

NEBC PREDATORS FEMALE REP HOCKEY SOCIETY

POLICIES & PROCEDURES MANUAL



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1. MISSION STATEMENT

The NEBC Predators Female A Hockey Society (hereby referred to as the “Predators”) provides female players with the opportunity to participate in competitive hockey with the opportunity to compete at BC Provincial Championships representing female hockey in the Northeast BC region.

The Predators strives to create a positive environment that is competitive, safe, fun, and respectful that supports Hockey Canada’s Mission Statement to “Lead, Develop and Promote Positive Hockey Experiences”.

2. OBJECTIVES

It is the purpose of the policy manual to aid and provide direction to those who are responsible for the operation of the Predators. This manual will also serve as a resource document for our athletes, coaches, volunteers, members, parents, officials and others in the community, who have an interest in competitive female hockey.

The duties and responsibilities of the elected and appointed Executive Board Members (hereby referred to as the “Executive”) are outlined in the By-Laws. This policy manual is intended to be a living document and requires review and revision on a regular basis as the needs of the Predators Society evolve.

Any contradiction, dispute or difference between the contents of this manual and the Predator’s By- Laws shall be resolved only by reference to the By-Laws.

3. REVISION PROCEDURE

Any section(s) of this policy & procedure can be revised, edited, or deleted by majority vote of the Board of Directors.

- a. Notice of motion must be given 14 days prior to voting.
- b. Notice of motion must be in writing with the proposed wording of the revised section(s).
- c. Any member wishing to initiate a revision of policy or procedure may do so by providing a copy of the revision to the Risk Management Director who is obliged to present the revision to the Board of Directors by way of motion but is not obliged to support said motion.
- d. The member initiating the revision may request to make a presentation to the Board.
- e. The Board of Directors will meet once per year for Policy & Procedure review.
- f. The most current version of the Policy & Procedure manual will be available on Predators website at www.predshockey.ca
- g. A Record of Revisions will be kept and updated with each revision.

4. CODE OF CONDUCT

The Predators are committed to ensuring that all members conduct themselves in a manner consistent with the mission and values of the Society, Hockey Canada's Code of Conduct and Respect in Sport Fundamentals and B.C Hockey Code of Conduct. Failure to adhere to this code may bring disciplinary actions.

Respect the rules.

Respect the opponents.

Respect the officials and their decisions.

Always maintain self-control.

One parent/guardian for each player is required to take the on-line Respect in Sport parent program.

Abide by the BC Hockey Harassment and Abuse Policy (5.16).

Aggressive behavior, threats of violence, harassment, whether verbal, physical or emotional, bullying of any kind (including cyber bullying) will not be tolerated. Any instance shall be brought forward to the Executive and disciplinary action taken.

Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.

Refrain from public criticism of fellow members be they volunteers, athletes, coaches, or officials.

Follow the two-deep rule with parents and bench staff in change rooms.

Players shall abstain from the use of non-prescription drugs, tobacco products (or vapes) and from the drinking alcoholic beverages.

Addendum for coaches, officials, volunteers and all other non-playing participants:

In the case of minors, communicate and cooperate with the parent(s) or legal guardian(s), involving them in decisions pertaining to their child's development

Ensure that the activity being undertaken by members and participants is suitable to the age, experience, ability and fitness level of the individual and are conducted in a safe environment.

Be aware of and respect the pressures that may be placed on all participants as they strive to balance the physical, mental, emotional and spiritual aspects of their life. Conduct practices and participation in competition in a manner to allow success in all areas of their lives.

Consider the athletes' future health and well-being when making decisions regarding an injured player's ability to continue playing or training.

See BC Hockey Code of Conduct in Appendix

5. FINANCIAL

A. REGISTRATION AND FEES

No player may participate in any Predator activities unless she is properly registered with the Society or has registered to participate in a camp or tryout. Players are required to register with their home minor hockey association prior to try-outs for insurance purposes and to ensure they have a team to play on should they not be successful at try-outs.

No player with outstanding fees from the previous season will be registered - this includes jersey sponsorship. If the player has not secured jersey sponsorship by October 15 of the current season deadline, the player becomes responsible for the jersey sponsorship fee. The jersey sponsorship fee must be paid by November 1. The player becomes ineligible to play until ALL fees are paid in full or a payment arrangement has been made and agreed upon. If payments are not made, the player is ineligible to play and/or participate in team practices, events and games.

- a. Players Fees are due October 1st of the current season.
- b. If a payment schedule is required and approved, 25% of player fees are due October 1, November 1, December 1, and January 1 – or can be paid in full at any time prior to January 1.

A completed registration form, and any other forms or documents deemed necessary such as the medical form and a birth certificate, must be filed with the Registrar of the minor hockey association the Predator team is registered with, and registration has been paid. Any exceptions will be reviewed by the Executive.

B. FUNDRAISING

Fundraising opportunities must be submitted to the Executive for approval prior to commencement of fundraising activities. All players are expected to volunteer and participate in team/association fundraisers.

The banner form letter must be used for all requests when soliciting for the advertisements that will be displayed on the approved banner.

6. PROGRAM GUIDELINES

A. GOALS

The goals of the Predators program are to:

- a. Provide an opportunity for achievement in a competitive environment.
- b. Provide an opportunity to progress to a higher level of competition.
- c. Stimulate development both in personal growth and in a team environment.

B. TEAM FORMATION

The formation of a team will be dependent on the total number of players registered in a division. Only players officially rostered to a team are permitted to participate in any on or off-ice activities with the team.

The Predators offer the following programs based on the number of players and skill level each year:

- a. U13
- b. U15
- c. U18

Predators teams may join league play subject to approval of the Board.

Teams will have a minimum of 15 Players and 1 Goalie; however, this clause may be waived, depending on registration and skill evaluations.

All events must be sanctioned by the Northeast District/BC Hockey.

C. GOALTENDER DEVELOPMENT

To support our goaltenders, each goaltender that is rostered with Predators for the up-coming or current season will be eligible to be re-imbursed up to \$500 toward goaltender clinic fees. In order to receive the reimbursement, the parent or goaltender is to submit a receipt for a goaltender clinic to the appropriate team treasurer.

D. TEAM PERSONNEL

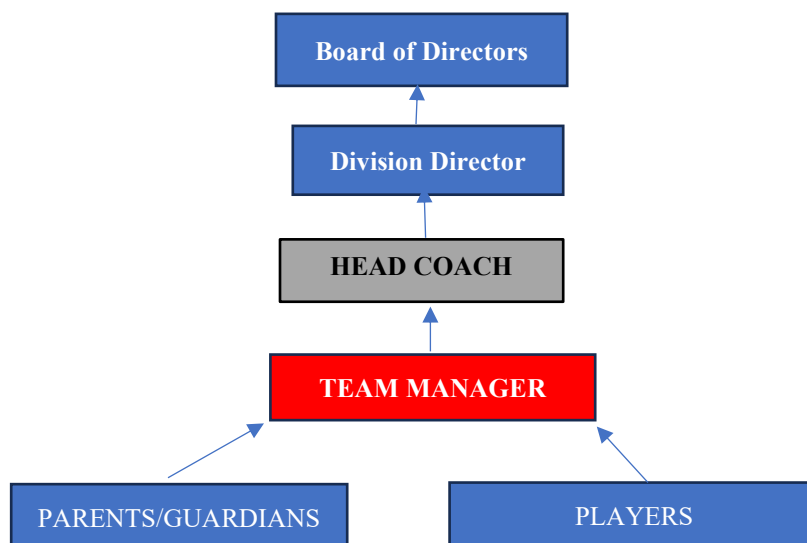
All team personnel are required to follow BC Hockey and Hockey Canada Constitution, By-laws, Regulations as well as the Predators policy manual.

Team duties are to be distributed throughout the team to encourage transparency and open communication as well as prevent conflict of interest and promote distribution of authority.

The coach plays the most important role in the development of players.

- a. Coaches are responsible for the physical, social, emotional, and technical development of each player.
- b. Coaches are responsible for teaching players respect, integrity, honesty, teamwork, positive relationships and a positive attitude towards the game.
 - a. No household/individual is permitted to have more than 1 primary position per team – i.e.: Team Manager and Head Coach must have separate households.
 - i. For the purpose of this policy, Primary positions include Director, Head Coach, Manager and Treasurer.

Chain of Command



E. BENCH STAFF CERTIFICATION & QUALIFICATIONS

For the purpose of this policy, Bench Staff includes Head Coach, Assistant Coach(es), Team Manager, Trainer/H CSP(s). There will be a minimum 1 Coach, 1 Manager and 1 HCSPs for each team.

All bench staff for each of the 3 divisions must be approved by the Board prior to officially rostering.

All coaches, bench staff and volunteers will be required to be certified as per Hockey Canada and BC Hockey regulations.

- A minimum of Coach Development 1 is required to coach Predators.
- All bench staff and on ice personnel must have a current criminal record check that will be valid for 3 years as well as Respect in Sport – Activity Leader.

TEAM OFFICIAL REQUIRED QUALIFICATIONS							
	Respect In Sport Parent	Respect in Sport Coach	Criminal Record Check	Hockey Canada Safety Course/Clini c	Coach Development 1	Concussion Awareness Training Tool	Keeping Girls In Sport
PARENT Min. One Parent/Family	X						
COACH		X	X		X	X	X
MANAGER		X	X			X	X
SAFETY PERSON		X	X	X		X	X
ON-ICE HELPER		X	X				X
JERSEY PARENT	X						
TRAINER		X	X	X		X	X

F. HEAD COACH SELECTION

- a. The Executive will review all submitted applications and hold interviews if more than 1 application is received for the division.
 - i. References may be called, and experience and qualifications may also be verified.
- b. Each member of the committee will have an equal vote to select the head coach.
- c. The head coach will select assistant coaches after try-outs are completed.
 - i. The board will give the head coach the names of other coach applicants to possibly select as assistant coaches.
 - ii. If the assistant coaches are new to the association, the assistant coach will be required to complete the coach application form.
 - i. If the assistant coaches have coached for NEBC Predators Female Rep Hockey Association within the last 2 seasons, a coach application will not be required.

G. DUTIES OF TEAM STAFF

1) Division Director

- a. Voting member of the Board
- b. Liaison between your Division team (U13/15/18) and the Board
- c. Support system for the team staff (Head Coach / Manager)
- A. Off-season duties:
 - d. Spring ID camp – arrange player evaluation & provide feedback for player meetings post-camp (you or a designate)
 - e. Lead Coach applicant interviews for your division, present to the Board for final selections
 - f. Communication to ID camp attendees & potential returnee players regarding Fall Tryouts
 - g. ID camp attendees register with an email address, a list can be provided to you.
 - h. Work with VP to arrange impartial Evaluators for your Division tryouts and communicate expectations to Evaluators. These evaluations are used to help make decisions toward whether players continue with tryout process or are released back to their home association.
 - i. Tournament applications – some tourneys will be posted before the team is selected / Manager is in place, need to get application in ASAP as many tourneys book up quickly
 - j. Tryouts
 - k. Lead parent meeting / info session. Meetings are typically held while the players are doing fitness testing
 - l. Lead evaluation meetings with Head Coach & Evaluation team
 - m. Communicate to players / families regarding tryout process – ex: who will move on, who will be released back to their home associations.
 - n. Head Coach will make decisions on the final roster, however – Directors needs to be informed of the Head Coach's selections / releases prior to communication going out to the players.

B. Season

- a. Fulfill role of Team Manager until one has been appointed for your division
- b. Manager should be selected by the Head Coach, vetted by the Board
- c. Manager may not have been selected until final releases are made
- d. Reach out to previous season's Team Sponsor – they will have right of first refusal for upcoming season.
- e. Once the season has kicked off, Director becomes more of a support role for your Division's Head Coach & Manager, some duties include
- f. Ensure monthly parent meetings are held and attend whenever possible. Minutes should be provided to the Board.
- g. Help with finding Tournament & exhibition game options
- h. Bi-Weekly check-ins with Head Coach / Manager - some items to track and help with when needed:
 - i. Team sponsor secured
 - j. Team volunteer positions
 - k. Jersey sponsorships
 - l. Team fees payment status
 - m. Team budget planning
 - n. Tourney application status
 - o. Any disciplinary issues
 - p. AP players

2) Duties of Team Manager

- a. The team manager is responsible for overseeing or delegating the day-to-day operations of the assigned team.
 - i. Manage ice time for games and practices in conjunction with the Director.
 - ii. Ensure parents/guardians are scheduled for volunteer positions of scorekeeping, time clocks, penalty boxes, and security requirements.
 - iii. Ensure officials are scheduled for home games.
 - iv. Submit a roster of team duties that have been delegated to parents/guardians to the Director at the beginning of the season.
- b. Responsible for distributing communications to the team players and parents/guardians.
- c. Responsible for ensuring appropriate accommodation (hotels) and meals are organized for away trips as needed.

3) Coordinate and size team apparel and work with Predators Apparel Coordinator

4) Duties of Team Treasurer

- a. Keep monthly transactions journal up to date and hand in to the Society Treasurer by the 10th of each month.
 - i. This includes all receipts, invoices etc. to verify transactions.
- b. Monthly and annual reports will be made available to all parents upon request.

- c. Keep up to date records of all financial transactions.
- d. Approved expenses include the following:
 - i. Tournament entry fees.
 - ii. Travel costs
 - iii. Accommodation costs for players and up to 2 bench staff.
 - i. If bench staff are parents of players, they are expected to pay for their own accommodations.
- e. Only non-parent bench staff will have their accommodation paid for by the team.
- f. Referee fees
- g. Ice rental
- h. Apparel
- i. **Liquor receipts will not be paid.**
- j. Yearend balance must be equal to or greater than the start-up balance.
 - i. There is to be a minimum of \$5000 left in each team account at the season end.
- k. If there are bookkeeping questions, please contact the Predators Society Treasurer.

5) Duties of Team Trainer/H CSP

Specific responsibilities are identified in the Hockey Canada Safety Person course and include, but are not limited to:

- a. Maintaining player medical records.
- b. Identifying and maintaining emergency response procedures and contacts for the team.
- c. Completing and submitting injury reports to the Risk Management Director.
- d. Ensuring the first aid kit is fully stocked and at each on ice activity.
- e. Working with Team Manager and Coaching staff to ensure proper nutrition and hydration for players during away games & tournaments when players are under the supervision of team staff.
- f. Ensuring appropriate travel plans are in place for all players and all players are accounted for when under team staff supervision.

H. PLAYER SELECTION

Taylor District Ice Centre is our home ice facility. Wherever possible we encourage local youth involvement.

A selection committee will be formed for team try-outs. The selection committee will consist of the Head Coach, Division Director, Board members, on-ice helpers, and independent evaluators.

Teams will have a minimum of 15 players and 1 Goalie.

- a. This clause may be waived, depending on registration numbers and/or skill evaluations.

I. PLAYER AFFILIATION

Player affiliation provides a means of providing for absences, injury, or illness while providing opportunities for players to play at a higher level of hockey.

Affiliated players are expected to participate in at least 1 practice with the team they are affiliated to prior to playing with the team if advance notice is given.

There may be a cost/fee for affiliated players to play/participate in tournaments, ride buses, or other Predators events.

Refer to Hockey Canada's Bylaws for more information about Player Affiliation Guidelines.

J. PLAYER MOVEMENT POLICY & PROCEDURE

This policy pertains to NEBC Predators players seeking to play full-time in a higher division than their age group. This NEBC Predators policy is in addition to BC Hockey and Hockey Canada rules and regulations applicable to player movements. This policy is not to "stack" teams, rather to offer elite players an opportunity to move up to play with players at their skill level and advance the development of elite players. This policy is for U13 players wanting to try-out for U15 and U15 players wanting to try-out for U18.

- a. NEBC Predators strongly encourages players to play at their age-appropriate division as their player development may be impeded by missing the individual and team skills taught at the age-appropriate division.
- b. Player movement is not to be interpreted as to permit the strengthening of a team to the detriment of the lower division team – it is to keep female players challenged and involved in the sport of hockey.
- c. Player movement is to be done on an individual basis – groups will not be accepted.
- d. The maximum number of players that will be allowed to move is contingent upon space availability in the higher division.
- e. NEBC Predators reserves the right to invite player(s) to move to a division higher, based on team composition requirements.
 - i. For example, if the lower division has more than 2 goalies, the higher NEBC Predators team may issue an invitation to the most skilled to play with the higher division.
- f. For a player to be moved up a level, there is a non-refundable fee of \$100 payable to NEBC Predators Female Rep Hockey Association for player evaluation.
- g. The registration/evaluation application must be submitted to the board for approval prior to being allowed to be evaluated.
- h. The player will have to be evaluated by a minimum of 3 unbiased evaluators using the same form used to evaluate the higher division players. (See Appendix for Evaluation Form).
- i. For the player to move up to the higher level, their level of play must be in the top 5 of the higher division team.

- j. Other factors to consider prior to approving the player to the higher division include physical size, player maturity, and the players ability to integrate themselves into the higher division team dynamics.
 - i. If the player meets the criteria for on-ice skills but is not mentally and emotionally matured and/or does not demonstrate the interpersonal skills necessary to integrate at the higher division, the request may be denied.
 - ii. If the evaluated player is physically much smaller than the average on the higher level, player safety must be considered, and the evaluated player request may be denied.
- k. Once the evaluation is completed, the evaluators will submit the form to the Risk Management Director.
- l. The Risk Management Director, Predators President, Division Directors and Head Coaches affected will discuss the results of the evaluation and determine if the evaluated player is successful in their request to move up.
- m. **ALL DECISIONS ARE FINAL** - there will be no appeals for players whose requests are not approved.
 - i. It is also to be noted that players may have the opportunity to affiliate with the higher-division team if they do not meet the above criteria to be moved up full-time.

K. PLAYER DISCIPLINE POLICY AND PROCEDURE

This policy and procedure are applicable to players, bench staff, volunteers, and family members of players while in attendance at Society activities and functions.

Definitions:

- 1) Player – athlete rostered on official BC Hockey Team Roster with NEBC Predators Female Rep Hockey Society – this includes affiliated players.
- 2) Team Staff – Head Coach, Assistant Coach(es), Trainer/HCSP(s), Manager, rostered on official BC Hockey Team Roster with NEBC Predators Female Rep Hockey Society.
- 3) Volunteers - On-Ice Helper(s), Scorekeepers, Timekeepers, Penalty Box Supervisors, Security, Jersey parents, Media person, or any other position where an adult is donating time and/or resources to NEBC Predators Female Rep Hockey Society and/or teams thereof and are not directly supervising the players in an official capacity.
- 4) Activity – Practice, game, team building event, dryland training, tournament, Super-weekend, or any event where team staff is in direct supervision of the team and their behavior – this includes hotels when players are rooming together and bus trips.
- 5) Function – team dinners, community representation (parades, toy drives, ceremonies), any time that players are directly representing the NEBC Predators Female Rep Hockey Society.

1) Policy

All players, team staff, members, volunteers, family members of players and spectators are expected to behave in a responsible, respectful, and courteous manner and display

good sportsmanship at all NEBC Predators Female Rep Hockey Society activities and functions.

Hockey Canada and BC Hockey Policies are expected to be followed and will be enforced by NEBC Predators Female Rep Hockey Society Team Staff and Board of Directors.

a. See BC Hockey Zero Tolerance Policy in Appendix

All players of NEBC Predators Female Rep Hockey Society are expected to abide by the following points when participating in hockey activities and functions and recognize that failure to do so will result in disciplinary action being taken by Team Staff and/or Board of Directors.

- Players will follow all rules and guidelines as outlined in the BC Hockey Code of Conduct (see Appendix) signed at the start of every season.
- Players will obey all rules of facilities and behave in a responsible and respectful manner when participating in hockey functions and activities.
- Understand that failure to abide by the stipulations set forth in the Policies, Procedures, and Guidelines may result in being asked to leave the association for the duration of a suspension as laid out in the BC Hockey Minimum Suspension Guidelines (see Appendix)
- Acknowledgement that continued abuse of the policies, procedures, and guidelines may result in suspension of association membership temporarily or permanently based on the ruling of the Team Staff and/or Board of Directors.

2) Discipline Procedure

Discipline of players will be left primarily to Team Staff, however, should the disciplinary measures exceed suspension for more than 1 game and/or cost of damages incurred, Predators Board of Directors will become involved and Board of Directors approval will be needed for disciplinary action.

Team Officials and Board of Directors will also be involved should a member of Predators Female Hockey Society receive a suspension during a game - an additional suspension may be awarded to the individual at the discretion of the Team Officials and Board of Directors based on the severity of the original call by the Referee.

Any player caught using alcohol, tobacco, vaping, or other controlled substances (i.e. marijuana) at any team function (practices, games, tournaments, fundraisers, community representation, etc.) will be immediately suspended from all team functions and activities for a minimum of 30 days (as per BC Hockey Policy).

If enough of the team is involved in an incident at an activity or function and there are not enough players and/or team staff remaining that were not involved in the incident, the team may forfeit and/or function may be immediately cancelled, depending on the severity of the incident.

Each incident will be reviewed and depending on the severity of the offense, disciplinary action may not follow the sequence below (i.e.: a player with no prior incidents caught

with illicit drugs at an activity or function will immediately go to step 3 and be dismissed for the remainder of the season). All discussions about incidents will be handled in a calm, controlled manner, if discussions become heated, a cool-down period will be taken, and the matter broached again when all involved parties can calmly and rationally discuss the incident and possible consequences.

3 STEP DISCIPLINARY APPROACH:

Step 1:

- Player, Team Staff, family member, and/or Volunteer will be talked to and the incident addressed by a minimum of 2 team officials (Head Coach, Assistant Coach, Trainer, Manager, Safety Person).
 - At this time, a fair disciplinary action may be handed out.
- Disciplinary action may include loss of ice-time, suspension from a team activity or function, and/or cost of damages should damages have occurred.

Step 2:

- Player, Team Staff, family member, and/or Volunteer will be talked to with a parent/guardian present (if applicable) and incident addressed by a minimum of 2 team officials (Head Coach, Assistant Coach, Trainer, Manager, Safety Person).
- NEBC Predators Female Rep Hockey Board of Directors may be notified.
 - At this time, a fair disciplinary action may be handed out.
- Disciplinary action may include suspension from game(s), team activity or function, and/or cost of damages should damages have occurred.
 - A written warning will be issued.

Step 3:

- Player, Team Staff, family member, and/or Volunteer will be talked to with a parent/guardian present (if applicable) and incident addressed by a minimum of 2 team officials (Coach, Assistant Coach, Trainer, Manager, Safety Person).
 - NEBC Predators Female Rep Hockey Board of Directors will be notified, and disciplinary action will be assessed by the Board of Directors and Team Officials.
- Disciplinary action may include suspension from games, team activity or function, and/or cost of damages should damages have occurred.
- Player, Team Staff, family member, and/or Volunteer may be suspended for the remainder of the season.
 - Should the Player, Team Staff, family member, and/or Volunteer be suspended from NEBC Predators Female Rep Hockey for the remainder of the season, it should be noted that they will not be eligible to play hockey at any other association for the remainder of the season either and there will be no reimbursement of fees paid for the season.

- If a player is part of the team leadership (Captain or Assistant Captain), they may lose their letter. It is the expectation that the leadership will set a positive example for the rest of the team.
- A disciplinary letter will be issued.

L. TRAVEL

- a. All vehicles must have third party liability insurance with a minimum \$2 million liability with \$5 million strongly suggested if you are transporting other children.
- b. Check weather and road conditions prior to travel. Travel in adverse weather conditions is at the parents' discretion.
- c. Teams are encouraged to travel in groups of two or more vehicles.
- d. HSCP/team manager or other designated person shall communicate a check in system prior to departure and contact the designated person upon return home.
- e. When traveling on a team bus, there must be at least 2 adults, excluding the driver, and all must have Respect In Sport.
- f. U18 aged players that are of driving age and are licensed to drive are not permitted to drive themselves to out-of-town games or tournaments, regardless of distance.

M. EQUIPMENT

Certified CSA approved protective equipment including helmets and face protection and BNQ approved neck guards, must be worn when participating in any Predator on-ice programs. CSA certification stickers must not be removed.

- All players must wear equipment, as per Hockey Canada and BC Hockey regulations.
- Coaches and on-ice helpers must also wear CSA approved helmets.
 - Players not complying with the above equipment requirements will be asked to leave the ice and return to the dressing room. Players must leave the bench to complete any necessary repairs.

N. SPRING HOCKEY TEAM POLICY

This policy pertains to NEBC Predators teams that plan to play spring hockey using the NEBC Predators name, jerseys, rosters, and team staff.

- 1) Predators spring team rosters must be approved by the NEBC Predators Female Rep Hockey Society Board of Directors.
- 2) Predators full-time rostered players from the regular playing season will be the first option to play on Predators spring teams.
 - a) Players/Parents must commit or decline by the date set by the Head Coach.
 - b) Affiliated players (AP's) do not qualify as full time.
 - i. Affiliated players will have the opportunity to play if regular season full-time players cannot commit by the deadline set by the Head Coach.
- 3) Regular season fees do not include Spring Hockey tournaments.
 - a) Predators teams participating in Spring Hockey will need to have a separate budget/fee for spring league.
- 4) Regular season insurance expires March 31 of each year – this means Predators teams playing spring league are required to get their own insurance.
 - a) The cost of insurance is also a spring team expense and needs to be covered by the Spring Hockey budget and fees.

O. MEDICAL AND FIRST AID POLICIES & PROCEDURES

All teams must have a minimum of one (1) HCSP on the roster that has current HCSP certification in attendance at all games and practices. This is a BC Hockey and Hockey Canada regulation.

First aid kits are available from the Risk Manager and must be on the bench during practices, games or other on-ice activities.

- The team is responsible for maintaining the kit and the cost of replacing any of the items used during the season.
- Each player/parent is required to fill out a Player Medical Information Sheet at registration.
 - These forms are kept by the HCSP person and must be available in the arena for each game or practice and must be kept confidential to protect the privacy of players' private/personal information.

If medical attention is required, the team official **MUST** give the parent/guardian a "Hockey Canada Injury Report Form" to take with them prior to leaving the arena.

All injury report forms are to be submitted to the Risk Manager within 48 hours. "Return to Play" forms must be received when a serious medical injury occurs and Return to Play plans adhered to.

1) HOCKEY INSURANCE CLAIM PROCEDURES

Hockey insurance is administered by Hockey Canada to aid registered players, referees, coaches and any other team officials who are injured during sanctioned hockey activities.

Any hockey-related injury that requires medical attention should be reported through the Risk Manager, even if there are no immediate out-of-pocket expenses incurred.

"The Hockey Canada Injury Report" must be received by BC Hockey within 90 days of the injury. However, the claim may remain open for up to 3 years. An additional form completed by the player's Doctor is required to have the claim open longer.

All injury reports must be sent to BC Hockey through the Risk Manager.

Hockey Canada insurance is a secondary insurance policy that covers medical and dental expenses not covered by the provincial medical plan or by private dental or extended health plans.

P. CONFLICT OF INTEREST POLICY

All Executive members must declare what teams they have direct or indirect affiliation with.

No Executive member shall be eligible to vote with respect to any financial request, protest or suspension involving a team with which that individual is associated.

- When a conflict of interest arises, the individual shall immediately notify the President and shall not participate in any discussion with respect to the issue with which they are in conflict.

Q. REPORTING & HANDLING OF COMPLAINTS

Anyone can make a complaint regarding the conduct of any member of the Predators (including but not limited to players, parents, team officials or Executive members)

Anyone making a complaint is expected to use the 24-hour rule – think about it for 24 hours before submitting the complaint to give oneself time to calm down and think the situation through thoroughly before making the official complaint.

A complaint must be received as a letter or email correspondence to the Predators Executive. The Predator Executive will investigate all complaints in a timely manner.

R. SOCIAL MEDIA & CYBER BULLYING

BC Hockey Social Media Policy identifies the standard of behavior, which is expected of all BC Hockey members, participants including but not limited to all players, guardians, parents, coaches, volunteers, executive and team personnel involved in hockey activities and events.

Teams are encouraged to have official team social media accounts and post positive content. These accounts include, but are not limited to, Twitter, Facebook, Snapchat, Instagram and YouTube. Image content on social media will portray a positive image of the team or league.

Monitor and delete any inappropriate comments, pictures, racist slurs, threats against other teammates, officials or teams within your organization or league and report to Executive.

Ensure all confidential information or personal contacts are not posted.

Predator players and bench staff who have a Social Media account should conduct themselves in a positive manner that reflects their own professionalism and personal conduct as a healthy role model within our community.

The use of any form of camera, video camera or camera phone is prohibited in any facility change rooms during any Predators event (practices, games, tournaments, etc.).

S. APPENDIX

- A. BC HOCKEY CODE OF CONDUCT
- B. BC HOCKEY ZERO TOLERANCE POLICY
- C. BC HOCKEY BULLETIN – 2024/2025 MINIMUM SUSPENSION GUIDELINES
- D. BC HOCKEY SOCIAL MEDIA POLICY
- E. NEBC PREDATORS PLAYER EVALUATION FORM
- F. NEBC PREDATORS AFFILIATION FORM
- G. JUNIOR COACH AGREEMENT
- H. REVISION RECORD



BC Hockey Code of Conduct

As a BC Hockey player, coach, official, volunteer or parent of any of the previous; I, _____ shall adhere to the B.C Hockey Code of Conduct set out below. I understand that failure to adhere to this code may bring disciplinary actions.

1. Treat everyone fairly within the context of their activity, regardless of; race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons, religion, politics or economic status.
2. Abide by the BC Hockey Harassment and Abuse Policy (5.16)
3. Refrain from the public criticism of fellow members be they volunteers, athletes, coaches, or officials.
4. Respect the dignity of others and refrain from verbal or physical behaviours that constitute harassment or abuse.
5. Refrain from the use of profane, insulting, harassing or otherwise offensive language in my participation in any BC Hockey event.
6. Direct any comments or criticism at the performance rather than the person.
7. Take the initiative to learn, respect, communicate and adhere to the rules and regulations for the sport and the spirit of such rules, while encouraging other participants to do the same.
8. Abstain from the use of non-prescription drugs, tobacco products (or vapes) and from the drinking of alcoholic beverages in the discharging of BC Hockey duties and responsibilities.
9. Discourage the use of non-prescription drugs and alcoholic beverages or the use of tobacco products in conjunction with athletic events or celebrations.
10. At no time request, participate in or give into requests for sexual favours within any aspect of the game and immediately report such instances to the appropriate body
11. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of medical problems. Respect the concerns these medical personnel have when they are considering the future health and well-being of all participants and when making decisions regarding the ability to continue to perform or train.
12. Follow the annual training, competitive programs and rules of conduct as mutually agreed upon by Coaches and Athletes, while recognizing the responsibilities of the Athletes to adhere to and complete.
13. Participate in team training, practice and testing and satisfy all team program testing objectives.
14. Provide Coaches or supervisors with the results of training to enable them to monitor and assess improvement in performance.

Addendum for coaches, officials, volunteers and all other non-playing participants.

15. Regularly seek ways to increase my professional development and self-awareness.
16. In the case of minors, communicate and cooperate with the parent(s) or legal guardian(s), involving them in decisions pertaining to their child's development
17. Ensure that the activity being undertaken by members and participants is suitable to the age, experience, ability and fitness level of the individual and are conducted in a safe environment.
18. Be aware of and respect the pressures that may be placed on all participants as they strive to balance the physical, mental, emotional and spiritual aspects of their life. Conduct practices and participation in competition in a manner so as to allow success in all areas of their lives.
19. Consider the athletes' future health and well-being when making decisions regarding an injured player's ability to continue playing or training.

Signature: _____

Date: _____

- e) Should an amendment to a suspension or the application of a new suspension be required, the participant's Hockey Canada Registry (HCR) record shall be updated accordingly by the discipline task group member or appropriate league discipline administrator.
- f) No decision from a video review shall affect the outcome of the game as played or any game played after the game giving rise to the review and before the release of the decision of the review.

4.05**UPHOLDING OF LOCAL SUSPENSIONS**

BC Hockey members may make application to have a suspension issued by a member league or association upheld by BC Hockey. Applications are to be forwarded to the BC Hockey Chief Executive Officer and Discipline Coordinator and must include the following information in order to be considered:

- a) A formal written letter outlining the request.
- b) Supporting copies of all relevant notices, investigative materials and committee or hearing decisions.

NOTE: All investigative, disciplinary and appeal avenues set out in member Bylaws or Regulations must be exhausted prior to submission to BC Hockey.

Applications meeting the above criteria will be forwarded to the BC Hockey office attention to the Chief Executive Officer for consideration in accordance with BC Hockey Bylaws.

4.06**ALCOHOL, DRUGS, TOBACCO AND ILLEGAL ACTIVITY**

Hockey is a healthy sport where we have a responsibility to the players, participants and the community to demonstrate and encourage healthy choices.

BC Hockey prohibits the use of tobacco, cannabis, alcohol, drugs and banned / restricted substances during BC Hockey sanctioned events as outlined in this policy. BC Hockey is sincere in their duty to uphold the societal law in which members operate regarding illegal activities. For policy regarding performance enhancing products please see section 4.06.06.

Incidents are to be dealt with on an individual basis. Member associations, leagues and teams are required to establish policies and procedures to deal with the consequences of non-compliance by their members.

4.06.1**ALCOHOL, DRUGS AND TOBACCO ARE PROHIBITED**

- a) At the players' bench, in dressing rooms or in public, non-licensed areas.
- b) In buses or cars when traveling to and from a sanctioned event.
- c) By adults in position of responsibility of a minor team.
- d) If used for the purposes of hazing, initiation or when it is forced on another person.
- e) Use of any tobacco, cannabis and smoke-less products (e.g. vaporizers) is prohibited by participants, coaches/leaders during BC Hockey sanctioned events.

Appendix C – BC Hockey Minimum Suspension Guidelines

Update each year with current season Minimum Suspension Guidelines

Appendix D - BC Hockey Social Media Policy

B.05 <i>(Prev. 4.07)</i>	SOCIAL MEDIA POLICY BC Hockey Social Media Policy identifies the standard of behaviour which is expected of all BC Hockey members and participants including but not limited to; players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, team managers, trainers and administrators involved in BC Hockey activities and events. BC Hockey is committed to providing an environment in which all individuals are treated with respect. It is understood that many minor hockey associations, teams and players may have an official web page and / or social media account. Social media accounts can include but are not limited to; Twitter, Facebook, Snapchat, Instagram, blogs, YouTube, etc. Social media is a public domain which may be used to enhance opportunities in life and hockey. The positive use of social media is acceptable and encouraged by BC Hockey. The following items outline the BC Hockey Social Media Guidelines.
B.05.01 <i>(Prev. 4.07.1)</i>	IMAGE a) Content on social media should portray a positive image of the participant, team, association, league or BC Hockey. b) All participants who have or moderate a social media account must conduct themselves in a positive and professional manner that reflects as a healthy influence within their community.
B.05.02 <i>(Prev. 4.07.2)</i>	COMMUNICATION a) Social media may be used to promote hockey events (e.g. practices, games, tournaments etc.) b) Complimentary posts may highlight team play, good sportsmanship, achievements in hockey, school, or the community.
	c) Inappropriate comments, pictures, racial slurs, threats against teammates, officials or opposing teams are prohibited. Social media may not be used to bully, harass, promote negative influences or criminal behaviour. d) It is recommended that all confidential information or personal contact information not be posted. e) Do not disclose personal information of others.
B.05.03 <i>(Prev. 4.07.3)</i>	BEST PRACTICES a) Include images and videos when possible b) Provide shareable, relevant, value-driven content i. Support causes and people of admiration ii. Celebrate team successes c) Remember, it is almost impossible to ever permanently delete a post Should a violation(s) of the outlined guidelines occur they should be reported to BC Hockey and will be subject to an investigation. If a violation is found to have occurred, the participant(s) will be subject to disciplinary action under BC Hockey Bylaws.

Appendix E – Player Evaluation Form

1=POOR
2=BELOW AVERAGE
3=AVERAGE
4=ABOVE AVERAGE
5=OUTSTANDING

PREDATORS EVALUATION

DIVISION
U13/15/18

DATE

BLACK OR WHITE JERSEY		FORWARD SKATING	BACKWARD SKATING	PUCK HANDLING	SHOOTING	PASSING	INTENSITY	KNOWLEDGE	CHECKING	TOTAL
PLAYER	#									
	1									
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
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	26									

EVALUATOR NAME

COMMENTS



Appendix F

NEBC Predators Female Rep Hockey Association Affiliation Request form

I have read and understand the purpose and requirements for player affiliation as outlined below and agree for my child to be affiliated to the NEBC Predators Female Rep Hockey Association.

- Affiliation provides the opportunity for higher divisions or category teams to dress the maximum number of players allowable for a game in accordance with the playing rules.
- Affiliation provides a means of providing for absences resulting from injury or illness.
- Affiliated players first commitment is to their rostered primary team.
- The higher tiered/division team will be affiliated with the lower tiered/division team.
- Association Registrar must receive the affiliation lists from the higher division teams prior to December 10 of the current season.
- A player may play as an affiliate player for a maximum of 10 games (refer to Hockey Canada Regulation F for further clarification).
 - Exhibition, tournament or Championship games which are not part of regular league games or playoff games are excluded from this.
- A team of higher division or category may not use an affiliate player prior to receiving consent of the team with which the affiliated player is primarily rostered (as per Hockey Canada).

Procedure for Using Affiliated Players

The following process for using an Affiliated Player for NEBC Predators Female Rep Hockey Association will be followed:

- The coach of the Predators team will contact the coach of the primary team with his Player Request.
- Affiliated players must play 1 game with their primary team prior to be affiliated.
- Head Coach of Predators team will contact Parent/Guardian for consent for the player affiliation.
- Head Coach/Manager of the Predators team must advise in advance of games/practices. Request/Approval can be standing.
- Division Director for the Predators team will advise executive when players are affiliated from other Predators teams or outside of the Predators association.
- Digital signatures and email approval are acceptable.
 - Email approvals must be forwarded to the Registrar.

Player Information

Full Legal Name:		HCR # (if known):	
Birthdate:		Home Association:	
Primary Team:			

Parent/Guardian Consent

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Parent/Guardian (Print Name)

Parent/Guardian Signature

Date

Coach of Primary Team

--	--	--

Printed Name

Signature

Date

Coach of NEBC Predators Female Team

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Printed Name

Signature

Date

*A copy of this completed form must be forwarded/on file with NEBC Predators Registrar, send copy to

barbb@pris.ca



APPENDIX G: Junior Coach Agreement

A Junior Coach job description involves assisting head coaches and other senior team staff in developing and implementing practice plans, assisting with instructing players through drills and skill development, and providing support to team members during games. The role of junior coach emphasizes positive reinforcement, skill development, and creating a fun, engaging, and positive learning environment. The junior coach is there to be mentored by the head coach and other senior team staff.

Key responsibilities of a Junior Coach include:

- **Assisting with practice planning and execution:** This may involve leading warm-ups, running drills, demonstrating skills, and following the practice plan provided by the head coach.
- **Instructing and guiding young athletes:** Junior coaches help players understand fundamental skills, strategies, and game techniques.
- **Providing positive reinforcement and encouragement:** Creating a supportive and motivating environment for athletes to learn and improve.
- **Managing team equipment:** Ensuring equipment is distributed, collected, and maintained properly (i.e.: practice and game jerseys).
- **Supporting the head coach:** Assisting with various administrative tasks, and other responsibilities as directed by head coach.
- **Representing the club/organization:** Demonstrating professionalism and upholding club values.
- **Developing personal skills:** Junior coaching can provide valuable experience in leadership, communication, and organization.

The head coach is responsible for providing mentorship, duties, tasks and providing feedback to junior coaches.

Junior Coach Name: _____ Signature: _____

Head Coach: _____ Signature: _____

Date: _____

Appendix H: Revision Record

Revision Date:

April 28, 2025

Revised Sections:

Title Page – updated logo to reflect new logo and current revision date.

Added 6.C. – Goaltender Development

Fixed grammar and punctuation through document.

Updated footer with current revision date

Appendix F: Updated Affiliation Form with clarifying language to eliminate common errors when form is completed.

Revision Date:

July 6, 2026

Revised Sections:

6. Team Staff – Added Division Director Roles and Responsibilities

6.G. Discipline Policy and Procedures – clearer language regarding whom the policy applies to.

Revision Date:

September 9, 2026

Revised Sections:

6.H. Added clause to represent Predators commitment to the District of Taylor being our home arena and support local female athletes.

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