



Vancouver Island
Amateur Hockey Association

INFORMATION BULLETIN # 2009-11-IN

October 14, 2009

TO: Female League Team Officials, VIAHA Officers, MHA Presidents

FROM: Deb Turney, VP Mid Island; Barb Norton, VP South

SUBJECT: Female League Procedures Handout

The following are procedures all Female League Team Officials are to be aware of. This is intended to highlight and serve as a guide some of the more important regulations, is not fully inclusive and does not override the VIAHA Rules and Regulations. Please ensure you read the proper Regulations pertaining to either Recreational or Rep teams and refer to the VIAHA Handbook if more clarification is required or contact your Commissioner.

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Game Reports (Regulation #7):

- The Game Report form is available on the VIAHA website under Forms
- Game reports from both HOME and AWAY teams must be completed and emailed to the respective Commissioner within 24 hours of completion of the game
- If you are away at a tournament, then the reports must be emailed within 24 hours of returning home
- The only wording that should be in the **subject line of your email** is the game number.
- YELLOW CARD warnings will be issued to spectators for unacceptable conduct. If one has been issued, it shall be reported on the game report whether it was a home person or away person.

Game Sheets (Regulation #6 & #7):

- Only VIAHA approved game sheets are to be used
- Home team is responsible for supplying the game sheet and insuring that it is correctly filled out
- No game shall be played without a game number. Game numbers are obtained from the Commissioner.
- Please make sure the volunteers in the scorekeeper/timekeeper box know how to complete a game sheet correctly. Also be sure to record the game end time. This is the official record of the game and what happens during it.
BEST PRACTISE: Have a sample complete with the standard penalty abbreviations to take to the box for reference
- Remind the people responsible for the score clock and game sheet that they are off-ice officials and will take their direction from the referee
- Before the game starts, these minor officials should talk to the referee and agree on the start time and when the buzzer will sound if the game runs out of time. This should happen two (2) minutes prior to the end of the allotted ice time for handshake/glove tab

- Home team must mail the original white copy, or green copy (if the referee take the top white copy) of the game sheet to the Managing Director within 72 hours of game completion (see Appendix #3)
BEST PRACTISE: Pre-address your envelopes and stamp them so that you can drop off the game sheet in the mail on the way home

Team/Player Rosters (Regulations #4 & #5):

- It is the team manager's responsibility to ensure that the Commissioner has a current team roster.
- All players and team officials must be rostered to the team on HCR as per Hockey Canada regulations
- If you play a player or have a team official on the bench who is not rostered on HCR to the team, your Head Coach will be suspended
- It is important you have good communication with your Minor Hockey Association Registrar/Administrator. If you don't have a copy of your current roster, there is a really good chance that the Commissioner does not either
- All team changes must be entered into the HCR system to be valid
- Any time a change is made, a new roster must be sent to the Commissioner in PDF format. This roster is obtained from your MHA registrar/administrator.

Game Changes:

- Game changes are discouraged because of the inconvenience and impact changes have on parents, game officials and ice-coordinators
- If changes are necessary due to circumstances beyond your control, you must contact the Commissioner immediately
- Games cancelled due to weather and road conditions must be supported by documentation from RCMP notification
BEST PRACTISE: In pending inclement weather, it is strongly advised that both teams communicate with each other with updates on both weather and road conditions, which can vary greatly on the Island. It is also advisable to have your team carpool or travel together.

Game Checklist:

- Home team should confirm the game time and officials. Never use running time in any of your games
- Away team should phone/email the home manager about mid week to confirm time and venue
- Make sure you fill out the game sheet. Only players and officials who will be participating in the game should be on the sheet. If you have suspended or sick players, do not put them on the game sheet. You may put your HCSP and manager on the game sheet if they are in the stands and rostered to your team. Maximum 5 bench staff on the game sheet
- Home team is responsible for providing warm-up pucks to the away team
- If you use labels for your team roster that you stick on the game sheet, then remember to cross off on all five (5) copies when you make changes. Example: If the referee takes the top copy for a write-up and you have crossed off a suspended player on the top copy only, then the next copy which the Commissioner receives will have that player listed as having played. That player will then be suspended indefinitely pending investigation

Tournaments:

- Remember if you are going to a tournament off the Island, you will need to get game numbers from the Commissioner. Please put these numbers on the copies of your game sheets when you fill out the roster
- You will also need to fill out an INTER-DISTRICT & USA HOCKEY TOURNAMENT TRAVEL / EXHIBITION GAME FORM (found on the BC Hockey website). The completed and signed form must then be sent to the BCH District Director for approval. You may not play any sanctioned games off the Island (tournament or exhibition games) without this approved form
- If you are planning on hosting a tournament, then your association must apply to VIAHA 45 days prior using the Tournament Approval form found on the VIAHA website under Forms. This must be signed by the Association President or Tournament Contact AND the association Referee-In-Chief PRIOR to applying for BC Hockey sanctioning. Once tournament approval has been granted, you need to contact the Commissioner and get enough game numbers to cover all the games in your tournament
- The only time VIAHA Regulations and add-on suspensions do not count is at the BC Championship competition and High Performance camps

Affiliate Players (APs):

- You cannot use/roster AP players (recreational) until October 7, 2009. This is the date established by the District for AP rostering this year.

- If you use ineligible players (or team officials), there is a \$250 fine per player/team official per game. This can add up to hefty fines. If you have not signed them to cards or rostered them on HCR to your team, they are not to play or be on the bench.

Fines:

Top 3 reasons fines are being issued. These cost your association and ultimately, your players:

- \$50 for late game sheets and the same for late game reports
- \$250 for ineligible players and team officials. It is up to you to know when a player/team official is suspended and to get updated rosters to your Commissioners
- \$1000 for failure to appear. This includes any sanctioned game you have scheduled, not just league games

VIAHA ADD-ON SUSPENSIONS (Appendix #4):

- **First Offense:** If a team official receives a game misconduct, he/she receives an additional game suspension from VIAHA. The add-on suspension has no time expiry. It will be served.

Example: Games scheduled Sat - Oct 9, Sun – Oct 10 and Mon – Oct 11

Coach receives a game misconduct on Saturday in the second period.

- The coach is off the bench for the remainder of that game (**Saturday**)
- The coach will sit one more game (for the add-on VIAHA rule) (**Sun**)

Coach receives a game misconduct on Saturday in the last 10 minutes of the game.

- The coach is off the bench for the remainder of that game (**Sat**)
- The coach is off the bench for the next game because the penalty was received in the last 10 minutes of the game (**Sun**)
- The coach is off the bench for the next game also (VIAHA add-on rule) (**Mon**)

- **Second Offense:** The second offense carries a two game add-on suspension from VIAHA. These suspension guidelines are in effect for every game you play with the exception of teams at BC Hockey Championship competition.

If you are playing Inter-District or Out-Of-Province, these rules will not be known by their referees or tournament officials. Please, if in doubt, call or email your respective Commissioner for clarification.

General Information:

- Please feel free to email or call your Commissioner. They would rather answer your question now than to clean up a mess later
- Make sure your Commissioner receives the names, email addresses and telephone numbers of the head coach and manager in a timely fashion. Read the VIAHA Handbook – make sure you are reading Recreational Hockey, not Island League
- Certifications – get on that now. If you do not have the correct qualifications to be on the bench, get them now. By Dec 15, 2009, you must have, for recreational teams, CoachStream-Hybrid (coaches and asst coaches) and have a certified HCSP rostered to your team. If your team is carded, your coaches and assistant coaches must have Development 1 and have a certified HCSP rostered to your team by December 1st
- Know your deadlines:
 1. Dec 1 must have Development 1 coaching certification for carded teams and HCSP for your team
 2. Dec 10 is the last date for team to team affiliation
 3. Dec 15 must have CoachStream-Hybrid for recreational coaches/asst coaches and HCSP for your team
 4. Jan 10 after this date, affiliated players who play more than 5 games can't go back to their home team
 5. Jan 15 is last date to specially affiliate players to your team