

**ST. VITAL VICTORIAS**

**OPERATIONS AND POLICIES MANUAL**

**2022-2023**

September 29, 2022

## **Introduction**

The St. Vital Victorias (“The Vics”) has a long and proud history in the development of St. Vital hockey players, coaches and teams. While several Vics alumni have carved out successful careers in hockey, professional hockey is not the foundation on which the Vics program is built. Our focus is to ensure that the boys and girls who participate in the Vics program develop their hockey skills in an environment that promotes sportsmanship, teamwork, healthy living and respect for self and others. Such a situation can only be created through the active efforts of players, coaches, parents and members of the Vics organization.

This manual includes several policies that govern the operation of Vics teams and the Vics organization more generally. They are intended to set out in clear and transparent terms the expectations and conditions of player, coach and parent participation in the Vics program. They also provide information on more technical/operational issues that are likely to arise throughout the hockey season. These policies will be reviewed regularly and will inevitably change over time (and occasionally through the course of a season). They are not all-encompassing, and numerous situations will arise that are not addressed by these policies. In such instances, the overarching principle will always be to do what is in the best interest of the girls and boys enrolled in Vics hockey.

Registration of a child in the Vics program constitutes acceptance of the principles and policies set out in this manual by the parent and the player. While there is always room for healthy and respectful discussion of the merits of policies and whether they should be amended, eliminated or whether others should be added, they must be adhered to unless otherwise specifically directed by the Vics board through its VP of AA.

## **Governance**

The Vics is an organization created by the St. Vital Minor Hockey Association (SVMHA). The SVMHA, at its AGM, elects the Vice President of AA (VP of AA). The VP of AA is accountable to the SVMHA and is responsible for:

- (a) Oversight of all aspects of the Vics operations;
- (b) Representation of the SVMHA at all Hockey Winnipeg AA Council meetings;
- (c) Preparation and submission of a year-end report at the SVMHA Annual General Meeting;
- (d) Submission of an annual financial statement to the SVMHA;
- (e) Attendance at all Annual and Executive Meetings of the SVMHA.

To properly carry out his/her duties, the VP of AA is authorized to constitute a board to provide advice and direction. The board may, in turn, create subcommittees to address specific operational issues.

In all its decisions and actions, the VP of AA, the board and all its subcommittee members will act in the best interests of the Vics program and its athletes as a whole.

A conflict of interest can arise where an issue or decision impacts explicitly a family member (including hockey participants) of the VP of AA, a board member or a subcommittee member. In such cases, the VP of AA, board member or subcommittee member must make known the existence of a potential conflict and should not take part in discussions or decisions relating to the issue, except as would otherwise be permitted through regular process or channels available to parents of Vics participants.

The VP of AA is currently Ryan Haney and the board members are the following:

Assistant Vice President/Treasurer - Renae Dnes  
Equipment/Apparel - Kristen Tomsic/Stef Byron  
Player/Coach Development – Trevor Hodnett  
VP Female Hockey – Bryn Saunders  
Ice Allocation – Kevin Robbins  
Hockey Camps - Chris Morand  
Vics Day/Banquet – Jody Lafleche/Renae Dnes  
Vics Secretary – Jody Lafleche

Members at Large

Derek Vandendriessche

## **Coaching staff**

The Vics endeavor to identify, select and retain the best available coaches for its teams. Coaches are selected by the VP of AA, in conjunction with the Vics Player/Coach Development Committee. Coaches are selected based on the level of experience and formal training. In choosing coaches and the specific teams to which they will be assigned, consideration is given to the interests of the coaches, but also to the particular needs of the Vics program overall.

While the Vics organization (and most other AA hockey programs) views it as preferable that parents do not coach their own children, there are occasions where the best available coach is a parent. In those cases, the VP of AA will take reasonable measures to lessen the potential conflicts of interest, which may include the use of independent evaluators to oversee the team selection process.

Vics coaches receive an honorarium to be determined on an annual basis by the Vics board and which is included in the registration fee. The honorarium is intended to recognize the commitment of the coaches to the success of the Vics program. For the 2022/23 season, the honorarium is \$3000 per coaching staff. (ie. Head coach and assistants). Each new coach is entitled to a track suit and either a lined jacket or peacoat.

In subsequent years, returning coaching staffs will receive an additional \$250 per returning coach. In year three and beyond, each coach will receive a refresh of either a tracksuit, lined jacket or peacoat or another item agreed upon with the VP of AA.

Coaches will also be reimbursed for the following expenses incurred because of team travel to and from tournaments (and the Female Bantam Showcases):

- Hotel rooms (at the same hotel used by the team) with two coaches per room and a maximum of 2 rooms per tournament.
- Vehicle mileage at the rate of \$0.60 per km, with two coaches per vehicle and a maximum of two vehicles. Vehicle mileage does not apply to instances where the team is travelling by bus.
- Meals at the rate of \$55 per day (including travel days) per coach (payable in U.S. currency where the tournament is in the U.S.) to a maximum of four coaches.

## **Team selection**

Coaches of each team are responsible for selecting their teams through a try-out process. The scheduling of try-outs for teams will be determined by the VP of AA in collaboration with the coaches.

In assigning positions to individual players, coaches will consider player preferences, but will ultimately make the final decision regarding the team's overall needs to be successful. Similarly, the assignment of positions is subject to change at any time throughout the year.

## **Playing Time**

The Vics program's first and foremost objective is the development of hockey skills and a long-term enjoyment of hockey. This goal cannot be accomplished through anything other than through the allocation of fair playing time. Fair play time is different than equal playing time. Playing time decisions will be based on the following factors: attendance during practices, attitude, injuries, and team composition and needs. Playing time will be at the coach's discretion and this decision should not be delegated to the players or parents. Different game situations can cause an out of balance for this, such as penalties and power plays. Please keep this in mind when determining if your child is not receiving fair play time at the AA level.

## **Team Organization and Communication**

Prior to final player selection, a meeting will be convened involving parents, coaches and the VP of AA and/or a board member. The purpose of the meeting is to generally review time and cost commitment to participation in the Vics program and answer any questions that parents may have.

After the team selection process has been completed, each team will have a parents' meeting at which parents will be selected to fulfill the following duties:

- a) Team Manager
- b) Team Treasurer
- c) Team fundraising coordinator
- d) Social coordinator including two representatives for the Vics Social Committee
- e) Parent Liaison

**Team Manager:** The team manager will generally oversee non-coaching technical/organizational issues that arise throughout the season, including:

- Coordinate washing/transportation of jerseys.
- In conjunction with the coaches, acquire practice ice (other than what is allocated by the Vics) as required.
- Attend to reservation and coordination of team transportation to games (as needed) and team transportation/accommodations for tournaments.
- Obtain a supply of game sheets for home games and complete game sheets for all games and send in-game sheets for statistical purposes to Hockey Winnipeg.
- Ensure that any player ejected from a game is escorted directly to the dressing room.
- Inform parents of practice times and game times and of any changes in a timely fashion using **TeamSnap**.
- Ensure that each coaches and players have digitally signed appendices A and B and Parents digitally signed appendix C. The links to the forms will be sent out by a member of the Vics Executive Committee.

**Team Treasurer:** The team treasurer will generally oversee all issues pertaining to the team's finances that are not otherwise directly managed by the Vics, including:

- In collaboration with the coaches and the Team Manager, prepare a budget for presentation to the parents no later than 2 weeks following the first team meeting, with copies sent to the VP of AA and to the Vics Treasurer. The budget should include a description of individual expense items and identify the required payment amounts due by parents and the dates on which such payments will be due.
- Collect payments following the budget and payment schedule.
- On December 31<sup>st</sup> and April 30<sup>th</sup>, provide financial statements to all parents with a copy to the Assistant Vice President/Treasurer.

**Team Fundraising Coordinator:** The team fundraising coordinator will, after discussion with the parents, identify team fundraising opportunities. See the Vics website for the full guidelines and application form.

**Social Coordinator:** The foremost objective of participation in the Vics program is to ensure a positive and fun-filled season for players, parents, and coaches. Social activities offer team-building opportunities for players and allow parents and coaches to better

know each other. The social coordinator will identify and organize team activities that meet these objectives.

The Social Coordinator and one other volunteer are required to coordinate and help at the Vics Hockey Social.

**Parent Liaison:** The Parent Liaison is the sole spokesperson in communications between parents and Coaches or between Parents and the VP of AA/board. More specifically, the Parent Liaison's responsibilities include:

- communicating team information to the VP of AA and/or board.
- communicating Vics information to parents.
- mediating (discreetly and privately) issues that arise between parents and coaches.
- Immediately communicating to the VP of AA any serious or unresolved issues that have arisen with the team.

The Parent Liaison is not the team's manager or treasurer. Unless otherwise agreed upon, those duties are to be assumed by other parents as specified above.

Where parents have a serious question or concern with respect to the team management or coaching, they must discuss them first with the Parent Liaison in private. Parents are strongly encouraged to wait 24 hours before having such a discussion to allow better perspective and less emotion. The Parent Liaison will then relay the concern as required with the view to properly resolving the issue. At the Parent Liaison's discretion, a private meeting may be convened between the parent, coach and Parent Liaison to discuss the issue privately and respectfully. If the matter cannot be resolved in this fashion, the Parent Liaison will contact the VP of AA and provide details of the issue for further action.

Parent meetings (with or without coaches) to discuss team issues or coaching concerns should not be held without the prior approval of the Parent Liaison and only if the VP of AA has been advised of such a meeting and the VP of AA and/or a Vics board member is in attendance.

### **Team Decisions**

Throughout the year, decisions will need to be made with respect to team issues or initiatives. Such decisions should be made based on general consensus of the parents (with the exception of travel and tournaments – see below). However, where there is no consensus, then the matter should be put to a parent vote (one vote per player) with the majority determining the issue. A tie is a defeat. Where a team decision has been made

it will apply to all players/parents and there will be no option to “opt out” of participation or the payment of related expenses.

## **Team Travel and Tournaments**

Tournaments: Participation in Tournaments provide a unique opportunity for teams to bond, face new teams, and provide ample playing time to better develop the team. To ensure that each team participates in at least one out-of-town tournament, each team will have been entered by the Vics into one tournament. The details of the tournament will be provided to parents at the first parents’ meeting.

Individual teams may wish to participate in other tournaments during the year. In such cases, the coaches and manager will identify such proposed tournaments (to be pre-approved by the VP of AA). Where the tournament is held at a location that is more than 200 km from Winnipeg, the decision to participate will be put to a parent vote (one vote per player). The vote should be by secret ballot with participation to be determined if approximately 80% (15/18, 14/17, or 13/16) of the votes are in favor of participation with abstentions counting as “no”. Where a team decision has been made, it will apply to all players/parents and there will be no option to “opt out” of participation or the payment of related expenses.

Travel: Travel to locations further than 100 km must be by team bus (Brandon not Portage), unless otherwise agreed by the Vics board. *Please note that these circumstances will be individually reviewed based on the situation of the pandemic and what is best regarding the safety of the players.*

Exception: Female Bantam Showcases – individual travel allowed

Cost of Tournaments and Travel: The cost of tournaments (including coach expenses) and bus transportation will be paid by all players, regardless of whether the player has participated in the game or tournament.

## **Uniform/Dress Code**

All players are required to wear black hockey pants, a black helmet and black/red gloves.

### *Game Dress Code*

Male: Vics jacket or Vics track jacket, dress shirt, tie (recommended), dress pants, and dress shoes.

Female: Vics jacket or Vics track jacket, dress shirt, dress pants, and dress closed toe shoes. Black tights are acceptable however they cannot be sweats or joggers.



## **Jersey Process and Guidelines**

- All players must have both a white Vics jersey and a black Vics jersey.
- A new jersey is not required unless the player has outgrown his/her jersey, or it is in poor condition.
- Both white and black jerseys will be available for purchase online during apparel day.

## **Jersey Number Selection**

Once Vics teams are finalized, players go through a number selection process which is typically done at Apparel Day. By way of a randomized list, players will be called upon to meet with the Vics apparel team to verify their existing number or choose a new number. If an Apparel Day cannot be held, the coaching staff will assist in working with the players on number selection.

The Vics apparel team maintains a master list of player jersey numbers. When working with players on number selection, it is highly recommended that they do not choose a number that has been taken by another player that is two years older or two years younger. This is in attempt to avoid duplicate numbers when the players hit the U18 level. If a player chooses a number already taken, they are advised that they do not have first right to the number and may need to select a new number and purchase new jerseys in subsequent years.

If the number the player chooses has not been taken by anyone two years older or younger, that player is entitled to keep the number if he/she remains with the Vics organization. When a player leaves for any reason, his or her number is released and if that player returns to the Vics another year, they may need to select a new number.

## **Apparel Day**

Please see the Vics website for current dates.

## **Dressing Room Protocol** *(SR-8 Team Conduct as per Hockey Winnipeg)*

The head coach of each team is responsible for ensuring that two adults are present in the team dressing room whenever one or more players are in the dressing room (before and after each game and practice). Scheduling will be done via TeamSnap.

At least one of these adults should be the same gender(s) as the team players. For female teams, at least one female coach should be in the room.

These parents should be at the rink 1hr before games and 45min before practices. Parents must stay until all the players have exited the dressing rooms. Given the time commitment required for parents to monitor the dressing rooms, players must make reasonable efforts to change and exit the dressing room. Where the same player(s) is/are regularly tardy in exiting the dressing rooms, the parents of such player(s) will be assigned to dressing room monitoring duties until the situation has been resolved.

\*\*\*\*\*UPDATED (2019-20)\*\*\*\*\*

1. As per past practice parents monitor the dressing room however they are in the room not standing outside with the door closed.
2. Teams must ensure TeamSnap (under Assignments) is updated with who has been assigned to the dressing and updated if any changes need to be made. Parents are responsible for ensuring that the directive is complied with and any parent who fails to follow the guideline will be subject to discipline, which could include having the player's registration revoked. This is a Hockey Winnipeg rule, not a Vics policy; it's the responsibility of the assigned parent to report for duty or find a suitable replacement.
3. Parents are made aware that kids cannot go into the dressing room without two parents or two coaches or any combination before games or practices.
4. As the coaches arrive, they can relieve the parents, but replacement is one for one.

The Coaches will outline team dressing room expectations.

## **Electronics Policy/Social Media**

Any electronic devices with camera capabilities are NOT PERMITTED for use in the dressing rooms under any circumstances. Violators will be subject to suspension of participation privileges and/or further sanctions according to the Hockey Winnipeg Social Media Policy ([www.hockeywinnipeg.ca](http://www.hockeywinnipeg.ca) under RESOURCES)

## **Alcohol/tobacco/drugs**

The use or consumption of alcohol, tobacco products (including chewing tobacco), vaping, cannabis, illicit and/or non-prescription drugs by Vics players at or prior to any team event, practice or game is strictly prohibited and will result in discipline up to and including ejection from the team.

## **Injuries, illness and return to play (including concussions)**

The treatment of injuries and illness, including decisions on a player's fitness to return to play must be treated very seriously. In all instances, such decisions must be made with the player's health being the most important factor to be considered and, when in doubt, decisions must err on delaying a player's return to play rather than jeopardizing his/her health.

In the case of less serious injuries (i.e. minor sprains or strains) or non-injury illness (including colds and flu, etc.), the decision on a player's fitness to return to play will be made by the coach, after consultation with the player's parents. A player should not return to play where the illness is contagious, and the health of other players is at risk.

In the case of a serious injuries (including major sprains, sprains or fractures), a player will only be allowed to return to play following written confirmation by a physician of the player's fitness to return to play.

The treatment of concussions, including return to play following a concussion, will be in accordance with the Hockey Canada/Parachute Concussion Protocol ([http://www.hockeyeasternontario.ca/docs/Concussion\\_Card.pdf](http://www.hockeyeasternontario.ca/docs/Concussion_Card.pdf)) and its 6-step Return to Play.

## **Team Pictures**

Team pictures are organized by the Vics board. Teams will be notified once the league schedule is released of the date and times.

## **Vics Banquet**

All players will be provided with two banquet tickets. Additional tickets will be made available for purchase.

## **Code of Conduct**

### **General conduct**

The Vics are committed to ensuring that its players, parents and coaches conduct themselves in an exemplary fashion. While the sections below set out specific elements of expected conduct, they do not constitute an exhaustive list. As a rule, behavior that would not be acceptable outside the hockey rink will not be tolerated in any aspect of the Vics program and will be addressed by the Director and/or the board.

### **Coaches:**

- Coaches will respect players, parents, opponents, officials and program administrators. Coaches will never ridicule, embarrass, demean or abuse any player, parent, spectator, official or opponent.
- The coaching staff alone is responsible for the selection of their team (except for parent coaches). Under no circumstances shall Coaches permit anyone else, whether associated with the Vics program, with the SVMHA or otherwise, to improperly or unduly influence the team selection process.
- Coaches will prepare skill-appropriate practices that are instructive, fun and challenging.
- Coaches will ensure the safety of the players at the arena, on the ice and in the dressing rooms by ensuring adult supervision before, during and after all games.
- Where issues are brought to the Coaches' attention, such issues will be promptly addressed in a respectful fashion.
- Coaches will sign and be bound by the Coaches' Code of Conduct, a copy of which is found at Appendix A.

**Players:**

- Vics players will respect their teammates, Coaches, game officials, opponents, parents and facilities and conduct themselves as responsible young men and women.
- All players will have the required equipment (with appropriate team colours) and will wear such equipment at all practices and games.
- Players will be dressed in their equipment prior to games or practices within the times determined by the Coaches and will exit the dressing rooms after games or practices in a timely manner.
- Players will contact their Coaches with as much notice as possible if they are unable to attend games/practices.
- Players will not use any means, social media or otherwise, to demean fellow players or opponents.
- Players will review with their coach and be bound by the Players' Code of Conduct, a copy of which is found at Appendix B.

**Parents:**

- Parents will respect the Coaches, players, opponents, officials and program administrators. Parents will never ridicule, embarrass, demean or abuse any player, spectator, official or opponent.
- Parents must respect and support the Coaches, including in the team selection and position assignments.
- Parents must remember that their child plays for his or her enjoyment, not theirs.
- Parents should applaud good play/performance by both their child's team and opponents.
- Parents must show respect for the opposing team. In no instance should parents initiate, engage in or continue any dispute with the opposing team's parents, spectators or coaches. In the event of such a dispute, Vics parents should "take the high road" and remove themselves from the adversarial situation.
- Each parent is expected to contribute and participate equally in any team initiative or activity that the team's parents have previously discussed and agreed to pursue.
- Above all else, parents must have realistic expectations and put enjoyment of hockey as the main focus of their child's participation in the Vics program.

- Parents will electronically sign when paying season fees and be bound by the Parents' Code of Conduct, a copy of which is found in Appendix C.

## APPENDIX A

### 2022/23 CODE OF CONDUCT – VICS COACH

We hereby pledge to provide a positive, fun and skill development-based environment for all players participating in the 2022/23 VICS AA Program by following this Code of Conduct:

- We will respect players, parents, opponents, officials and program administrators. We will never ridicule, embarrass, demean or abuse any player, parent, spectator, official or opponent.
- We alone are responsible for the selection of our team. Under no circumstances shall we permit anyone else, whether associated with the Vics Program, the St. Vital Minor Hockey Association otherwise, to improperly or unduly influence the team selection process.
- We will prepare skill appropriate practices that are instructive, fun and challenging.
- We will determine player positions.
- We will ensure all players experience equal opportunity to participate, except for disciplinary purposes.
- We will encourage players to rise to their potential through positive reinforcement, attention to individual needs and constructive feedback.
- We will ensure the safety of the players at the arena, on the ice and in the dressing rooms by ensuring adult supervision before, during and after all games. As per Hockey Winnipeg regulations, two adults will be present in the team dressing room whenever one or more players are in the dressing room.
- We will respectfully address issues and concerns presented to us within 72 hours of receipt.
- When scheduling games and practices we will remember that players have other interests and obligations.
- We will teach players to play fairly and to respect the rules of the game, their opponents, game officials and parents.
- We will ensure that all players get equal instruction and support.
- We will encourage good sportsmanship from all fellow coaches, players, game officials, and parents at every game and practice.
- We will encourage parents to be actively involved in the administrative duties of the 2021/22 Vics team through the promotion of volunteer opportunities.
- We will remember that players play to have fun and must be encouraged to have confidence in themselves.
- We will constantly strive to promote and maintain a positive team environment.
- We will lead by example and remember that participants need a coach(es) they can respect.
- We will be generous with praise, recognize good effort, and offer constructive criticism.
- We will work in cooperation with officials for the benefit of the game.

## APPENDIX B

### 2022/23 CODE OF CONDUCT – VICS PLAYER

I hereby pledge to participate with a positive attitude and be responsible for my participation with the 2022/23 AA Program by following this Code of Conduct:

- I will respect teammates, coaches, game officials, opponents, parents and facilities and will conduct myself as a responsible individual.
- I will, in conjunction with my teammates and coaches, establish personal and team goals.
- I will have the required equipment.
- I will be dressed in my equipment prior to participating in practices and games at a time determined by the coaching staff and will change/exit the dressing rooms after games or practices in a timely manner.
- I will contact my coaches if I am unable to attend games/practices and advise them with as much notice as possible. I understand that failure to comply and the consequences are outlined in the team rules.
- I understand that players will be assigned positions and linemates by the coaches.
- I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice.
- I will dedicate myself to develop good sportsmanship, teamwork and discipline on and off the ice.
- I will respect the game of hockey and its rules and will do my very best to play within those rules at all times.
- I understand that there are team rules and will do my very best to abide by those rules.
- I will refrain from using profanity or negative gestures to my fellow teammates, coaches, opponents, game officials and parents.
- I will do my very best to listen and learn from coaches.
- I will work hard and give full effort during practices and at games.
- I will treat teammates, coaches, officials and fans with respect regardless of race, sex, creed, or ability and will expect to be treated accordingly.
- I will encourage my parents to be involved with the team in some capacity because it is important to all the players.
- I will remember that playing on a 2022/23 Vics AA team is an opportunity to learn and have fun.



## APPENDIX C

### 2022/23 CODE OF CONDUCT – VICS PARENT

We hereby pledge to provide positive support, care and encouragement for my / our child participating in the 2022/23 Vics AA Program by following this Code of Conduct:

- I / We will respect the coaches, players, opponents, officials and program administrators.
- I / We will never ridicule, embarrass, demean or abuse any player, spectator, official or opponent.
- I / We must respect and support the player/team selection by the coaching staffs of the Vics AA Hockey Program.
- I / We must remember that my / our child plays for his or her own enjoyment.
- I / We will remember that children learn best by example. I / We will applaud good play/performance by both my / our child's team and their opponents.
- I / We will show respect for the opposing team because without them there would be no game or competition.
- I / We should not have unrealistic expectations. I / We need to remember that child athletes are not miniature professionals and cannot be judged by professional standards.
- I / We will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game or practice.
- I / We will place the emotional and physical well-being of my / our child ahead of any personal desire to win.
- I / We will insist that my / our child play in a safe and healthy environment.
- I / We will provide positive support for coaches and officials working with my / our child to provide a positive, enjoyable experience for all.
- I / We understand that coaches are volunteers and are out there for the kids.
- I / We will support the team rules and regulations that will be set forth by the coaches at the beginning of the season.
- I/We will support the coaches in their development activities. I/We will not engage in organized coaching or hockey development activities (for my/our child or a group of my/our child's team) that may contradict the focus, direction, or goals set out for the Vics team by the coaching staff.
- I / We will insist that the team abide by the rules set forth by Hockey Canada, the VICS AA Program, and Tournament Organizing Committees.
- I / We will do our very best to make the VICS AA Program fun for each child.
- I / We will ask my / our child to treat other players, coaches, fans, and officials with respect, regardless of race, sex, creed, or ability.
- I / We promise to help the players enjoy the VICS AA experience; volunteering where needed, being a respectful fan, providing transportation, or whatever we are capable of doing.

## Appendix D

Fundraising guidelines are available as a separate document on the Vics website.