
**Policies & Procedures
of the
Vancouver Thunderbird
Minor Hockey Association**

P-1

INFORMATION ABOUT THE VTMHA

Date Revised:	June 2010	Revision No.:	7
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1. Organization

1.1. The Vancouver Thunderbird Minor Hockey Association (“VTMHA”) is a non-profit society incorporated under the British Columbia *Society Act*. The purposes of the VTMHA are stated in its constitution. In summary, they are as follows:

- to promote and encourage the development of an active interest in minor hockey in Vancouver; and
- to promote and encourage good citizenship and sportsmanship among its members.

1.2. The VTMHA is a member of the Pacific Coast Amateur Hockey Association (“PCAHA”), and through it, the British Columbia Amateur Hockey Association (“BCAHA”) and the Canadian Hockey Association (“CHA”). These senior bodies provide the regulatory framework in which minor hockey is played.

1.3. All parents or guardians of players registered to play hockey with the VTMHA are members of the VTMHA. Additionally, persons who are not parents or guardians but who volunteer their time for VTMHA activities are members.

2. Board of Directors

2.1. The VTMHA is governed by a board of eight directors, seven of whom are elected at annual general meetings of the VTMHA and the eighth who is the immediate past president. Elected directors are elected for two year terms, with elections staggered so that 3 or 4 of the directors are up for re-election each year.

2.2. Following the election of directors, the elected directors shall appoint from among their number the following officers:

- President
- Vice-President (Administration)
- Vice-President (Rep Hockey)
- Vice-President (House Hockey)
- Vice-President (H1-H4)
- Coaching Coordinator
- Secretary /Treasurer
- Past President

3. Appointed Positions

3.1. Each year the Board of Directors appoints persons to take on specific responsibilities. At the present time the Board of Directors has appointed persons to the following positions:

- Tournament Coordinator

- Risk Manager / Harassment Officer
- Registrar
- Ice Coordinator
- Equipment Manager
- Fundraising Coordinator
- Sponsorship Coordinator
- Thunderball Coordinator
- Communications / Webmaster
- Referee-in-Chief
- Webreferee Administrator; and
- Division managers.

3.2. Each year appointed positions report to elected directors as agreed upon following the first regular monthly meeting:

4. Staff Positions

4.1. The VTMHA has hired, on a contract basis, the following:

- 4.1.1. an Administrator to provide administrative, managerial and clerical assistance to the Board of Directors under the direction of the President, Vice-President Administration and Treasurer. The Administrator is responsible for circulating agendas, taking minutes at VTMHA Board meetings, and distribution of relevant information. The Administrator also acts as Registrar of the VTMHA, administering the Registration Policy, collecting fees from members, and generating player lists. The Administrator also performs banking and financial recordkeeping services.
- 4.1.2. a Director of Hockey Operations to instruct and/or arrange instructors for any skill development activities of the VTMHA, to act as a resource for the Board of Directors on hockey matters, to act as a resource for coaches in the association, to help oversee and ensure the fairness of the rep selection process, and to assist in any other hockey-related matters as requested by the Board of Directors.
- 4.1.3. an Executive Director to ensure that all four areas of the association (team officials, players, officials, and administration) work as efficiently as possible to maximize members' enjoyment and development in minor hockey. The Executive Director, together with the Administrator, is responsible for the day-to-day operation of the association. The Executive Director reports to the President and the VP of Administration and updates the board on a monthly basis of any new initiatives or areas of concern. The Executive Director also offers suggestions and ideas to the board about how to improve the organization and assists in the implementation of such initiatives.

5. Governing Documents

5.1. The VTMHA is governed by its constitution and bylaws pursuant to the provisions of the *Society Act* and policies passed by the Board of Directors. These documents are available on the VTMHA Website or by contacting the Administrator.

6. Hockey Season

6.1. The hockey season for VTMHA extends from mid-August to early April. Liability insurance coverage is not available from the period April 30th to August 15th.

7. Divisions

7.1. Players are grouped into divisions based on age as of December 31st. The divisions are as follows:

	<u>Age</u>
Hockey 1	5
Hockey 2	6
Hockey 3	7
Hockey 4	8
Atom	9, 10
Peewee	11, 12
Bantam	13, 14
Midget	15, 16, 17
Juvenile	18, 19, 20

7.2. The VTMHA has adopted the CHA Initiation Program, which is a structured, learn-to-play hockey program designed to introduce beginners to the game’s basic skills. Program goals are to have fun while learning skills, and developing an understanding of teamwork and the concepts of cooperation and fair play. At this age level practices are favoured over games. As proficiency in basic hockey skills is developed, players move on to league play with more emphasis on playing games. Players in H1 – H4 are initially grouped by age. After evaluation there may be adjustments to accommodate skill level, subject to the approval of the Director of Hockey Operations. The VTMHA also provides an Intro to Hockey program for players at the Hockey 3 and 4 age level who have not yet played the sport in an organized league.

7.3. At the Atom and above divisions, players are divided into “House” and “Rep” teams. House teams are designated “C” teams in the PCAHA and Rep teams are designated “A” teams. All players are eligible to play on a “House” team. Players who wish to play in a more competitive environment may compete for placement on a Rep team. For more information on the rep tryout process see policy P9: *Rep Player Selection*.

7.4. In these policies, the term “recreational team” refers to teams in both the “House” program and the H1 to H4 program.

8. Ice Rinks

8.1. The VTMHA rents ice at some of the rinks operated by the Vancouver Parks Board namely the Kerrisdale, Kitsilano, West End, Riley Park and Sunset arenas. Ice is also rented at the UBC Winter Sports Centre and at commercial facilities when necessary.

9. Playing Time

9.1. Teams generally have:

9.1.1. Two practices per week in the H1 and Intro to Hockey programs;

9.1.2. Either one or two practices and one game per week at the H2-H4 level;

9.1.3. one practice and two games per week at the House level, and

9.1.4. two practices and two games per week at the Rep level, except at the Juvenile level which only has one practice per week.

9.2. Additional skills based sessions may be arranged by the VTMHA for player development at the H1-H4 and house levels, and for goaltender development.

10. Volunteers

10.1. The quality of VTMHA programs is directly dependent on the dedication of volunteers and the many hours they give of their time. Hockey parents are expected to volunteer in some capacity such as coaching, scorekeeping, timekeeping, fundraising, managing a team, tournaments, administration, and so on.

11. Registration

11.1. Returning players and siblings of players are given priority each season, provided that their applications are submitted in accordance with deadlines.

11.2. New players should submit their application as early as possible each season and may be placed on a waiting list depending on availability of space.

11.3. Refer to policy P-3: *Registration Policy* for further information and see Section 14 of this policy for contact information.

12. Boundaries

- 12.1. The VTMHA registers players living within its zone boundaries as set by the PCAHA. The VTMHA zone extends from Burrard Inlet on the north, south along Burrard Street to Broadway, and east along Broadway to Kingsway. This continues along Kingsway to Fraser Street, south to 41st Avenue, east on 41st Avenue to Argyle Street, and south on Argyle Street to the Fraser River. The False Creek area is excluded from the VTMHA zone.
- 12.2. Players living outside this zone must register with the minor hockey association for the zone in which they live. Further information can be obtained from the PCAHA (telephone 604-205-9011).

13. Equipment

- 13.1. All players must be fully equipped before going on the ice, whether for a game or a practice. Further information on equipment supplied by VTMHA is located in Policy 5: *Jerseys and Equipment provided by the VTMHA*.
- 13.2. Properly fitting equipment and skates are a necessity. Good quality second hand equipment is available from a number of stores.
- 13.3. Players are expected to wear black helmets, hockey pants and gloves, black being the official VTMHA colour for these items. A team may choose to use blue helmets to match their uniform jerseys, with the approval of the Vice President responsible for the division in which that team plays.

14. Contact Information

- 14.1. For general information, please contact the VTMHA Administrator as follows:

Administrator

Vancouver Thunderbird Minor Hockey Association
Suite #170, 438 West 10th Avenue
Vancouver, BC V6R 4R8

Telephone: 604 224 5891

Fax: 604 224 5892

Email: tbirdhockey@vancouverbirds.ca

- 14.2. Enquiries relating to registration should also be directed to Administrator. The Administrator will forward a registration package to a prospective hockey player when advised by the Administrator that a position is available.

14.3. For further information on the VTMHA or on minor hockey in general, visit the following websites:

VTMHA	www.vancouverbirds.ca
PCAHA	www.pcaha.bc.ca
BCAHA	www.bchockey.net
CHA	www.hockeycanada.ca