



Richmond Ravens Operating Policy Manual

2022/2023

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Glossary

AFFILIATE PLAYER

An affiliate player is defined as a registered player who is temporarily included on the roster of a higher tier or division. On Tier 1 & Tier 2 teams a maximum of 19 players may be placed on the affiliate list.

AGM

Annual General Meeting

ASSOCIATION

Richmond Ravens Female Hockey Association

CARDING

The act of registering players and coaches with PCAHA of all Tier 1 & 2 teams. Normally a maximum of six individuals may be placed on Team Officials list.

CATT

Concussion Awareness Training Tool

CRC

Criminal Record Check

HC

Hockey Canada

HCR

Hockey Canada Registry

“C” TEAM

All non-carded teams. Under PCAHA this is all “C” level teams.

FISCAL YEAR

RRFHA fiscal year ends April 30.

LEAGUE MANAGER

PCAHA Female Committee member who is responsible for the coordination and organization of a specific Division and/or Tier.

MAJOR U18

Refers to BC Hockey’s Female U18 AAA program

MEMBERSHIP

A member of the Association includes any registered player in good standing, parent or guardian of the player, or individual who does not have a daughter registered with the association but who takes an active role in the association and has been proclaimed a member by the Board.

MINOR AGE

Hockey Canada defines Minor Hockey as players up to 20 years of age including year of birth. (U21)

PCAHA

Pacific Coast Amateur Hockey Association

RACA

Richmond Arenas Community Association – the coordinating body for all Richmond arenas. It deals with issues such as ice allocation, facility enhancements and safety concerns. The RACA Board consists of two members from each user group plus some public representation. RRFHA has two members on the RACA Board.

RATIFICATION

The process by which all candidate Team Officials (Head and Assistant Coaches; On-Ice Volunteers; Managers; Safety People) are reviewed by the Board. Team Officials are voted on by the Board and approved by majority vote. Only ratified Team Officials may be listed on a team’s Hockey Canada Register roster.

REP TEAM

A team that is based on the highest skill, talent and motivation available at a given division that may “represent” RRFHA at a provincial tournament. Rep teams are also referred to as carded teams. Under PCAHA, Female Rep hockey is referred to as Tier 1 & Tier 2; which includes the “AAA”, “AA” or “A” rating. In female hockey “Rep” teams commence at U13 division.

RRFHA

Richmond Ravens Female Hockey Association (also referred to as the “Association” or “Ravens”).

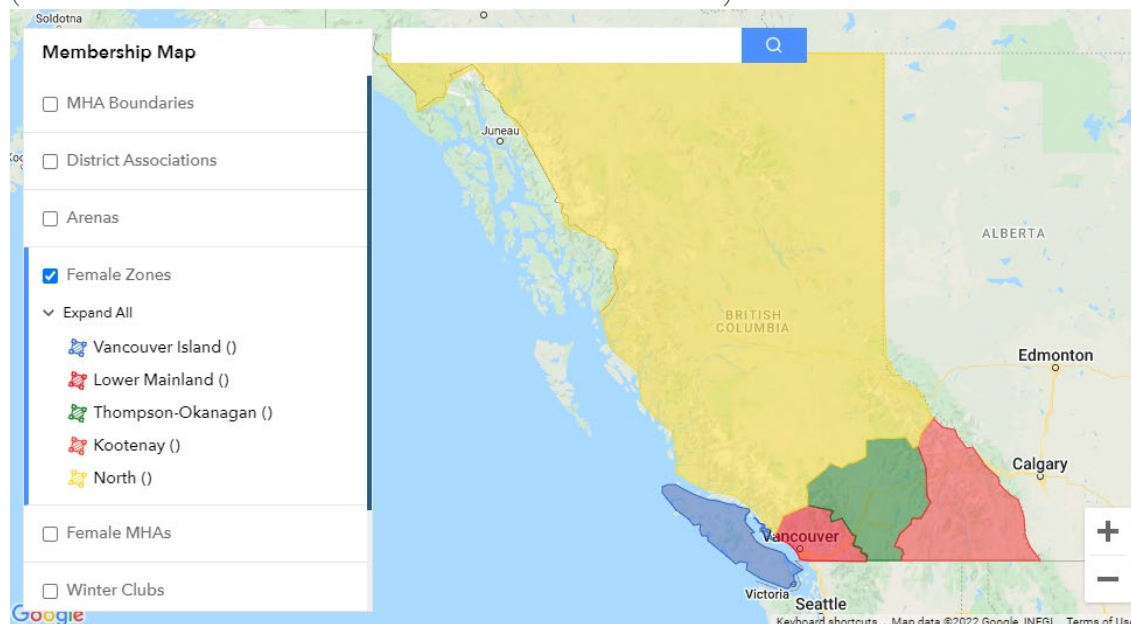
SEASON

The RRFHA season is defined by the PCAHA. Typically, this runs from the first Tuesday after Labour Day, and ends before the end of March. This includes the regular season, playoffs, and provincial championships.

ZONES (FEMALE)

BC Hockey defines female hockey zones here: <https://www.bchockey.net/member-info/mha>

(Click on “Female Zones” and zoom in on the zone of interest)



Section 1: General Information

- Richmond Girls' Ice Hockey Association (RGIH) was formed in October 1994.
- RGIH encompass the City of Richmond.
- RGIH officially changed its name in 2011. The Association's new name is Richmond Ravens Female Hockey Association (RRFHA).
- RRFHA is a member of PCAHA, BC Hockey, and Hockey Canada, and must adhere to their rules and procedures.
- The complete RRFHA Constitution and By-Laws can be viewed on the RRFHA website at www.richmondravenshockey.ca
- RRFHA policies as outlined in the Operating Manual may be amended by a majority of voting Members of the Board of Directors. Amendments may be on a temporary (expires at the end of the season or fiscal year), or permanent basis.
- Policies respecting player movements will be governed by PCAHA rules. Registration is also subject to PCAHA/RRFHA residency policies and available space.
- Except where provided for in the RRFHA Constitution and Bylaws, no one is permitted to incur any debts on behalf of RRFHA without prior written approval by the Board.
- All written correspondence sent by RRFHA members must be copied to the Association President.
- Parents wishing to discuss any matter related to the welfare of a player shall first approach the player's Team Manager or Coach. If not satisfied, they should discuss the matter with the Risk Manager or Coach Coordinator. If the matter is still not resolved, then a letter should be sent to the Association Risk Manager as outlined in the RRFHA Constitution and Bylaws Article V2I. An appeal mechanism is also outlined in Article 8.7 of the Constitution and By-Laws.
- All Team Officials must be ratified by the Board.
- No surveys or opinion polls are to be conducted without the consent of the Board.
- Team Apparel – the Association has approved a standard selection of team wear.
- RRFHA official colors as registered with PCAHA are red with black/white trim.
- The Board is elected at the AGM for a one-year term, expiring at the end of the fiscal year. All Voting Board members are volunteers and are not remunerated in any way. The RRFHA Board manual provides the guidelines and protocol for Board process and member conduct.
- RRFHA member contact information is for Association use only.

Section 2: RRFHA Board of Directors

The Board of Directors of RRFHA is elected at the Annual General Meeting in accordance with the *Societies Act* of British Columbia.

Board meetings are held monthly and are open to all members of RRFHA. Approved minutes of the meetings are available from the RRFHA Secretary.

The RRFHA Board of Directors include the following (voting) positions -- President, Vice President, Past President, Secretary, Treasurer, Registrar, Ice Allocator, Coach Coordinator, Referee-in-Chief, Ice Classic and Rep Classic Tournament Directors, Risk Manager, Equipment Manager, Director of Hockey Operations (DOHO), Manager Coordinator, and Marketing/Communications Coordinator.

In addition, Associate Board positions (non-voting) are available. These include RACA Representatives, Referee Allocator, Media Liaison/Social Media Coordinator, Family Liaison Coordinator, Marketing Coordinator, Assistant Tournament Director, Assistant Risk Manager, Webmaster, Assistant Coaching Coordinator, Assistant Director of Hockey Operations, U7/U9 Program Coordinator, Assistant Treasurer, Sponsorship Coordinator, Fundraising Coordinator, Player Recruitment, and Social Coordinator(s).

The contact information for the current year's Board of Directors is available on the RRFHA website. Should a Board Director be provided any financial remuneration, said Board Director shall not be permitted a vote.

A description of the general duties and responsibilities of Board members is found in Article 4.4 of the Constitution and By-Laws on the RRFHA web site.

Section 3: Registration, Fees & Refunds

Eligibility

Registration is open to all female players residing in the City of Richmond. As permitted by PCAHA, where no age or division appropriate female team exists in an adjacent district, players can register with RRFHA. Conversely, a player residing in Richmond cannot register with a female association in another district.

Players will only be considered registered if registration forms are complete, transfer (if required) has been approved, and payment has been received in full. Note: if you require a payment plan, please contact the Registrar.

Entitlement

Acceptance of the registration fee by RRFHA represents membership in the Association. The Association covers the cost of ice rental, insurance, referee fees, one pair of socks per player, administration, and team equipment such as first aid kits, pucks, coaching tools, and team jerseys. Development ice times are included.

Ice times are usually allocated in 1-hour blocks.

- Note 1: If split/shared ice is used then teams may have up to two practices per week.
- Note 2: A second weekly practice will be allocated if home games are not scheduled or if there is additional available ice, at coach's discretion.

RRFHA cannot guarantee which days of the week teams will play as it is subject to the ice times made available to the Association. RRFHA will, however, endeavor to standardize ice times to the greatest extent possible. Our ice allocation is based on total number of registrations from the previous season.

The registration fee also includes 2 tickets to the RRFHA fundraiser (an annual Social Event) as well as registration in the RRFHA annual "Ice Classic Tournament" (for C-Level teams) or "Rep Classic Tournament" (for Carded teams). RRFHA assumes all teams will participate in these tournaments.

The Treasurer, Registrar and/or President are authorized to refuse registration to any player who does not meet registration requirements.

Registration

All returning players must complete the registration and submit their fees online.

Per PCAHA, any new RRFHA players must provide proof of residency (phone or utility bill), a copy of the player's birth certificate and a completed registration form to the RRFHA Registrar. Once a new player has been entered into the Hockey Canada Register, participants will be notified and then must go online to complete the registration and submit their fees.

Players wishing to transfer to RRFHA must complete a PCAHA form 133 'Application for Player Movement', a RRFHA registration form, and provide the players birth certificate and proof of residency. Acceptance requires approval from PCAHA, transferring association, new association and BC Hockey.

Fee Payment

Annually, the Board shall determine the schedule of player fees and these are payable online. Where special arrangements are made for fee payment by cheque, and 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. The Association will levy a penalty for all NSF cheques.

All registrations must be dated and received by the set deadline in order to be eligible for the early registration discount. Please refer to Registration Fee dates on website.

If registration is not complete per "Eligibility Section" a player cannot step on the ice until the registration fee has been paid in full or all post – dated cheques have been received by the registrar. A player cannot participate in a game until a jersey deposit has been received by the team manager.

Age Categories

Age categories as approved by Hockey Canada are on RRFHA website under Registration.

RRFHA strongly recommends that players play within their own age group. Please refer to sections 6-10 for information on playing outside your age group.

Player Movement Fees

RRFHA will pay all player movement fees per PCAHA Fee Schedule.

Refund Policy

Withdrawals:

- Prior to September 15: \$100 administration fee will apply

- After September 15: 50% of registration will be refunded
- After October 31: NO refunds, however exceptional circumstances will be considered and require Board approval
- At any time, for medical reasons: will be considered on a case by case basis, upon provision of medical information, and require Board approval
- All other refund or withdrawal requests will be considered by the Board on a case by case basis.
- Non-Richmond players who were not successful in making a Tier 1 or Tier 2 team and are required to return to their association due to BC Hockey/PCAHA regulations will receive a full refund except for the try-out fee.
- If a player is expelled or suspended, no refund shall be granted. It is the responsibility of the parent or player to apply in writing for any refunds.
- Pre-Season Development Camp withdrawals must have seven days advance notice prior to start date of the camp for full refund. Other requests for withdrawals will be considered on a case by case basis.

Additional Fees

Teams are responsible for the costs of tournaments (except Ice or Rep Classic and U7/U9 Jamboree), travel, additional practice ice (if any) and/or social events. This can be done through team fundraising.

Players on all Tier 1 and Tier 2 Rep teams are required to pay additional Rep fees, which will be set by the Board on an annual basis. These funds will be used to pay for the stipend for non-parent Head Coaches, additional ice, dry land training or player development and shall be paid to, and accounted for, by the Treasurer.

All Rep fees and team fees must be paid by November 30th.

Section 4: Code of Conduct & Risk

Management

BC Hockey officials, coaches, assistant coaches, on ice volunteers, managers, safety personal must have their CRC and CATT online complete and submitted to Association Risk Manager before stepping on the ice. Board members and associate board members must complete a CRC as soon as possible after election to the Board. Any volunteer official listed above who has not met the above requirements will not be permitted on the ice nor rostered. A request for a CRC can be accessed through our online portal.

RRFHA is run entirely by volunteers and involvement of the membership is essential to the successful operation of the Association.

When you register your daughter with RRFHA, parents and/or guardians are required to commit themselves to supporting RRFHA, through a list of the following activities (but not limited to):

- Participating in team activities. These may include activities such as scorekeeping, timekeeping, fundraising, managing, coaching, and other social or fundraising events
- Obtaining certification as required, such as for team safety person or practice on-ice helper (the Association will reimburse the cost of clinic fees, subject to successful completion of the course).
- Joining the RRFHA Board through elections held annually at the AGM in May.
- Assisting in the organization and facilitation of Association events, such as the annual Ice Classic or Rep Classic tournaments and annual social event.

Without volunteer commitment there would be no team upon which our girls may play!

Attendance

Regular attendance at practices and games is crucial in developing player skills. Practice time is particularly important for developing skating and puck handling skills. Failure to attend practices denies coaches the opportunity to run specific drills designed to enhance offensive and defensive team play. It also denies other players the opportunity to learn. Although requirements may vary

between coaches, the Association has adopted the following general standards: (expectations are higher for “Tier 1 & Tier 2 Rep” teams – U13 and older).

Practices:

All players will endeavor to attend practices. Practices are more important to the player's skill development than games. All players are required to be on the ice on time. Each Coach will establish specific expectations.

No Shows:

The Team Manager/Coach shall be notified if a player cannot make a practice or game or if the player will be late in arriving at a scheduled ice- time.

Risk Management

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

Team Safety Coordinator:

Every team, regardless of level, shall have at least two Hockey Canada Safety Program ("HCSP") certified team officials (Team Safety Coordinator) registered with the team by not later than November 15th of the current year.

Along with the HCSP's, teams must be aware of the emergency action plans (EAP) for each arena so that in case of an emergency each person knows which role to play. Protecting players from injury is the foremost concern. It is prudent for all members to be aware of unsafe situations that may be encountered from time to time and report them promptly to the HCSP official (Safety Person) or Team Manager.

Players who have incurred an injury or serious illness must obtain a doctor's note indicating that they are fit and able to return to practice or games. A copy of the letter must be submitted by the Team Safety Coordinator to the Association's Risk Manager.

Before each ice-time, officials shall ensure access doors are properly closed. Both the ice surface and boards shall be checked for hazards. Players shall be checked to ensure they are wearing the proper equipment (i.e. neck guards) and that it fits, is in good condition, and provides adequate protection.

When a team is involved in dry-land training and other off-ice activities, the same safety principles are applicable.

Coaching Approvals:

Teams must register all on-ice help with the Registrar, Coach Coordinator and Risk Manager. Board approval is required for all on-ice help (Coaches and Volunteers). 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.

Hockey Canada limits the number of rostered team officials, due to the cost of insurance purposes, as follows: 1 Head Coach (no co-Head Coaches permitted); 2 Assistant Coaches; minimum 1, maximum 2 Hockey Canada Safety Person(s); 1 Team Manager.

Coaches and Assistant Coaches must have submitted a completed and signed Coaching Application Form as well as a current Criminal Record Check (to be completed every 3 years) to the RRFHA Coach Coordinator, prior to being ratified by the Board.

Any team that has on-ice help that has not been ratified will have their practice times immediately removed and/or the team will not have permission to enter any tournaments. If an ineligible coach or on-ice helper refuses to leave the ice the session will be terminated. This is to ensure the safety of all our players and the applicability of insurance coverage.

Players are not permitted on the ice if there is no authorized coach and/or an HCSP in attendance.

All Team Officials must also have completed an approved Respect in Sport course prior to December 1 of the current year. This must be renewed every five years.

Medical Information:

All players are required to complete medical information form at the time of registration. This information will be accessed and held by the Team Manager. Players and parents are encouraged to discuss with the team Safety Coordinator (HCSP) any medical conditions which may require special attention by Team Management in a crisis type scenario (i.e. history of concussions, diabetes, asthma, allergies, etc.). If there are concerns about the handling of medical issues they should be directed to the Association's Risk Manager. Team officials are generally unqualified in dispensing medication. No team official shall dispense medication to a player other than puffers for asthmatic conditions.

Hockey Canada and PCAHA rules strictly prohibit the use of supplemental oxygen, unless medically prescribed. If a player is found to be in possession, penalties for the entire coaching staff and the team are severe.

If an injury or illness occurs, a medical certificate signed by a medical doctor must be provided by the player indicating that she/they is/are fit and able to return to practice or play in games.

All teams are required to have a comprehensive first aid kit available at the bench. These may be acquired through the association Equipment Manager.

Mutual Aid Insurance:

All players and coaches are insured against injury during all approved on-ice activities. This is mandatory for all players, coaches (head and assistants), and on-ice volunteers. No person is permitted on the ice surface or at the bench until they are insured.

Insurance is automatically provided upon a player's registration, whereas for team officials the Registrar needs to submit the team officials list to BC Hockey to ensure coverage. The insurance coverage is void if players are on the ice without a Coach being present. Insurance is also void if players are on the ice without full gear or if Coaches are on the ice without helmets. The Team Manager must always confirm insurance coverage for any off-ice events, including dry land team training, before allowing the team to participate. A BC Hockey Sanctioned Event Form must be completed and submitted and approved by BC Hockey.

Mutual Aid insurance is meant to cover items not covered by your own B.C. Medical or extended medical plan. The maximum payable is determined by BC Hockey annually. Any accident or injury should be reported as soon as possible to your Team Safety Coordinator who will have the appropriate team forms.

Risk Management and Safety Procedures

Alcohol or Drug Use:

Use of alcohol or impairing substances by any player or team official, including Coaches, Manager, Safety Person, or Timekeeper/Scorekeeper during or before a game or practice is not tolerated.

Alcohol or drugs have no place in youth sports. Any player caught under the influence (or in possession) of alcohol or drugs that may cause impairment will be immediately suspended pending a hearing of the Code of Conduct Board. Under no circumstances should coaches interact with players if under the influence of alcohol or drugs that can cause impairment, and coaches should not engage in any alcohol or drug use around players including at hotels during tournament travel.

On Ice Safety

Bench Access:

At no time are parents or spectators allowed behind the bench. This includes during practices. The timekeeper/scorekeeper bench is for those officials or those learning to operate the clock. These areas are not adequately protected by glass and hence are restricted to team or game officials only. Injured players who wish to support their teammates must wear helmets while behind the bench.

Ice Use:

RRFHA ice is to be used by RRFHA players (teams only). It cannot be shared with another association unless approved by the Board.

Games against Integrated teams:

The Board supports teams having exhibition games against “suitable” integrated teams as determined by the Coach. Approval is required from the Coach Coordinator and Risk Manager in advance of any such exhibition game. Rules will be in accordance with the female game and absolutely NO BODYCHECKING will be allowed.

Off Ice Safety

Use of Digital Equipment:

BC Hockey policy states that the use of any form of camera, video camera, camera phone, smart phone, iPods or other electronic devices with cameras is **PROHIBITED** in any recreational facility change rooms during any BC Hockey sanctioned event.

In addition, there will be a tiered system for abuse of the Ravens Digital Equipment Policy as follows:

- players will receive a warning.
- players will receive a game suspension.
- recommendation for removal from the team.
- or any combination of the above. Reinstatement to a team may be made through an appeal process. Parents of players and team personnel are also included in the above policy.

“Two deep” Policy:

A “Two deep” policy has been put into place for the safety of all RRFHA members including players, parents and coaching staff.

**** Any time an adult enters a dressing room; there must be two adults present. If one adult is male, he must be accompanied by a female adult.***

Texting Guidelines:

Texting guidelines for communication between team officials and **U15 age players and up.**

Parents should be apprised by team officials that they will be texting players as a means of communicating specific events or changes in event times/cancellations, team functions reminders etc. Broadcast emails will go to all players and parents. Players will need to be aware of what is acceptable to text – for example, a request for a meeting with a coach is fine; a discussion around playing time is not.

Team officials are expected to use their best judgment in regard to sending and receiving texts from players, being cognizant that texting transcripts can be accessed by parents via their phone company and presented as evidence of team official wrongdoing or inappropriate behavior.

Team officials should be aware that they are communicating with minors and that there is greater potential for misunderstanding with texting than there is with face to face communication.

Resolving issues and concerns, requests for feedback or the giving of feedback should always be done in person.

Code of Conduct, Discipline and Procedures

Fair Play:

Fair play is a universal concept that forms the foundation for all sport. Fair play does not change the rules of the game. Fair play goes far beyond scoring and winning, it is about the development of skills and character, on and off the ice, that lead to a lifelong enjoyment of sport and recreation.

Fair Play allows all athletes the same opportunity to develop skills, the chance to display those skills in an atmosphere of respect, and to develop an appreciation for the efforts of all participants.

Integrity, Fairness, and Respect are the principles of Fair Play and are reflected by five simple statements:

1. Respect the rules.
2. Respect the officials and their decisions.
3. Respect your opponent.
4. Give everyone an opportunity to participate.
5. Always maintain your self-control.

These values are reflected in our player and parent contracts.

RRFHA is committed to providing a safe, nurturing, and enjoyable environment for all members. In this spirit, abusive, bullying and harassment behaviour will not be tolerated. The procedures for reporting and investigating these incidents are as follows:

- filing of an incident report with Risk Management
- a hearing with the RRFHA Code of Conduct Board
- possible temporary suspension from the team, arena or Association
- possible permanent expulsion from the team, arena or Association

The following behaviour will be reviewed by the RRFHA Board. This process applies to parents/spectators, players, coaches, and officials at all RRFHA sanctioned events and locations such as dressing rooms, practices, on the bench at home and away games, hotels, restaurants, fundraising locations, etc.

- swearing and the use of obscene language
- sexual abuse
- emotional abuse (name calling, racial slurs, threatening physical violence, ridiculing, isolating, hazing, or ignoring)
- physical abuse (injuring or threatening to injure)
- neglect (improper attention to injuries, inadequate or unsafe equipment, or improper road trip supervision)
- harassment /behaviour which are insulting, intimidating, humiliating, malicious, degrading or offensive
- retaliation and / or intimidation against any individual who has filed a complaint
- and any type of bullying

What is Bullying?

Bullying is offensive, cruel, intimidating, insulting or humiliating behavior, combined with the misuse of power or position. It can be physical or verbal, direct or indirect.

Bullying behaviour may include:

Physical:

- Hitting, shoving, kicking, spitting on, grabbing, beating others up, damaging or stealing another person's property.

Verbal:

- Name-calling, humiliating, degrading behaviours, may happen over the phone, hurtful teasing, threatening someone, in notes or in person, through text messaging or chat rooms.

Relational:

- Making others feel foolish, excluding peers, spreading gossip or rumors (this may happen in person, over the phone, through text messaging, or over the computer)

Cyber-Bullying:

- includes the use of email, cell phones, text messages, camera phones, instant or direct messaging, and social media sites
- pretend they are other people online to trick others
- send threatening or harassing emails
- spread lies and rumors about the people they are victimizing
- trick people into revealing personal information
- send or forward mean text messages
- post pictures of people without their consent

Bullying is not	Bullying is
Conflict between friends	Hurting behavior based on oppression and meanness
An argument between people of equal power	Based on power differentials
Accidental	Intentionally harmful
Normal relational development challenges	Intense and long in duration
Usually a onetime event	Generally repeated overtime
Friendly teasing that all parties are enjoying	Oppressive and isolates victims
Something people grow out of	Caused by many factors and behavioral challenges

Code of Conduct Board

The RRFHA Code of Conduct Board consists of three members and is chaired by the RRFHA Risk Manager and made up of voting Board Members. All decisions may be appealed to a separate and independent three-member Appeals Board. See Article V2I of the Bylaws for further information. Complaints about the conduct of a Coach or Team Official, a parent or spectator, must be submitted in writing to the Risk Manager for referral to the Code of Conduct Board. Game violations are subject to PCAHA and BC Hockey rules and regulations. A coach may suspend, for discipline, a player for up to one game. Suspensions of more than one game must be approved by the Code of Conduct Board.

Parents and coaches should note that the proper channel for game complaints about referees and linesmen is in writing through the RRFHA Referee-in-Chief. If it involves a U13 Division or younger game then the Referee Allocator, if available, should also be notified. The Referee-in-Chief will forward such complaints to the respective officials in other associations, or PCAHA, as appropriate. It should also be noted that actions directed toward officials after a game may be perceived as threatening or intimidating and may, thus, constitute harassment.

During the season, you or your daughter may encounter a problem or have a complaint. In these situations, the Association has adopted the “24-hour Rule.” Under this initiative, the parties are to refrain from approaching each other on the issue within 24 hours of occurrence. After 24 hours have lapsed, speak with your Team Manager first to try to resolve the issue at the team level. It is the Team Manager’s responsibility to arrange a meeting between the Coach, player, and parents if appropriate. If the meeting does not resolve the issue, the Team Manager or the parents can request the assistance of the Risk Manager.

On issues involving bullying, harassment, abuse and inappropriate conduct, written letters of complaint may be submitted to the Risk Manager.

Referrals of this nature will be dealt with by the three-member Code of Conduct committee. This committee is chaired by the Risk Manager and includes the Vice-President and one Board Member to be appointed by the President. One of the Committee members may be a non-board member.

An independent Appeal Board is also in place per RRFHA Bylaws.

Whistleblower Initiative:

Concerns regarding the welfare and or safety of any player(s) or other member(s) shall be reported directly to the Risk Manager or, alternatively, the President. Such reports will be taken seriously and handled accordingly. All correspondence will remain strictly confidential.

Anyone with information regarding any team official that acts contrary to RRFHA's Code of Conduct policy is urged to forward this information to the Risk Manager.

Game Ejections:

Should any coach or player be ejected from a game for misconduct you must advise the President and Coach Coordinator within 24 hours with a short summary of what precipitated the ejection.

Extra-Association Conflicts:

Should any team have an issue with another Association's team or coaching staff, or with PCAHA, that communication **must** flow through the President of the Richmond Ravens. It will *NOT* be communicated from coach to coach, or directly to PCAHA.

Notify the President within 24 hours with a short summary of what transpired, including the objections.

Section 5: Hockey Development

The Goal of the Hockey Development Program...

RRFHA strives to have the best female ice hockey development program in British Columbia.

Key Elements

The key elements of the program include the provision of outstanding skill development delivered by experienced and qualified coaches, in a safe, fun and nurturing environment. The hockey development program is separated into two components, one - U7 and U9 and two - U11 to U18. Skill development at the U7 and U9 levels is integrated with a team's regular on-ice activities (i.e. it occurs through scheduled practices and games).

Where outside instructors are engaged, the Board requires team coaches (head and/or assistant(s)) to be on the ice during the skill development sessions. Coaches at each age group and between age groups should work together in a supportive, cooperative environment.

Practices

Objective: All players should see themselves improving while having fun in the process.

All practices and skill sessions should incorporate the following elements:

- Fun
- Skill Development
- Keeping players active
- Progressions (drills begin with simpler maneuvers gradually increasing in complexity)
- Variety
- Age appropriate
- Positive yet constructive feedback
- Leadership opportunities for all kids – no matter what the age
- Socialization opportunities – time for “friendships”
- Fun (never lose sight of this)

Coaching Development Program

Coaches must obtain appropriate HC certifications. Prior to being approved for coaching positions candidates must agree to support and participate in the hockey development program.

Overall Goals:

- To ensure coaches understand the nature of what RRFHA is trying to accomplish.
- To remind coaches that they are there for the benefit of the players.
- To ensure players enjoy their hockey experience and continue their participation.

Coaches need to understand the core goals, values and principles of RRFHA, including:

- Their leadership role.
- The details and responsibilities of their position.
- RRFHA's expectations of the coaches.
- How the coaches will be supported.
- How the coaches will be evaluated.

Other Development Programs

New Skater Program:

Power skating sessions may be provided for all new U11, U13, U15, and U18 skaters to accelerate their skating development which will assist in their integration with the more experienced players.

U11, U13, U15, and U18 Program:

Optional Skill Development sessions will be held approximately twice per month. These sessions represent additional ice sessions meant to supplement regular scheduled practices. There may also be other Skill Development sessions from time to time, including power skating sessions.

Goalie Sessions:

Optional goalie skills sessions will be available for all goalies.

Section 6: U7 Program

Overview

The mandate of the RRFHA U7 program is to create a fun environment to develop skating and puck handling skills for the new hockey player.

RRFHA will endeavor to provide (as often as possible) two practices a week. The ice times may be shared with another team. The practice schedule will start as soon as regular season ice is allocated to RRFHA from the City of Richmond, likely mid-September.

RRFHA works with PCAHA to set up a game schedule for the U7 team(s). This game schedule includes about 2-4 home games and about 2-4 away games. The schedule starts after the Christmas break. Parents are expected to travel to arenas outside of the Richmond area for the away games although they will be within the Lower Mainland.

U7 will follow a cross-ice format, pursuant to BC Hockey rules and regulation. Cross-ice format has been proven to improve player skill development at this age group over full ice.

Team Composition & Selection

Although dependent upon registration numbers, RRFHA will attempt to host two U7 teams. Initially, players will practice together with no decision being made to roster the two teams until December. Teams will continue to practice together all season.

U7 Games

The U7 program is focused on learning to skate, basic hockey skills and becoming comfortable on the ice. Games will be limited to 3-4 league games as of January, some exhibition games and participation in the Ice Classic Tournament held in March

Scores

Per PCAHA rules, scores will not be shown on the Scoreboard for all U7 or U9 games. A game sheet will, however, be maintained.

U7 Program

The following is the planned structure of the U7 program:

- Teams will not be announced until December 1 or earlier if required by BC Hockey. In any event they will not be communicated to the players until December 1.

- Ice times will be limited to 1 hour.

There are two phases to the U7 program:

Phase 1:

- September to November is focused on skill development (primarily skating).
- Approximately every second practice in September, October, and November will be a professionally run skill development session.
- Skill development sessions will involve all players.

Phase 2:

- December to March will involve team activities, games and skill development.
- Practices - consideration to also having sessions where players are grouped by ability and are rotated through all stations.

U7 Coaches

RRFHA strives to have at least 4 coaches per team. This may require a parent meeting at the beginning of the year to explain the program and seek volunteers to assist with the on-ice activities. Whenever possible, RRFHA will encourage Moms to get involved on-ice. They will all be supported by the DOHO and Coach Coordinator. As an Association we do not permit slap shots on the ice by the coaches or on-ice helpers.

U15 and U18 players are encouraged to get involved as on-ice helpers.

Section 7: U9 Program

Overview

The RRFHA U9 program is a natural progression from U7, whereby the focus continues to be on skating and puck handling skills and to introduce the player more broadly to the game environment. RRFHA will endeavor to provide two practices a week. The practice schedule will start in mid-September.

Weekly league games will commence at a time set by PCAHA. Exhibition games may be arranged earlier.

The U9 teams will also be full participants in our Ice Classic Tournament to be held in late March.

U9 will follow a cross-ice format, pursuant to BC Hockey rules and regulation. Cross-ice format has been proven to improve player skill development at this age group over full ice. U9 players will be provided with instruction on transitioning to the full ice game prior to moving to U11.

U9 Games

The PCAHA U9 division includes teams from throughout the Lower Mainland. Games vary from 1 hour to 1 and ¼ hours in length and the start times must be between 6:00 pm and 7:30 pm on weekdays and between 8:00 am and 7:30 pm on weekends.

Scores

Per PCAHA rules, scores will not be shown on the Scoreboard for U9 games. A game sheet will, however, be maintained.

U9 Program Structure

The following is the planned structure of the U9 program:

- Teams not announced until early November or earlier if required by PCAHA/BC Hockey.

There are two phases to the U9 program:

Phase 1:

- September to October is focused on skill development.
- The two weekly joint sessions will be practices run by the U9 coaches. The players will not be divided by team and the groupings should focus more on skill level. The coaches will run

these sessions together, using a 4 to 6 station approach. Head coaches should alternate developing the practice plans and leading each session.

- The skills sessions (one per week) will be divided into beginner skaters and experienced skaters. Professional skill development instructors will lead these sessions.

Phase 2:

- November 1 to March will involve skill development sessions, team practices and games.
- Most sessions will be “joint practices” run together by all the coaches, so that players can be allocated to groups based on skill level.
- Skill sessions. These sessions will be fully integrated sessions led by professional skill instructors.

U9 Coaches

RRFHA strives to have 3 coaches per U9 team. This may require a parent meeting at the beginning of the year to explain the program and seek volunteers to assist with the on-ice activities. Whenever possible, RRFHA will encourage female parents/guardians to get involved on ice. They will all be supported by the DOHO and Coach Coordinator. As an Association we do not permit slap shots on the ice by the coaches or on-ice helpers.

U15 and U18 players are encouraged to get involved as on-ice helpers.

Section 8: U11 Program

Overview

The U11 program is an introduction to the players of a more competitive hockey experience. At this level, the teams are tiered into either C1, C2, or C3, based upon skill level. In addition, for the first time, scores of games are kept, standings are maintained, and championship determining playoffs occur. However, the focus of the U11 program remains on skill development and fun. In addition to continuing to develop skating, puck control, passing and stick handling skills, the players are also introduced to individual and team tactics.

There are no Rep teams at this level, but in years where RRFHA will host more than one U11 team, the players are allocated to higher and lower tiered teams based upon skill level. The players will be allocated to teams after participation in a several on ice evaluation sessions.

Evaluations

The RRFHA Coach Coordinator and DOHO will coordinate and select the on-ice and off-ice evaluators for the evaluation sessions. Typically, this will require several sessions, depending upon the number of players. The Coach Coordinator and DOHO will convene with the evaluators and select the team immediately after the final session. All players will be advised individually of their status by the Team Coach or RRFHA Coach Coordinator after their predetermined sessions.

If a player fails to participate in the evaluations, without advance notice and just cause, she/they will be assigned to the lower tiered team. There is no fee charged for players involved in the evaluations.

Team Composition

Players are predominantly 9 and 10 years of age. RRFHA strongly recommends that players play within their own age group:

U11 Games

Games vary from 1 hour to 1 and ¼ hours in length and the start times must be between 6:00 pm and 7:30 pm on weekdays and between 8:00 am and 7:30 pm on weekends. RRFHA will endeavor to provide (as often as possible) two practices a week. The practice schedule will start in mid-September.

As an Association we do not permit slap shots on the ice by the coaches or helpers at this level.

Section 9: REP (Tier 1 & 2) Program

Overview

RRFHA offers an opportunity for players to compete at a more intense level by playing on a REP team in the U13, U15, U18 and U21 divisions and to compete for a Provincial Championship.

Rep teams are formed based on try-outs held during September. These competitive teams are for players who demonstrate a combination of advanced playing ability, skills, experience, attitude, desire and commitment.

Policy

RRFHA's philosophy is to ensure that players experience continuity and progression as they advance from U13 through U15 and U18 within the Rep program. There is an integrated development plan that the coaches will implement. This will include skill development, game concepts, dry-land training and nutrition. The program is intended to ensure that players have appropriate skills and game concepts mastered as they progress between divisions.

We will encourage affiliation between the Rep teams as well, with the Ice Allocator endeavoring to minimize practice/game conflicts amongst those teams.

The Board, led by the Coach Coordinator and DOHO, will develop a process of conducting try-outs and evaluations before the season, but the process will always be developed in accordance with the principles outlined in this policy.

The Coach Coordinator and DOHO will coordinate and select the on-ice and off-ice evaluators for both evaluations and try-outs. Playing time for every player will be reasonable for the most part except for special situations, e.g. penalty killing, power play, and other game situations. Players will be given equal playing opportunity, but this may not equate to equal ice time.

There will be a non-refundable fee for Rep (Tier 1 & 2) try-outs. No player is guaranteed a position on any particular team because she/they played on the team the previous year.

Before deciding to pursue a position on a Rep team, a player and parent/guardian should consider, in addition to the advanced skating and hockey skills required the following:

- Making ice hockey a priority activity
- The player's motivation and desire to excel

- The financial commitment, including additional Rep team fees
- The willingness to attend all practices and games unless for extenuating circumstances
- Participation in fundraising activities for out-of-town tournaments, Provincial Championships etc. This may include participating in a major high profile out of province tournament. This could also be viewed as a significant financial commitment.
- The willingness to attend the Provincial Championships if the team qualifies.

RRFHA Tier 1 & 2 Policy, which includes the try-out process, coaches' expectations, and try-out schedule, will be distributed prior to try-outs to all players registered to try out. There may be a parent meeting early in the try-out process, led by the team Head Coach or a Board member, to clearly articulate the expectations of the team and the Association. This will include clarification of Coach/Association philosophy, tournament plans, estimated financial commitments and other expectations.

To play at the Rep level involves a greater commitment of time, travel and funding by the player and her family. Rep teams compete in PCAHA Tier 1 & 2 divisions and tend to play more games than “C” level teams, especially when taking into account additional tournaments held during the season.

In selecting players for the rep program, RRFHA will consider:

- Making ice hockey a priority activity
- The player's motivation and desire to excel
- The financial commitment, including additional Rep team fees
- The willingness to attend all practices and games unless for extenuating circumstances
- Participation in fundraising activities for out-of-town tournaments, Provincial Championships etc. This may include participating in a major high profile out of province tournament. This could also be viewed as a significant financial commitment.
- The willingness to attend the Provincial Championships if the team qualifies.

Individual Skills:

Shooting, passing, skating (emphasis on advanced skating technique), puck handling and checking.

Team & Game Skills:

Teamwork, ability to play with others, offensive and defensive tactics and sportsmanship.

Mental Qualities, Emotional Characteristics:

Puck sense (anticipation of the play), self-discipline, patience, focus, desire, attitude, willingness to learn.

Physical Qualities:

Strength, endurance, agility, balance and coordination

Registration

All players must be registered with RRFHA prior to the Rep try-outs. Only those players who have indicated on the registration form that they wish to try out will be contacted and given try-out times. Alternatively, a player may contact the Registrar prior to the try-outs.

Team Composition and Selection

A Rep team shall consist of a minimum of 12 skaters and 1 goalie. The maximum and minimum number of players per team will be subject to the concurrence of the Registrar, President, Coach Coordinator and PCAHA rules.

RRFHA will strive to have a majority of Richmond players on all Rep (Tier 1 & 2) teams. However, the final determination of the number of permitted “non- Richmond” players will be based upon a number of factors, including, but not limited to, the competitive level of the Richmond players and the number of registered players in the applicable division.

A Richmond player is defined as a player who:

- Resides in Richmond or,
- Resides outside Richmond but has played with RRFHA for at least the past two consecutive years.

Under-Age Players

Any player who wants to try out for a Tier 1 or Tier 2 team at a higher division must first apply in writing to the Coach Coordinator and DOHO, stating the reason for the request, and be approved for the try out by the Board. The Board will assess all relevant factors, including, but not limited to, the competitive level in the player’s age group and the impact on the individual, the teams affected, and the Association as a whole, before approving any requests to try out as an underage player. If the Board approves the try-out request, the player may attend the try-outs.

The Try-Out Process

There will be on-ice and off-ice evaluators. Evaluators will:

- Consist of independent individuals, and
- Not include parents of a daughter participating in the try-out.

Prior to the commencement of the try out, the team Head Coach or alternatively the Coach Coordinator, will advise ALL players of the try-out process, what is being sought and expectations for the season. He/she/they will also reinforce the RRFHA “Rep” policy.

Try-Out Logistics

Try-Outs will consist of on ice skills sessions and with the possibility of Games, internal and external to the association. It is not guaranteed that all players will play Games.

Ice skills sessions will be a minimum of two sessions of 1 hour and 15 minutes each.

Upon reaching the conclusion of the two ice sessions, players may start to be released and some players may continue the evaluation process past the two sessions.

When a player is released, the player will be advised individually of their status by the Team Head Coach along with a Ravens Board Member. Individual Player meetings will be held privately with the Player, the Head Coach, and a Ravens Board Member. Unsuccessful candidates will be provided an explanation and guidance to meet the expected criteria via a player feedback form.

If a Parent or Guardian feels the player will need their in-person support for the player meetings, please advise the Coach, DOHO, or Coach Coordinator, and an accommodation can be made.

Final Selection

The Team Head Coach, Coach Coordinator and DOHO will convene and select the team after the final session. The Team Coach along with the Ravens President plus one of either the RRFH Head Coach Coordinator or along with the DOHO Director of Hockey Development will select the team in the best interest of RRFHA.

Parent Rep Coaches

Parent rep coaches of players trying out for Rep teams will not be involved in the evaluation process during the first round of rep tryouts. Parent Rep coaches that have been ratified by the Board will be involved in the final selection of the team during the second round of Rep try-outs subject to their daughter making it through the first round.

Appeals

Should a player wish to appeal the decision, a written explanation of the reasons for the appeal accompanied by a \$150 fee should be forwarded to the Coach Coordinator and President within 24 hours. An appeals committee will determine if an additional evaluation is required based on a determination of whether proper procedure was followed during the try out process.

Injury Rule

Where a player cannot complete the try out process because of injury, the player will be assessed by the Team Head Coach, DOHO and Coach Coordinator after the earliest medical approval date.

Players Unavailable at Try-out Time

The Association consistently ensures that try-outs occur the week immediately after Labour Day and all members have been advised of specific dates in August. Accordingly, it is assumed that adequate notice is provided to players.

Under extenuating circumstances, the Association has adopted the following late try-out policies:

- For out-of-town residents, they are not permitted to subsequently try out unless recommended by the Coach Coordinator, DOHO, or Team Coach and approved by 75% of the Board.
- Richmond residents with a bona-fide reason such as injury or for players who have recently or are in the process of moving to Richmond, subject to:
 - The approval of the Registrar, Coach Coordinator, DOHO and Team Coach.
 - Space being available, the player may subsequently be assessed by the Team Coach, DOHO and Coach Coordinator.

Dress Code

RRFHA has adopted a mandatory dress code policy for all Tier 1 & Tier 2 teams which include players, coaches, and managers. Uniform team T shirt, team jacket and team pants must abide by the RRFHA guidelines and colors of red white and black. All team purchases of jackets, track suits or other team clothing or hockey bags require Board approval.

Provincial Championship Association Financial Support

To help defray the cost of competing in the BC Provincial Championships, the Association will allocate the following team travel reimbursements. The level of reimbursement is commensurate with the distance traveled and is determined based on BC Hockey's Female Zones.

The funds must be applied for by the Team prior to the current-year Championship final game. The amounts are:

Kootenay Zone	\$ 1,500.00
North Central Zone	\$ 1,500.00
North West Zone	\$ 1,500.00
North East / Yukon Zone	\$ 1,500.00
North Okanagan Zone	\$ 1,000.00
South Okanagan Zone	\$ 1,000.00
North Island Zone	\$ 1,000.00
South Island Zone	\$ 1,000.00
Vancouver Centre Zone	\$ 0.00
Vancouver North East Zone	\$ 0.00
Vancouver North West Zone	\$ 0.00
Vancouver South East Zone	\$ 0.00
Vancouver South West Zone	\$ 0.00

Section 10: “C” Level Program

Overview

Under PCAHA, “C” level hockey for both female hockey and integrated hockey are not treated the same. In Female Hockey Skill level is not equally distributed at the “C” team level. Rather, if RRFHA has two “C” teams then the stronger players will be placed on the “C1” team and the less skilled and experienced players on “C2” team. Under PCAHA rules, RRFHA does not attempt to balance the two teams.

RRFHA will, whenever possible, attempt to ensure that there will be more than one team per division, i.e. U11 C1 and U11 C2. With the continued growth in female minor ice hockey, we anticipate that this will normally be the case. Subject to the number of registrations, player ages and the diversity of experience and skill level, players may be asked to participate in evaluations or try-outs.

There may be circumstances in which the Association asks a player to play at a higher or older “C” level team. This would be subject to the approval of the player, the parents and the Board. Players will pay the appropriate division fee based on year of birth.

“C” Level Policy

RRFHA ensures that there is a team for every girl. We actively encourage girls to commence playing hockey at any level. Some highly skilled players choose to play at the “C” level for a variety of reasons, such as a lack of interest in competing at the Rep level, inability to make the time commitment required for rep hockey, or simply the desire to play with friends. This is something the Association understands and respects; however, it is important for players to recognize that, regardless of their level of play, only through attendance at practices and games will a player’s skills develop and the coach be able to teach team strategies.

It is our expectation that all RRFHA coaches provide:

- Fair treatment of players.
- Clear and open communication amongst team participants.
- Ample development opportunities; and,
- An enjoyable and supportive hockey environment.

Coaches will strive to provide equal ice time to all “C” level players regardless of their playing ability. Coaches are permitted, however, to make minor adjustments to playing time under game situations,

such as penalty killing, power plays, and other extenuating circumstances. The application of such discretion by a coach must be reasonable and not to the ongoing detriment of specific players.

Coaches are permitted to reduce ice time as a disciplinary measure for players that are disruptive or disrespectful of the team and its officials, and other reasonable means of addressing such conduct has proven unsuccessful.

Team Composition and Selection

The Board will attempt to have a minimum of 12 players including goalie on each “C” team. The maximum and minimum number of players per team will be subject to the concurrence of the Registrar, President, Coach Coordinator, DOHO and PCAHA rules.

With the growth of female hockey and the formation of teams in all age categories (i.e. U7 through to U21); with both Rep and C level teams at the U13 division and above; RRFHA strongly recommends that players play at their age level.

Under-Age Players

The Association has adopted the following policy regarding the placement of under-aged players on “C” teams. Players are required to play in their appropriate age division except if:

- The player requests to move down (i.e., U11 to U9, U13 to U11). This type of request needs Board Approval, PCAHA, and possibly BC Hockey approvals.
- Where there are disproportionate registration numbers, players may be asked to play at an older “C” level. This would be subject to the approval of the player, the parents and the Board. If approved, player registration fees will be kept at the lower age division.

“C” Level Evaluations

In situations where RRFHA hosts two “C” teams in a given division, the association will allocate players based on their skill level and experience. Player allocation will occur following an on-ice evaluation.

The Coach Coordinator and DOHO shall coordinate and select the on-ice and off-ice evaluators for both evaluations and try-outs. Typically, this will require one or two sessions, depending upon the number of players trying out.

The DOHO, and Coach Coordinator will convene with the evaluators and select the team immediately after the final session. All players will be advised individually of their status by the

Team Coach or Coach Coordinator after the predetermined evaluation sessions. If a player fails to participate in the evaluations, without advance notice and just cause, she/they will be assigned to the lower tiered “C” level team. In the event that Tier 1 or Tier 2 try-outs are still ongoing, space will be made available on the appropriate “C” level team for the players that will come down from Tier 1 or Tier 2 tryouts, subject to a further evaluation at the discretion of the Team Coach or Coach Coordinator. There is no fee charged for players involved in “C” level evaluations.

Injury Rule / Players Unavailable

Where a player cannot complete the evaluation process because of injury or being unavailable for a bona fide reason, subject to the approval of the Registrar, Coach Coordinator and DOHO, the player will be assessed by the Coach Coordinator and DOHO after the earliest medical approval date or available date. Space may be held open for this player subject to the evaluation.

Team Clothing or Attire

Although there is no formal “C” level dress code policy, any team purchases made for jackets, track suits or other paraphernalia such as hockey bags requires Board approval.

Section 11: Affiliation

RRFHA strongly supports the concept of the affiliate player. Affiliate players must be properly registered with BC Hockey and PCAHA according to the rules of the season.

What is it?

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. Affiliate players must give first priority to games, practices and team events of their regularly rostered team.

Affiliate/Overage Exemption Rules

1. Carded Players (Tier 1 or 2 – U21/U18/U15/U13) Refer to Sections 2.8 and 2.9 to 2.13 of the [BC Hockey manual in force during the current season](#) and Section C, Sub-sections 7 through 19, 22 to 24 (Goaltenders), and 25 through 30 of the [PCAHA Rulebook in force during the current season](#).
2. Non-Carded (“C”) – U11, U13, U15, U18 Refer to Sections 2.8 and 2.9 to 2.13 of the [BC Hockey manual in force during the current season](#) and Section C, Sub-sections 7 through 19, 22 to 24 (Goaltenders), and 25 through 30 of the [PCAHA Rulebook in force during the current season](#).
3. Non-Carded (“C”) Overage Exemption: Refer to Section C, Sub-section 31 of the [PCAHA Rulebook in force during the current season](#).

Affiliate Game Limitations

All Teams (except U9 and U7):

- maximum limit of ten (10) games across the entire season is permitted.
- Coaches and players should be aware of what the maximum is.

U9 and U7 Teams:

- U9 and U7 players may play a maximum of 3 league, tournament/Jamboree, and exhibition games as an affiliate, or,
- if a player has not played any league, playoff, tournament/jamboree or exhibition games as an affiliate player, then she/they may play in one complete jamboree or tournament.

Major U18 teams:

- Players affiliate to Major U18 under the same policy and conditions outlined in (1) above. If an under-age player (U15) is requested to affiliate a maximum limit of ten (10) games across the entire season is permitted.

BC Hockey Process

A player may only affiliate to a carded team if her name is duly rostered on that team's affiliate list that is submitted to BC Hockey by the Registrar.

If a player affiliates to a "C" team, then the League Manager must be notified in advance and an "AP" must be written next to the players name on the score sheet

RRFHA Affiliation Process

The following steps must be undertaken to affiliate a player:

- Coach (or Manager) of higher team to contact Coach (or Manager) of regular team requesting an affiliate player.

**** Do not contact players or parents without Coach's permission****

If approval obtained then, Manager of higher team to contact parents of the player inviting her to affiliate, if able, then,

- if "C" team then Manager of higher team to contact League Manager for permission, or
- if Carded team then player must be on the BC Hockey Team Affiliate Roster

This process is initiated by the Coach of the team requesting the affiliate player.

**** Parents MUST NOT approach the Coach of the higher team ****

Identifying players for affiliation is strictly the decision of the coach of the higher team (team to which the player may be affiliated).

To use affiliate players affiliate team coaches must first have written permission for each game (email is acceptable) from the coach of her regular rostered team. The President or Registrar must be copied on such correspondence. If this process is not followed, suspensions of coaches could result.

Or a blanket arrangement can be made between the coaches in question however the details and conditions must be clearly defined in a written communication and provided to the President or Registrar.

Affiliate Selection

In the case where there are two Tier 1 teams in a given division, the team which is higher in the standings will have the right to choose the first two affiliate players. In addition, they will have the first choice on an affiliate goalie. The focus is to ensure that the Association supports the team with the best opportunity to advance to the Provincial Championships.

Section 12: Coaches

Applications

Anyone interested in coaching an RRFHA team as either head coach or assistant, is required to complete a Coaching Application for submission to the RRFHA Coach Coordinator. Applications are open after the May long weekend and will close approximately 30-45 days after. Notification will be shared with all Association members.

By submitting an application to coach within RRFHA, the applicant acknowledges and agrees to follow all RRFHA, PCAHA, BC Hockey and Hockey Canada Policies, Rules and Regulations. Failure to adhere to these rules and regulations may result in a code of conduct hearing and possible suspension.

Selection

Team Coaches:

The Coach Coordinator is responsible for reviewing all coaching applications and selecting team coaches. Selected candidates must submit a CRC to the Coach Coordinator prior to being ratified by the Board. Criminal Record Checks are required every three years.

Assistant Team Coaches:

The Team Coach and Coach Coordinator will select his/her assistants. Once the Assistant Coaches are selected, the Coach Coordinator will forward that list of candidates to the Board for final approval and ratification.

On-ice Helpers or Volunteers:

Persons wishing to assist as on-ice volunteers are required to complete the Respect in Sport online course, obtain a CRC, and CATT and register themselves with the RRFHA Registrar.

Junior/Player Coaches:

RRFHA encourages the participation and development of our players in the field of coaching. BC Hockey rules require that for a player to be certified as a coach she must have reached her 16th birthday. However, we encourage under-age players to assist with our younger teams. RRFHA will pay for players to obtain their Hockey Canada coaching certifications, so long as the players continue on to coach during the season.

Board Ratification

All Coaches and Assistant Coaches require 75% ratification/approval of the Board. The President also is permitted to vote on this matter. The process is facilitated by the Coach Coordinator. Only names forwarded to the Board by the Coach Coordinator will be considered for ratification.

Coaching Conflict

An RRFHA head coach is prohibited from concurrently serving as head coach for another female association team, unless approved to do so by the Board.

Coaching Requirements

For certification purposes there is no distinction between "Head" and "Assistant Coaches." All Coaches must attain the appropriate certification level. All Coaches and Assistant Coaches must have completed the Hockey Canada "Respect in Sport" Course. A list of clinics for coaching certification can be found on the BC Hockey website. Completion of the Respect in Sport session is available online.

A coach must be at least 16 years of age in order to obtain BC Hockey / Hockey Canada coaching accreditations. No exceptions are provided.

"Rep" or "Tier 1" Level Coaches or Assistant Coaches must complete the Developmental 1 Level BC Hockey Coaching Certification by December 1. This course includes instruction on leadership communications, drill design and progression, introductory tactics, checking, skill development, goaltender development and seasonal planning.

"House" or "Tier 2/3" Level Coaches and Assistance Coaches must complete the "Coaching Stream" or "Hybrid" Level BC Hockey Certification by December 15. This course includes instruction on leadership communication, skill analysis and development, checking, lesson planning, risk management, role of the coach and game day preparation.

Completion of the Coach Hybrid Post Task workbook (Verification Form from MHA) is necessary to gain Coach Hybrid Certification. Completion of the Developmental 1 Post Task Workbook with a passing grade (submitted to BC Hockey) is necessary for Developmental 1 Certification and is considered a prerequisite for Developmental 2 seminars. All team personnel must complete the CRC and CATT online prior to being on the ice with players.

All team personnel must complete the CRC and CATT online prior to stepping on the ice with players.

Failure to obtain the necessary Accreditation:

If any Coach or Assistant Coach fails to:

- Obtain the necessary coaching accreditation as outlined above by December 1 or 15 (as appropriate), or,
- Complete the RIS (Respect in Sport) session by December 1, or
- Submit to and passed CRC and CATT online prior to participation in any team practices. They will be removed from the team roster and, if applicable, be de-carded.

Reimbursement

All coaches and assistant coaches must receive written approval from the Coach Coordinator prior to undertaking the necessary courses. Failure to do so could result in the Associations refusal to reimburse course fees.

Once approved by the Coach Coordinator, RRFHA will reimburse all coaching courses and the one-time Respect in Sport course. The Association will reimburse the Respect in Sport course fees and 50% of coaching clinic fees immediately upon completion of the course. The remaining 50% of the fees will be paid immediately upon proof that the coach has submitted the Post Task Workbook. The Coach Coordinator is responsible for tracking completion of the coaching requirements.

Coaches who resign during the season, for reasons other than medical or compassionate grounds, are required to repay the Association for reimbursed course fees.

Coaches – Equipment

- It is Mandatory that all coaches follow all BC Hockey Rules.
- Minor-aged “Certified & Rostered” (U18 age and above) coaches must wear a helmet & gloves while on the ice
- Minor-aged “Non-Certified” Coaches (i.e. U15 age and below) must be registered within BC Hockey and wear full equipment while on the ice.

Behind the Bench

PCAHA rules limit the number of team officials behind the bench during games to a maximum of five persons. An official may include the Team Coach, Assistant Coaches, Safety person and Team Manager.

It is a RRFHA goal that at least one female be included among the team officials and preferably on the bench at all games.

Expense Reimbursement / Honorarium

The Board of RRFHA acknowledges and appreciates the efforts of all its coaches, particularly those volunteers that coach a team even though they do not have a daughter or relative on the team. Each year the Board will consider providing expense reimbursement or an honorarium to these Team Head Coaches.

The intent is to cover their out of pocket expenses for tiering, league, playoff and provincial championship games. The amount, if any, will be determined and approved by the Board upon recommendation of the Coach Coordinator and/or DOHO. The amount will be determined by the reliability and commitment of the Coach, and the financial situation of the Association.

Section 13: Managers

Team Managers

The team Coach selects a Team Manager usually from among the team parents. BC Hockey permits only one manager on each team roster - no co-managers. A successful team manager is someone with strong interpersonal and organizational skills as well as a willingness to commit the time required to support the smooth operation of the team.

All Managers must be ratified by the Board which is facilitated by the Manager Coordinator. Team Managers acknowledge and agree to follow all RRFHA, PCAHA, BC Hockey and Hockey Canada Policies, Rules and Regulations. Failure to do so may result in a code of conduct hearing and possible suspension.

The role and responsibilities of the Manager includes:

- In association with the team Coach, setting the season's expectations from the outset.
- Coordinating all off-ice activities and providing assistance to the team Coach as required
- In concert with the team HCSP, ensuring that the team adheres to the Association's safety rules such as no parents / spectators behind the bench or unauthorized people at the timekeeper/scorekeeper bench.
- Interacting and coordinating with parents and players
- Promoting team social activities, including year-end windup
- Coordinating fundraising
- Registering the team in Tournaments as required
- Ensuring that the RRFHA website for your team includes accurate scheduling information
- Closely interacting with the Coach and other team officials
- Ensuring completion/posting of game sheets and ensuring the uploading of online statistics to the Team Link web site.
- Carrying out media relations

NOTE that some of the above tasks may be delegated to other team parents.

It is mandatory that each team Head Coach appoints a Team Manager as soon as possible once the team is formed. Some of the above responsibilities may be allocated by the Team Manager to a team parent, i.e., coordinating fundraising.

Manager Coordinator

The Manager Coordinator, an RRFHA Board member, provides guidance to individual Team Managers. The Manager Coordinator will hold a Manager's meeting for all Team Managers at the beginning of the season, to go over Association expectations. A separate meeting will be held for the U7/U9 teams, as they are formed later than other teams.

Good team management is essential for the smooth operation of the team. A manager who can establish an open rapport with the players and parents is a valuable asset to the team.

Section 14: Referee Program

RRFHA is governed by Pacific Coast Amateur Hockey Association (PCAHA) and B.C. Hockey rules.

Philosophy

RRFHA recognizes the importance of providing a supportive environment for its referees as well as players. The Association strives to establish for all its participants a learning environment free of harassment.

Parent / Official Relationship

Referees deserve respect and recognition, not second guessing and abuse. Parents, guardians, and members should set an example to all – respecting officials, administrators, and others at all times - CHA, 2002.

Abuse of on-ice officials and other participants by spectators is not tolerated. The referee has the authority to remove any spectator from the arena who engages in unsportsmanlike behavior, verbal abuse, taunts, slurs, etc. If necessary, the referee shall suspend the game until the individual(s) involved is removed from the rink area.

Training / Clinic

Referee Clinics are offered by BC Hockey, available for all new and former referees. A time of these clinics and registration information is available through the BC Hockey website.

On-ice officials MUST hold a valid Canadian Hockey Officiating Program (CHOP card issued by BC Hockey) to officiate any game within the PCAHA. Please refer to the PCAHA 'Constitution, Bylaws, Rules & Regulations' Handbook for further information.

Training:

RRFHA has a progressive referee development and monitoring program for member referees. This program includes the provision of ongoing development throughout the season through training, shadowing (on-ice) and supervision by more experienced referees (in game).

Referee Allocator

Referees for all U15 and older games are allocated by the PCAHA Referee Assigning Coordinator. Tournaments and U13 and younger games are assigned by the RRFHA Referee Assignor.

Referee Eligibility

Referees must be carded by the Canadian Hockey Officiating Program and be at least 12 years old in the year that they receive their card. Referees may only referee tiers lower than their playing eligibility.

RRFHA Referee Assignment Policy

The focus of RRFHA referee policy is to develop female officials. In selecting officials, priority is given to active RRFHA players.

In allocating games, priority will be given to reliable referees. Turning down an inordinate number of games or failing to attend an assigned game will be taken into consideration. Whenever possible, new, less experienced referees will be paired with older more experienced officials. A first or second-year referee cannot referee a U13 1 game unless approved by the Referee-In-Chief.

If a referee is an RRFHA player, the referee's team activities (i.e. games, practices) take priority over referee assignments. Except under extenuating circumstances, a referee is required to provide a minimum of 48 hours' notice to the Referee Assigner in the event that the individual cannot attend the assigned game.

RRFHA will attempt to avoid assigning referees to officiate their siblings or daughters whenever possible, and referees will not be assigned as the head referee for a sibling game.

Coaches are discouraged from interacting with the referees during a game.

Three-Referee System

RRFHA recognizes that the minimum levels may not provide sufficient developmental opportunities and will utilize the 3-official system in all U11 & U13 games when sufficient RRFHA officials are available.

Minimum referee allocations are as follows:

- U7 & U9: 1 official per game (per 1/2 sheet)
- All C hockey; U11 – U21: 2 officials
- All A hockey; U13 - U18: 3 officials
- All final games, U11 – U21, including league banner & tournament championships will be assigned at 3 officials

Referee Fees

Referee expense allowances or fees are determined by PCAHA. These rates are consistently applied amongst all minor hockey teams within the Lower Mainland. Rates are based on the division officiated and are outlined in Section I of the PCAHA Handbook. The home team is responsible for paying the referees after each game.

No additional fees are paid even if one referee does not attend their assigned game.

Shadows are provided an allowance at the U15 rate, and junior shadows at the U11 or U13 referee rate, depending on the division they are shadowing.

The RRFHA Treasurer will reimburse teams for all home tiering, league and playoff games plus any expenses for a “Shadow”.

Referees for exhibition games are the responsibility of the teams, except for exhibition games arranged by the league that are included in the try-out process.

Referee Code of Conduct

To facilitate the development of female ice hockey, RRFHA adheres to the following Code of Conduct for Referees:

- do not be a NO SHOW
- wear proper BC Hockey approved attire
- Be on time for the scheduled start of the game
- check the rink for safety hazards prior to players being allowed on the ice
- treat players with respect

No Shows

Team officials shall report no shows to the RRFHA Referee Allocator within 24 hours.

If there are no referees available and both teams concur, a parent/coach may be used to officiate the game as a last resort. They can only officiate the game if they have skates and a certified CSA approved helmet, in accordance with PCAHA regulations

Section 15: Equipment

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

- Helmet (CSA approved, and unexpired, complete with FACE MASK)
- Neck protector (BNQ approved)
- Shoulder and elbow pads
- Hockey gloves
- Shin pads
- Hockey pants
- Pelvic protector ("Jill")
- Garter belt
- Skates
- Stick
- Goalies have added requirements

Equipment can be purchased new or used

Players who are new to the game or still in the "growing phase" tend to purchase some used equipment.

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.

Mouth Guard

A properly fitting "Mouth Guard" is strongly recommended by RRFHA as it reduces possible risk and severity of concussions.

Goaltenders

When required, the Association will provide equipment for all goalies with the exception of skates, helmet with facemask, hockey pants and stick. All other goalie equipment borrowed from RRFHA must be returned by March 31st. If a goalie wishes to use the equipment during the summer, she/they must be a member of RRFHA and requires a \$300 deposit. Use of the equipment is contingent upon the approval of the Equipment Manager.

Team Uniforms

All players are required to wear official RRFHA coloured socks during games. The Association will provide one pair of socks per player. The Association provides jerseys to all players, which must be returned at the end of the season in good condition – washed with all banners removed. RRFHA will cash jersey cheque deposits for jerseys not returned by April 15. Name bars are not to be used on sublimated jerseys. Third jerseys with name bars can be bought at team expense.

Team jerseys cannot be worn for practices.

In recognition of the players involved with RRFHA, graduating U18 players who meet the following criteria will receive a graduating package including a jersey:

- Graduating from U18 (i.e. 17 years old)
- Has registered and played with an RRFHA team for the past THREE consecutive years
- Is a member in good standing

This will be coordinated through the Team Manager in concert with the Equipment Manager.

Section 16: Ice Allocation

The RRFHA Ice Allocator's role is to equitably distribute ice to all RRFHA teams under the constraints of having limited prime time ice and needing to coordinate game slots with other female associations through PCAHA's Game Scheduler.

Ice Allocation for the Richmond Ice Centre, Richmond Olympic Oval and Minoru is coordinated amongst all the user groups through RACA (Richmond Arenas Community Association). Their policy is to treat all users fairly. RRFHA has two designated members on the RACA Board.

Ice allocated to the RRFHA will be based on the total enrollment for the preceding year. As of 2019, RRFHA will receive 11 minutes per week for each player that was enrolled the preceding year. RRFHA may also have the option to purchase additional ice that may be available on an as needed basis.

It is anticipated that all Team Managers / Coaches will be advised of their ice allotment by no later than mid-September. All ice allotments are subject to change due to special events that are approved by the RACA Board. Often throughout the season, teams will lose their game and/or practice ice times for a given weekend due to special events or tournaments. Games impacted by this will be scheduled for a different time. Effort will be made to reschedule practices, however in some cases it may not be possible, and the team will lose a practice for that given week.

Ice allocation will be based on the following:

- All teams are treated fairly and equitably (with Tier 1 and 2 Rep teams receiving additional ice as described in Section 9 compared to C teams).
- All times conform to PCAHA Rules and Regulations.

All teams are allocated comparable prime time, non-prime and early morning ice. The exceptions being the U7 and U9 teams that are generally not assigned early morning times.

Most prime-time ice slots are assigned as home game slots for each RRFHA team.

U18, U15 & U13 teams play 2 games per week plus have 1 practice.

U11 teams normally play one game per week plus one practice as do U7 and U9 teams. However,

U7 and U9 do not participate in tiering nor do they have playoffs.

Certain teams may share practices with other teams in order to maximize the use of our ice allocation. Where possible, teams that share ice will have another practice that week.

All extra available ice will be made available to teams through the RRFHA website. All available ice will be posted and is available to teams on a first come, first serve basis. It is recommended that managers for teams that are looking for extra ice frequently check the schedule for “Available” ice on the RRFHA website. Managers can change the “Available” tag to that of their team and it will automatically be added to their teams’ calendar.

Game Schedules are periodically (5- 6 times per season) distributed as they are received from PCAHA. These schedules (in pdf format) are distributed via e-mail to the respective Ice Allocators, Team Managers and Coaches. The Game Schedule provides details (rink venue, date, and time). These schedules, along with the practice and development schedules will be uploaded to the RRFHA website by the Ice Allocator. Any changes to the schedule after it has been posted to the RRFHA website is the responsibility of the Team Manager. The Team Manager is also responsible for informing the players and parents of their respective teams that the schedule has been posted to the RRFHA website and of any changes that may occur.

RRFHA will endeavor to ensure the correctness of the ice schedules on the RRFHA website; however, managers must verify that game ice times on the website are correct.

Quite often a scheduled league or playoff game has not been assigned an ice time by the PCAHA. This is referred to as a conflict game, and the manager must work together with the manager of the other team and the Ice Allocator to find an ice time to play the game. In all cases, games take priority over practices or skill development. A game cannot be rescheduled because it conflicts with a practice or skills session. Once an ice time is assigned for a conflict game, the manager is responsible for updating the schedule on the RRFHA website and informing their league manager so referees can be assigned. The league manager must approve of all changes.

The Association emphasizes the importance of efficiently utilizing practice ice slots allocated to each team. Team Managers and Coaches should encourage players' attendance at practices, especially non-prime time and early morning ice. **If a team fails to utilize or make their ice time available to other teams by marking it as “Available” on the RRFHA website at least 48 hours prior to the ice time, the team may be subject to a fine to recover the cost of the unused ice.**

If the team, due to truly extenuating circumstances, is unable to use the ice in question the Team Manager must inform the RRFHA Ice Allocator of their situation (via e-mail) and inform the other coaches of the availability of such ice (via the procedure set up for this purpose). A decision regarding the fee will subsequently be made by the Board.

Managers and Coaches of each team can trade ice slots amongst other RRFHA teams. The RRFHA Ice Allocator is to be informed or copied (by e-mail) of any trades made, and the Team Managers must update the RRFHA website and inform their team of the changes.

Any RRFHA teams requiring additional ice outside the allocated ice quota provided by RRFHA may make their request via e-mail indicating time and date to the RRFHA Ice Allocator who will forward the request to Richmond arenas. This will enable the team to purchase the additional ice at RRFHA rates. Unless otherwise told by the Ice Allocator, teams are not to contact Richmond Arenas directly for additional ice.

Section 17: Scholarships

RRFHA Scholarships

Each year the RRFHA Board allocates funds for scholarships to graduating players who have actively participated in the Association. The number of scholarships and the amounts vary from year to year depending on funds available, number and caliber of applicants.

Scholarship applications may also be downloaded from the RRFHA website. Application deadline is midnight April 15 of the current year.

Criteria for the Scholarships take into consideration:

- Academic Achievements
- Future Course of Study
- Hockey Participation, playing, refereeing, awards
- Years involved with RRFHA
- Volunteering within RRFHA
- Coaching
- Community and School Service

Candidates' applications will be reviewed and selected by a Scholarship Committee of the Board.

PCAHA Scholarships

Each year the Pacific Coast Amateur Hockey Association awards a number of scholarships in recognition of academic achievement and community/school service combined with hockey participation.

If you are:

- A registered player with any team in the PCAHA U18 or U21 divisions, and
- In grade 11, 12 or graduated from high school, you are eligible to apply for PCAHA Scholarships.

For additional and updated information please refer to the PCAHA website.

BC Hockey Scholarships

Scholarships are awarded annually to BC Hockey registered members to give recognition to those who develop their academic career aspirations while at the same time nourishing their interest in hockey. Applications are available between January 15 and April 30 and are reviewed by a selection committee.

Applicants are evaluated on academic achievement, sportsmanship, hockey participation and/or quality of contribution, as well as school and community participation and service. For additional and updated information please refer to the BC Hockey website.

Section 18: Financial Policies

RRFHA is a non-profit organization that is registered under the *Societies Act* of British Columbia. Funds are primarily generated through registration, the Ice Classic and Rep Classic Tournaments and, to a lesser extent, fundraising and sponsorships. Typically, funds are also provided from the provincial gaming fund. The Association has three accounts – General, Gaming, and Tournament. Signing authorities are typically held by the Treasurer, President, Vice President, and Registrar. Other Board Members may also be given signing authority. Per RRFHA Bylaws, all cheques require two signatures, with preferably one being the Treasurer.

In April of each year RRFHA begins to develop a budget for the upcoming season. (The Association's fiscal year ends April 30th.) The draft is based on objectives and focus for the upcoming year, best cost and registration estimates and a review of last year's figures. This is typically undertaken by a Finance Committee of the Board chaired by the Treasurer.

The draft budget is reviewed and approved by the Board prior to the Annual General Meeting. It is then presented to the membership at the AGM for their consideration and approval.

The Association monitors expenses throughout the season to ensure operations fall within budgeted allocations.

Process

Expenditures must be pre-approved by the Board or Associate Board member that is responsible for that area, as well as the Treasurer.

A detailed budget must be presented to the Board for major programs or expenditures even though the overall amount has been approved in the annual budget. For example, a detailed budget is required for the Ice Classic Tournament and hockey development programs which are typically presented to the Board in August.

Expenses are presented by way of an original bill. Payment is approved for reimbursement and a cheque is issued.

The Treasurer is ultimately responsible to monitor revenues and expenditures on a monthly basis. The Board has the authority to revise the approved budget if unexpected circumstances dictate

Section 19: Website & Communication

RRFHA Website

The website is the primary means of communicating information to teams and the Association's membership. It is also a significant external marketing tool.

Schedules are placed on the website in coordination with the Ice Allocator, our Webmaster and our website provider. The Team Manager is responsible to ensure that the website schedule is consistent with the Master Schedule. The Ice Allocator forwards team schedules to all Team Managers as they become available.

The website includes the following sections:

- Calendar of Events
- Schedules
- Goalie and new skaters
- Ravens apparel
- Registration and forms
- Development program
- Hockey programs, camps and opportunities
- Constitution and By-Laws
- Operating Policy Manual
- Association Policies
- Board of Directors
- Risk management
- Manager Information
- Teams and team standings
- Arena locations
- Photo gallery
- Ice Classic and Rep Classic tournament
- Sponsors
- Referee program and schedules
- Forms
- Links

Team Communication

Email is the primary means of communication for:

- Registrations, Development Camp and Try-outs/Evaluations.
- Team Officials communicating with its members/players/parents
- The Association providing newsletters and updates.

The Webmaster will maintain an overall association email as well as group emails.

Section 20: Sponsorship

Individual registrations account for approximately one-half of RRFHA revenues. Sponsorship, fundraising (including the Ice Classic and Rep Classic Tournaments) and Provincial Gaming Funds account for the remaining half of our revenues. The success of RRFHA is realized through the generous support of corporate and individual donors.

How does your sponsorship help RRFHA?

- Keeping hockey affordable for families in our community
- Increasing skill development to achieve their full potential
- Developing female referees and coaches to become future leaders
- Promoting teamwork, active lifestyles, and life-long friendships
- Creating the opportunity for more girls to fall in love with the sport

How do Sponsors Benefit from Supporting RRFHA?

Sponsorship is never one size fits all. So we believe in offering custom sponsorship options to give you the greatest value for your support. Please get in touch with us to discuss how we can work together for the benefit of both your business and our players.

Benefits can include:

- Company logo and link on our website
- Promotion via social media
- Email blasts to our membership
- Ads in our tournament programs
- Visibility at the arenas
- Other custom options

We offer packages for \$250, \$500, \$1000, \$2500, and \$5000. Please contact any member of the RRFHA Board of Directors if you would like to become a valued sponsor.

Section 21: Volunteer Hours

Each member family for each player is required to provide approximately 5 volunteer hours per player to support each Ravens-organized Association tournament. Volunteer hours help in maintaining affordable registration fees for every player.

If the member family has a player in the Ice Classic Tournament, 5 hours are expected at that tournament. If the member family has a player in the Pacific Coast Female Rep Classic Tournament, 5 hours are expected at that tournament. If the family has player(s) in both tournaments, 5 hours are expected at each tournament. The volunteer hours can occur during preparation for, or during the tournament, or clean up afterwards.

Volunteer hours are allocated by team. Distribution of volunteer hours are done at the Team level.

If a member family is unable to attend the tournament they are registered to attend (Rep or Ice Classic), they maybe able to provide the minimum 5 volunteer hours at the other tournament (i.e., an Ice Classic member family can complete their volunteer hours at the Rep Classic, or vice versa). Approval by the Board is required.

Member families with a parent serving as a Head Coach or Team Manager of a RRFHA team may be exempt from volunteer hours. No other Team Officials shall qualify for an exemption.

Additionally, each team is responsible for appointing one volunteer coordinator, who will be responsible for scheduling volunteers from the team for their respective tournament, as well as arranging for a volunteer from the team to assist with other RRFHA sponsored events, such as the Social Night, Coaches Game, or Try Hockey.

Regular season duties such as timekeeping or scorekeeping do not count towards your required volunteer hours.

A \$200 cheque deposit is required on registration and will only be cashed if the required volunteer hours are not complete. The Team Manager is responsible for collecting the cheques, approving, and submitting the volunteer hours to the Board.

Section 22: Disclaimer

The Operating Policy Manual on the RRFHA website overrides any printed version of this manual.