains the guiding principles on which the association is founded. All by-laws and policies must conform to the constitution.

The constitution is a legal agreement between the association and its members, and provides the legal authority for the association to exist as a registered society.

The by-laws provide the legal basis and requirements to which the association operates, and all policies enacted by the association and implemented by the association must follow the requirements set out in the association by-laws.

Changes to either the constitution or by-laws are only permitted at annual or special general meetings of the membership, where seventy-five percent of those in attendance vote to approve the changes.

Association Policies & Procedures

Policies and procedures are enacted by the Executive Committee of the association to provide guidance for the day-to-day operational and managerial structures, requirements and procedures for all aspects of the association.

Policies of the association must reflect and abide by the constitution and bylaws of the association at all times. These Policies and Procedures shall guide the Executive Committee and VRCMHA Members on the operations of the association.

An Evolving Document

The sport of hockey continues to evolve, locally, provincially, nationally and internationally. Each hockey season brings forward different challenges to the association, and shifting demographics, changing facilities and changes in higher level governance requires that the association continually meet these changes in the best interest of the association.

The association constitution and by-laws, as well as the policies and procedures enacted by the association must provide the flexibility required to meet these challenges and changes.

This document, and the policies and procedures of the association must continue to evolve, and therefore be considered a living document of the association.

Policy 1: Bullying, Abuse and Harassment

[BULLYING, ABUSE & HARASSMENT - HOCKEY CANADA](#)

[CYBERBULLYING - HOCKEY CANADA](#)

[TWO DEEP - BC HOCKEY](#)

ZERO TOLERANCE - VIAHA

VRCMHA members to be found in violation of any of the above may be subject to association discipline. In cases of abuse, physical contact and/or violence or threat of harm VRCMHA will report to the association's police liaison for further investigation.

Policy 2: Code of Conduct

In addition to following the **BC Hockey Fair Play Codes**, VRCMHA expects responsible and respectful members both on and off the ice.

Responsible

BE AN OWNER: Recognize and own the power of choices, decisions and actions.

BE PURPOSEFUL: Make helpful choices and minimize harmful ones.

BE PREPARED: Discipline one's self so others don't have to.

Respectful

BE ACCEPTING: Support everyone's worth and dignity, regardless of background, abilities or beliefs.

BE CONSIDERATE: Always be aware of and honour others' rights and feelings.

BE ATTENTIVE: Ready to learn.

BE ENCOURAGING: Demonstrate concern for the growth and development of all others.

BE APPRECIATIVE: Value the guidance and counsel of others.

Refer to the Association Discipline policy for specific behaviors not accepted at VRCMHA.

Policy 3: Association Discipline

VRCMHA [By-Law 9-C](#) addresses the subject of association discipline.

The following is a non-exhaustive list of actions deemed unacceptable at VRCMHA:

- theft
- physical threats or actual physical violence; including non-consensual sexual activity and assault
- falsification of permissions or documents provided to VRCMHA
- possession or use of firearms or weapons of any kind
- possession or consumption of alcoholic beverages
- possession or use of drugs or drug paraphernalia
- unauthorized or inappropriate use, possession or distribution of prescription or over the counter medications
- name calling or insulting someone about their abilities or disabilities, their appearance, race, gender, sexual orientation, team placement or team association
- discrimination, bullying, harassing, hazing, or intimidating others to their face, behind their back or on social media
- threatening harm in any way
- making someone feel as though they aren't good enough
- deliberately ignoring or excluding others
- gossiping or talking behind someone's back
- interfering with the learning of others
- disrespecting coaches and any minor hockey association officials on or off the ice at any time
- retribution/retaliation against any person in VRCMHA or minor hockey who has intervened to prevent and/or report bullying or any other incident and/or safety concern
- poorly representing VRCMHA in any way
- willful destruction and/or misuse or inappropriate use or possession of VRCMHA or another person's property
- any behaviour which places other players, minor hockey officials, team officials, visitors, and/or innocent bystanders in danger (including such behaviour in related locations before, during and after minor hockey events: parking lots, hallways, hotels, etc)
- inappropriate and explicit language or music in dressing rooms, on or off the ice during games or in the building/property games are being held, or at team functions

Members that violate the VRCMHA Code of Conduct or behave in an unacceptable manner will be subject to disciplinary action. The VRCMHA Executive Committee is responsible for such disciplinary action when deemed necessary, and if appropriate.

Any and all disciplinary actions up to and including release from VRCMHA are done on a case by case basis. In cases of abuse, physical contact and/or violence or threat of harm VRCMHA will report to the association's police liaison for further investigation.

The following is a non-exhaustive list of disciplinary actions:

- Educational classes/certifications
- Game suspension
- Practice suspension
- Club suspension
- Fine
- Probation period
- Release from VRCMHA

The 24-Hour Rule

When an issue occurs and a party has a resulting complaint to make or issue to be resolved, members are asked to wait 24 hours, then bring it forward. Whether this issue is labelled as coaching error, teammate interference, parent conflict or any other of a number of possible situations, it is very important that all parties involved take the full 24 hours to remove or decrease the emotional element so that the actual issue can be resolved quickly, in a civilized manner.

This does not apply to the following:

- Bullying, Abuse & Harassment
- Cyberbullying
- Two Deep
- Zero Tolerance
- Illegal acts

Reporting

If you are, or your player is having a problem with or being treated unfairly by a team, coaching staff or the association:

- Do not publicly criticize the individuals involved as this only makes the problem worse.
- Contact your head coach/team manager. Explain the problem and give them a chance to resolve it.
- If the issue is between the head coach and team manager. Either team official may contact the association at communication@racquetclubkings.com and ask to have a member of the VRCMHA Executive Committee act as a mediator.
- If you are not satisfied by the response to the problem after exhausting the above, any VRCMHA member may outline the details of their concerns in writing to communication@racquetclubkings.com.
- If the concern is of a sensitive or personal nature please contact the VRCMHA president directly president@racquetclubkings.com.

Timeline for Resolution of Complaint, Grievance & Incident Reporting

Complaints, grievances and incidents are to be reported to the head coach/manager no more than fourteen days after occurrence.

Team managers are allowed up to three days from the time the complaint, grievance or incident is reported to acknowledge receipt and inform the Executive Committee, in writing, to have it on record.

Decisions regarding the complaint, grievance or incident are to be delivered within fourteen days of being brought forward to the team officials.

Should the team manager not respond within three days to acknowledge they have received the complaint, grievance or report of incident, or after the fourteen days no amicable solution has been found then it can be forwarded to the VRCMHA Executive Committee by any member for further review and possible investigation by a disciplinary committee or the police liaison depending on the situation.

Policy 4: Membership Application and Release

Membership at VRC expires annually on April 30th.

Victoria Racquet Club Minor Hockey Association reserves the right to refuse membership. All player applications will be considered under review until acceptance is confirmed by the Executive Committee.

The Registrar will, upon direction from the Executive Committee, reject and release Returning Player and New Player Applications where, in the opinion of the Executive Committee, the player or member:

- is not currently able to safely and effectively compete at the highest level tier designated at the age class
- has not demonstrated the appropriate level of commitment, respect or behavior to the sport, players, team, officials, volunteers or the association over the past hockey season
- has not met their financial obligations to their team or the association, including participation in team and/or association fundraising initiatives, over the past hockey season
- have acted in a manner that defames or causes damage to the association, its players, members, coaches, officials, and volunteers
- is not a member in good standing as determined by the Executive Committee

Where the Executive Committee determines that a Returning Player Registration Application is not approved, the player shall be immediately released.

Decisions regarding applications will be issued by email to the applicant(s) within seven days.

A membership application decision of the Executive Committee shall not be subject to Appeal.

Policy 5: Affiliate Player Process (APP)

Date	Games	Practices	Comments
Aug 17-Sept 16	Emergency Only	Emergency Only	Higher tiered player may play for lower tiered team (ie goalie, fill rosters awaiting movement)
Sept 17-Dec 15	As per selection criteria below	Rotation of all eligible players	Full ice practices should have 12 forwards and 8 defensemen (and 3 goalies if goalie coaching available)
Dec 16-Jan 15	At higher tiered team's discretion	Reverse AP phase: Higher tiered team players go to lower tiered teams	
Jan 16-end	At higher tiered team's discretion	At higher tiered team's discretion	

Teams can affiliate with players from the level below them and, if it exists, the division younger that matches their level. Once this is exhausted teams may continue to ask the next available lower tiered team.

2018-19

- Bantam 1 - Bantam 2 + Peewee 1
- Bantam 2 - Peewee 1 + Peewee 2
- Peewee 1 - Peewee 2 + Pee Wee 3
- Peewee 2 - Peewee 3 + Peewee 4
- Peewee 3 - Peewee 4 + Atom 1
- Peewee 4 - Atom 3

Atom 1 - Atom 2 + Atom 3
Atom 2 - Atom 3
Atom 3

2019-20

Bantam 1 - Bantam 2 + Peewee 1
Bantam 2 - Peewee 1 + Peewee 2
Peewee 1 - Peewee 2 + Atom 1
Peewee 2 - Peewee 3 + Atom 2
Peewee 3 - Atom 1 + Atom 3
Atom 1 - Atom 2
Atom 2 - Atom 3
Atom 3

Purpose

AP program and strategy is designed to help players get better faster. It provides an opportunity to get more ice-time with players currently playing at a higher level. AP players learn drills, pace, culture of levels above them. Players and families meet more VRC members. Players of the AP'd team learn to be leaders and role models to AP players as they integrate to their team's culture.

Process

Managers determine player interest/willingness to be AP'd for practices and games in first week of their team's assembly. This interest should be revisited by managers periodically throughout the season.

Practices

1. Mandatory for full-ice, optional for shared ice. Managers communicate with their coaches to establish numbers required, then requests from AP teams starting with the senior AP team. The AP team manager will establish a fair rotation from their players and communicate which players will be attending practices.

2. Coaches of AP players can refuse the privilege if there are behavioral issues.
3. If AP players assigned to games/practices fail to show up without communication, the coaches retain the right to refuse future AP activity.
4. Players/families MUST be in good standing with their team and club to receive AP opportunities. Staff of the APing player must communicate issues immediately (behaviour, illness, non-compliance etc.)
5. Coaches of higher team must report issues if a player is/becomes inappropriate to AP (safety, ability) to Director of Hockey

Games

1. Team requiring players (to the extent their roster has space) must fill those places if possible based on availability. Preceding this, the senior team will provide a list of players who are deemed safe, and able to be of mutual benefit by each team's coaches. In the event of a disagreement, the Director of Hockey will make the final decision. In the event the senior AP team has a conflict, the junior AP team can be accessed.
2. AP'ing player must not miss their own team's games to AP unless a written request is approved by Exec/Director of Hockey. Coaches from both teams will be consulted.

Reverse AP

Higher tiered team players go to lower tiered teams. Purpose is to drive tempo and competition by integrating larger and higher skilled players.

Big Brother/Sister Program (BBSP)

Staff are to connect players with same level team in lower division. Each senior team is to assign a little brother/sister to their players. Activities may include: support at games, individual communication, shared bus trips etc. Teams are to document, record and share initiatives with VRC Executive and Director of Hockey.

Leadership Program (LP)

Successful LP applicants will volunteer to help lead/coach/support players/team that are at least two years younger. Staff of the supported team must help LP players.

Policy 6: Team Placement Process (TPP) 2019/20

Atom/Peewee/Bantam

Registered families will receive a Team Placement schedule as soon as it is available - goal is Aug 1st.

Registered players will be assigned into a group of players alphabetically within their division. The number of players per group will ideally be between 10-15 and the number of groups will depend on the total number of registrants in that division. Players may be reassigned or removed (temporarily or permanently) from the TPP at the discretion of the Team Placement Committee (TPC).

There will be four on-ice sessions: one skills session and three intersquad games. Evaluators will look at each player's skating, skills, hockey IQ and effort to establish each player's placement relative to other division members.

If necessary, players may also be required to play exhibition games. This phase may take up to two weeks depending on availability of ice and teams able/willing to play.

After the four on-ice sessions, players will be temporarily assigned to a team. Further evaluations may be required to make final team placement decisions including skill sessions, practices or exhibition games.

Once the TPC has finalized the TPP, families will be informed upon which team their player placed.

In efforts to make the best decisions, the complete TPP may take up to six weeks.

Note: Players can participate as affiliate players (AP) for games and practices on teams at higher levels and/or divisions (see the VRC Affiliate Player Policy - APP). Players may also be reassigned to higher or lower teams based on their development and performance up to Jan 10, 2020 based on TPC recommendations.

Policy 7: Coach Assignment

All persons wishing to coach in any capacity at the VRC please complete the application form on our website ([New Coach](#)). Please note that returning coaches must complete a modified application form each season ([Returning Coach](#)).

VRC coaches are expected to be model leaders on and off the ice. They will follow all club policies and support/grow the culture of the organization.

Approvals and assignments are based on many qualities including but not limited to: experience, specific knowledge, suitability, certification and past performance.

All coaches (head, assistant, station, skills, video, fitness etc.) are approved, assigned and declared by the VRC Executive Committee as early as possible based on recommendations by the VRC Coaching Committee. Please understand that some positions may take longer to assign than anticipated.

Like all great coaches, VRC coaches are not entitled. Just as head coaches are reassigned to assistant coach roles and vice versa, new coaches can also be assigned where veterans coached previously.

Coaches are expected to gain required certification(s) on their own and meet the deadlines provided by BC Hockey.

VRC is willing to cover some course costs if you need financial help. Please email Jeff Compton development@racquetclubkings.com. Provisions will be made on a case by case basis.

Policy 8: Team Management

Active Memos to Members

January 30, 2019
Siblings, APs & Callups

January 21, 2019
Siblings, APs & Callups

January 21, 2018
Missing Pucks

Annual Coach/Manager Meeting

An annual September VRCMHA Coach/Manager meeting is offered for all association head coaches and team managers.

Team officials in Atom Development and Island League are also required to attend a divisional meeting as per VIAHA.

Links to Handbooks/Regulations

[VIAHA Handbook](#)
[BC Hockey Handbook](#)
[Hockey Canada Team Manager's Manual](#)
[Hockey Canada Development Programs and Resources](#)

Timeline for Resolution of Complaint, Grievance & Incident Reporting: Team Officials

VRCMHA team managers have three days to acknowledge receipt and inform the Executive Committee, in writing, that a team level complaint, grievance or incident is being reported.

Outcomes of the complaint, grievance or incident must be delivered within fourteen days of being brought forward to the team manager.

If an amicable solution has been found, the team manager must then immediately inform the Executive Committee that no further action is required for record. If no amicable solution has been found within those fourteen days it may be forwarded to the Executive Committee by the complainant for further review and possible investigation done by either a disciplinary committee or passed to the police liaison depending on the situation.

Note: if the VRCMHA Executive Committee deems the seriousness of the incident to require immediate intervention, a disciplinary committee will be formed within 72 hrs of the incident being reported to them.

Policy 9: Ice Allocation

Ice Allocation

Ice resources will be allocated based on the number of teams competing in the current season, the tiering level of each team, the ice resources available, and the successful implementation of divisional season plans.

If a team is unable to utilize an assigned ice time, the team manager must provide a minimum of five days notice to scheduling@racquetclubkings.com prior to the scheduled date of the ice time. Failure to provide the notice will result in the team being responsible for the cost of the ice, plus a \$50.00 penalty fee. No further ice will be allocated to the team until such time as the invoice and fee are paid to VRCMHA.

Head coaches must respect the next scheduled team or user group, and ensure that their team vacates the ice prior to the scheduled end time of the practice. The wall clock within the arena building shall be considered the official time for start and finish of ice times. Continued failure to vacate the ice will result in the loss of a scheduled ice time.

Policy 10: Equipment

Team managers will notify members of collection dates each season.

All jerseys and association-owned gear must be returned cleaned and in complete sets. A \$150 per instance charge will be issued should the jerseys or gear be damaged, destroyed or not returned to VRCMHA at the end of the season.

Goalie gear must be returned in its entirety as logged at the start of the season. Gear not returned will be replaced with new equivalent piece and member will be invoiced the cost.

Invoices are due and payable before April 30th. Registration will not be accepted for the following season until invoices are cleared.

At times jerseys and gear may be damaged due to normal wear and tear. Any member wishing to have their equipment assessed under this claim is to contact equipment@racquetclubkings.com as soon as the damage occurs.

\$30/day will be charged for late jersey and gear returns.

END OF DOCUMENT

Adopted by the Executive Committee, March 2019

VICTORIA RACQUET CLUB