



PLAYER/PARENT POLICY MANUAL



PCHA

PACIFIC COAST HOCKEY ACADEMY 207-1097 Langford Parkway

Objective:

The intent of this player/parent policy manual is to outline information and provide assistance for parents and players of Pacific Coast Hockey Academy (PCHA)

Mission Statement:

"Nurturing today's student-athlete for tomorrow's world"

Academics:

- **Curriculum/Credits:** Students enrolled at PCHA will receive academic course credit to fulfill all elective requirements. All students will follow a curriculum guideline to achieve academic and athletic success.
- **Academic Standards:** All student's grades, effort and work habits are reviewed by teachers and coaching staff, and are directly related to a player's hockey participation.
- **Education Plan of Action:** PCHA Students who fail to maintain satisfactory grades or effort will be required to follow the below Education Plan of Action or risk facing academic probation.
 1. Upon learning that the student has failed to achieve the minimum cumulative average, or who is significantly behind on assignments and is not meeting expectations, will result in a meeting between the player and PCHA/Qelensen A,Len Secondary School staff to discuss academic progress. Communication will be sent to the student's parent/guardian outlining their son's education plan of action.
 2. The student will be required to meet with teacher(s) to discuss their academic progress and possible solutions (i.e. completion of missed assignments, extra credit, re-writes etc...). PCHA staff will be advised of the resulting plan of action.

If required:

3. The student may then be required to attend **mandatory** tutorial at the Academy every day or for pre-determined period until the student has completed their assignment(s) or demonstrated sufficient efforts to raise his average.

*******Academic performance and code of conduct: SD62 teachers and administrators have the final say with regards to students on and off-ice participation/training, and travel to games or tournaments.*******

General Rules (in alphabetic order):

- **Absentees/Tardiness** – Players are expected to be dressed and ready for practice or dryland at least 5 minutes before scheduled start time.
 - All practices and training (in-season) are mandatory. PCHA and Qelensen A,Len Secondary School staff take daily attendance. An unexcused absence could result in an email to the player's parent/guardian and billet parents.
 - In the event a player is unable to attend Academy (i.e. due to sickness, injury, travel etc...) a player must inform the coaching staff and Qelensen A,Len Secondary School in advance.
- **Athletic Therapy** – During the rigors of the academy season, players require athletic therapy to keep them in top playing form. To this end, all appointments must be made by the player or parents directly and paid via credit card. PCHA is not responsible for paying or booking any Athletic Therapist Appointments etc.
- **Billet Home Life** – All billeted players are to respect the meal times established by their billet family and be present and on time.
 - Players should inform their billet families if they will not be home or on time for dinner.
 - The expectation is that players are to help out the billet family in the kitchen by helping with meal prep or meal clean up.
 - Players are to adhere to and respect all team and household curfews.
 - Players are not allowed to sleepover at another player's/billet's unless given permission by one of their coaches.

**More responsibilities and expectations are detailed on the billet agreement form.*

- **Curfew** - Sunday to Thursday – 10pm at home. 10:30pm lights out*
 Friday and Saturdays – 11pm at home. 11:30pm lights out*
 Night before game day – 9:30pm at home: 10:00pm lights out
***Curfew is one hour earlier for the U15 players**
 - Permission for any exceptions (i.e. a pre-planned activity) may be obtained by parents/billets AND coach.
 - Curfews are to be followed by both billeted and non-billeted players.
 - Curfews may change depending on game and showcase schedules.
 - Academy staff may make curfew calls any night of the week.

- **Driving** – If parents wish their child to drive while attending PCHA they will have to sign a liability consent form.
 - All students who drive must abide by British Columbia laws regardless of laws or regulations in player's home province, state or county.
 - BC Drivers **are not allowed more than one passenger at a time**, unless accompanied by a parent/guardian.
 - Drivers are not permitted to transport other Academy students without obtaining prior written permission of both parents and team staff (Consent form/waiver)
- **Drugs, Alcohol and Tobacco** – PCHA has a zero-tolerance policy on the illegal procession and or use of any tobacco products (including cigarettes, chewing tobacco, snuff and **vaping**), alcohol and illegal or performance enhancing drugs.
- **Electronics** – It is our expectation that all technology and electronics, including phones, tv, video games, computers, tablets etc.. are turned off at curfew time to insure a good night's rest. * *Receiving texts or Snaps at 2am is unacceptable!*
- **Finances** - A player's full registration fee will guarantee a position on a team's roster for the complete season.
 - Players paying their player fee in installments may be suspended from all games and practices if payment has not been made within Seven (7) days of the payment due date. Such suspension shall remain in effect until payment has been received.
 - Refunds - refunds will only be considered if a replacement player is found to fill the vacant roster spot, and under the following conditions:
 - a) **Players Release Due to Health:** In the case where a player has encountered catastrophic health issues that restrict participation and force him to withdraw, the player may apply for a refund in part of his tuition fees.
 - b) Should a player be released in order to sign with a Sanctioned Junior A team or Major Junior team mid-season, the player may apply for a refund, in part, of registration fees.

Player Releases:

1. ***There shall be no refunds for any player who has been released for disciplinary reasons.***
2. **Players Voluntary Release:** Should a player choose to be released from the team, or wish to withdraw from the PCHA before the end of the academic year, they must submit a letter to the coach and/or director stating the reason, and effective date of withdrawal. Withdrawals will be effective upon the official date of receipt, or at a later date, if specified by the student/family in writing.
3. Should your child leave the program at any time before completion, it is understood and agreed that all payments are still due and owing and registration fees will not be refunded by PCHA – as per LOC.
4. **Player Suspensions:** Should a player be suspended by PCHA, or by the CSSHL relative to BC Hockey / Hockey Canada Regulations, the registration fee will not be refunded.
5. **Player Equipment:** Player equipment provided by the Academy is the property of PCHA. In the event a player has been permanently suspended or released, the equipment provided must be returned to the team. After the season, all players in good standing shall receive the equipment provided by PCHA. Game jerseys are property of PCHA and are to be returned at the end of the season.

**Any missing or damaged equipment/uniforms will be billed to the family.*

6. All player refunds will be at the discretion of the PCHA Director and Business Manager.
7. **All tuition is to be paid in full before a player will be released from the HCR.** Should there be an outstanding debt to PCHA, the player will be ineligible to register or participate with another hockey club until these outstanding fees are paid.

- **Game Day** – Players are to arrive at home games a minimum of 90 minutes prior to game time (unless otherwise told by Coach).
 - Dress code for all games will be dress shirt (collared) and tie or polo, dress pants/khakis, dress shoes and socks.
 - **ABSOLUTELY NO HATS ALLOWED.**
 - Each player's general appearance must be neat (i.e. Hair must be cut, styled, and off the face).
 - After games players will take part in team debriefing, and cool down exercises that may last up to 30 mins.
 - When packing for a road trip, players are responsible for all their own equipment and team uniform. It is a player's responsibility to remember to pick up any skates from the skate shop during their business hours prior to any road trip.
 - During all dryland activities and or off ice warmups players are required to wear team apparel.
 - Only PCHA team apparel is to be worn.
 - Players must shower after all practices and games.

- **Locker room** - The locker room(s) or Sea-Can's will be opened by staff during the week in the mornings and doors will be locked at end of Academy. **No one is to enter the locker room without permission after this time – so plan ahead!**
 - Only academy players and staff are allowed access. No exceptions.
 - There is to be no cellphone usage in the locker room. All phones are to be placed in the phone bag upon arrival.
 - Players are not to "hang out" in locker rooms or Sea-Cans between classes.
 - Having your own locker room is a privileged and not a right. The locker room is to be always respected and kept clean. This privilege can be revoked at any time.
 - Players are to respect each other's personal space and belongings and are not to 'borrow' from one another's stalls without permission (ex. Equipment, apparel, tape, shoes etc.)
 - If players require skate sharpening or to take their gear home, arrangements will have to be made before 12pm
 - **Any and all hockey gear or personal belongings left in the locker room are left at your own risk, and PCHA is not responsible for any lost, damaged or stolen items.**

- **Parent Protocol and Guidelines** – PCHA understands and respects the tremendous sacrifice parents have made by enrolling their son at the Academy. The purpose of this policy is to ensure that players have a positive experience and to provide a positive and productive conduit for parents to express concerns without inhibiting a coach from fulfilling his coaching responsibilities.
- **Coach contact** – Parents can contact a coach regarding a personal issue involving their son. PCHA staff will make themselves available to discuss any such issues. However, we ask this contact to be limited to weekdays during academy (8am – 8pm) unless an emergency.
 - Please do not contact team staff during a showcase/competition weekend (unless it is an emergency).
 - A player's ice time, or lack thereof does not constitute an emergency.
 - Parents that have a concern must adhere to the 24-hour rule prior to communicating their complaint.
 - Please allow coaches or staff at least 24 hours to return any phone calls or emails.
 - Please remember to approach issues with tact and sensitivity, understanding the demands facing team staff on a daily basis.
 - We ask that any in person meetings be arranged during academy hours.
 - **Inappropriate Behaviour** – Inappropriate behaviour from parents directed to any coach, teacher, player, staff, official will not be tolerated and may even result in the removal of the parent's son from the academy.
- **Permission to Travel** - Players who wish to return home or travel outside of Academy hours during the season must inform their coach or billet coordinator.
- **Pornography** – Possession and or involvement of pornographic material, including all cellphones, magazines, electronics and the internet is absolutely prohibited.

- **Social Media Policy** – PCHA will take disciplinary action upon any student who abuses social media sites. Below are examples of inappropriate usage.
 - Posting pictures/video/text of themselves or others engaging/celebrating in illegal underage drinking, smoking, tobacco use, illegal drug use etc.
 - Posting pictures/video/text of themselves or others in sexually suggestive poses that may or may not include nudity.
 - Posting pornographic images/videos or links to pornographic material
 - Posting pictures/video/text that contain abusive, threatening or demeaning language targeted at another person. These are considered a form of cyberbullying. (includes fake or satirical profiles/accounts)
 - Posting pictures/video/text that is laced with profanity, comments that are racist, prejudicial or demeaning of other people based on ethnicity, culture, gender etc.
 - Posting pictures/video/text that purposely targets others in a negative way (i.e. Academy, school, coaches, teachers, teammates, students, opposing teams, officials etc...)
- **Team Travel** – Players are a direct representation of the Academy and are expected to conduct themselves respectfully and professionally at all times in public (On the ferry, in the hotels etc.) Things like foul language, misogynistic talk/behaviour, horse play etc. are not tolerated.
 - Players may be asked to hand in their cell phones/electronic devices while on the road as not to be a distraction. Players will receive access to their devices periodically throughout the trip during down time hours and at the discretion of the coaching staff.
 - All players are expected to be on time and are responsible for their own wakeup calls/alarms.
 - Injured players may not travel with their team if they will miss a significant amount of school to do so; exceptions can be made for special events or tournaments at Coaches/Manager of Hockey Operations discretion.

****Favouriting, liking, sharing, retweeting etc. will be considered as posts.***

Discipline

As part of your 24hr commitment to PCHA – PCHA rules may override the rules of your household...

There will be a three-step process followed for infractions. Below is the three-step process:

1. ***Verbal warning and or incident written up***
2. ***Incident written up and disciplinary actions taken***
3. ***Incident written up, suspension and possible expulsion/removal from academy.***

PCHA staff will deal with each incident fairly and efficiently. Each incident will be documented and followed up by the players' coach, Manager of Hockey Operations or Director. Parents will be made aware of any violations of the rules and code of conduct by their players.

*(*One or two steps of the Three-Steps process may take effect during the same incident depending on the severity of the violation).*

Examples:

Level 1 Infraction: Verbal Warning

- Lack of effort on and off the ice
- Lack of effort academically
- Unkept personal hygiene and appearance
- Tardiness for any team scheduled event
- Missing gear on the ice. I.e.: neck guard, or skates left in skate shop.
- Dress code violations:
 - o Wearing non PCHA clothing to team/academy events or training
 - o Wearing a hat at PCHA event or road trip

Any player involved in a level 1 infraction will be given a verbal warning by his coach or the Director. Any player involved with a 2nd level 1 infraction may be given a written warning and parents contacted, and possible practice and or game suspensions. If there is a 3rd level 1 infraction the player may be suspended from the program – this suspension may be game or trip suspension and possibly will be served at home.

Level 2 Infraction: Academy/Game suspension

- Skipping School
- Below Standard academic levels
- Unexcused absences from team events (including on and off ice training and practices)
 - o Permission must be obtained prior to missing any event
- Dishonesty or lying
- Disrespectful behaviour on and off the ice, at school or in the billet home.
- Late or missed curfew – expect and accept all curfew calls from coaches/billet coordinator
- Sleep overs without permission.
 - o Permission must be obtained from both billet/parent(s) and coach.
- Being a passenger in a car with a driver under the age of 19 years of age without prior written permission from both parents, and a signed waiver.
- Being a passenger in a vehicle with an “N” driver where there is more than one passenger
- As a driver, allowing more than the legal one passenger and or, having a passenger without prior written permission from both parents, and a signed waiver.
- Failure to wear seatbelt in a vehicle

Any player involved in a level 2 infraction may be given a written warning and parents contacted, and possible practice and or game suspensions. If there is a 2nd level 2 infraction the player may be suspended from the program. This suspension may be game or trip suspension and possibly will be served at home.

Level 3 Infraction: Immediate Suspension (games/trip suspension, possibly sent home)

- Possession and or use of any tobacco/nicotine products- including cigarettes, chewing tobacco, snuff and vaporizers etc.)
- Possession and or use of alcohol.
- Insubordination to coach, school, billet family, teammates.
- Fighting off the ice.
- Bullying and or, hazing
- Posing for inappropriate pictures
- Using technology to post inappropriate pictures, language, videos etc.
- Property damage/vandalism.
- Shoplifting/Theft

Any player involved in a level 3 infraction may receive immediate academy/game suspension and parents contacted. If there is a 2nd level 3 infraction the player may be suspended indefinitely from the program, and possibly sent home.

Level 4 Infraction: Grounds for Immediate Dismissal

- Possession or use of illegal substances (drugs), and or, performance enhancing drugs
- Possession of illegal weapons
- Uttering threats or conveying a threat to cause bodily harm
- Physical injury to another person off the ice or intentionally on the ice
- Involvement in any illegal activity including violence and theft
- Sexual misconduct
- Possession and or involvement or distribution of pornography including cell phones, magazines and the internet.

Any player involved in a level 4 infraction may be immediately removed from the program and sent home. This suspension may result in the permanent removal of your son from the program.

****Additionally, any player accused or implicated in any criminal acts may be suspended pending police investigation.***

PCHA - Abuse, Bullying and Harassment Protection and Prevention Policy

1. Objective:

Pacific Coast Hockey Academy (PCHA) is committed to keeping its athletes, coaches, officials, employees, contractors, volunteers, members and their parents and guardians safe and providing an athletic and academic environment which promotes equal opportunities and prohibits discriminatory practices.

2. Prohibited Conduct:

2.1 Abuse

- (a) Abuse means the verbal or physical mistreatment of another person. Abuse includes, but is not limited to, the following types of behaviour:

Emotional abuse: means repeated or severe attacks on another person's self-esteem through use of language, gestures or other behaviour that is degrading, isolating, humiliating, terrorizing, rejecting or corrupting. Emotional abuse includes, but is not limited to, name-calling, threatening, ridiculing, berating, intimidating, isolating or hazing. This can be done in person or through technology. Emotional abuse of children includes behaviour which ignores the child's need for basic emotional care.

Physical abuse: means physically injuring or threatening to injure another person, making another person fear for his or her safety or deliberately creating a significant risk of physical harm to the other person. Physical abuse includes, but is not limited to, slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or using excessive exercise as a form of punishment.

Child neglect: means failing to provide attention to the basic necessities of life to a child such as clothing, shelter, food, medical care and adequate rest. Child neglect also includes the failure to provide the minimum care or supervision resulting in a risk of serious harm to a child. Examples of child neglect in the game of hockey include failure to adequately treat injuries, forcing and encouraging players to play with injuries, use of inadequate or unsafe equipment, or forcing mandatory attendance on road trips that are not properly supervised.

Sexual abuse: means using another person for one's own sexual stimulation or gratification. Sexual abuse includes any direct or indirect, physical or emotional, unwelcome sexual conduct or behaviour, including exploitation, language, gestures or advances.

- (b) Abuse in any form can lead to criminal liability under applicable human rights legislation and the Criminal Code.

2.2 Bullying

(a) Bullying means the combined use of negative aggression and power. Bullying occurs when one or more individuals abuse power and direct verbal, physical or social aggression at another individual. Harm inflicted by bullying may be physical, emotional, psychological or social. Bullying includes a continuum of hurtful behaviours that can range in severity from name-calling to criminal assault.

Forms of bullying include:

Physical bullying: inappropriate conduct directed towards a person (e.g. hitting, kicking, shoving and spitting), or towards a person's property (e.g. stealing or damaging property).

Verbal bullying: name-calling, mocking, hurtful teasing, humiliating or threatening a person.

Social bullying: rolling eyes or turning away from someone, excluding others from a group, gossiping or spreading rumours, setting others up to look foolish or damaging friendships.

Cyber bullying: use of emails, cell phones, text messages and internet websites to threaten, harass, embarrass, humiliate, socially exclude or damage another person's reputation and relationships.

(b) Bullying in any form can lead to criminal liability under applicable human rights legislation and the Criminal Code.

2.3 Harassment

(a) Harassment is defined as verbal or physical conduct which is insulting, intimidating, humiliating offensive or physically harmful to another individual.

Types of behaviour which constitute harassment include, but are not limited to:

- unwelcome comments, jokes, innuendos, or teasing about a person's appearance, body, attire, age, race, religious beliefs, colour, gender, gender identity, gender expression, physical or mental disabilities, ancestry, place of origin, marital status, source of income, family status, sex or sexual orientation; 31490120.2
- condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance;
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
- unwanted or unnecessary physical contact including touching, patting or pinching;
- unwelcome sexual advances, requests or invitations;
- any form of hazing;
- any form of physical assault;
- any sexual offence including sexual assault;
- behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment; and
- abuse and neglect as defined in the respective provincial child protection legislation.

(b) Harassment in any form can lead to criminal liability under applicable human rights legislation and the Criminal Code.

2.4

Any form of retaliation against a Participant for filing a complaint or participating in any procedure under this Policy, another applicable bullying and harassment policy or any applicable law is prohibited.

3. Disciplinary Measures

There will be a three-step process followed for infractions:

4. ***Verbal warning and or incident written up***
5. ***Incident written up and - education, rehabilitation or disciplinary actions taken***
6. ***Incident written up, suspension and possible expulsion/removal from academy.***

*(*One or two steps of the Three-Steps process may take effect during the same incident depending on the severity of the violation).*

PCHA staff will deal with each incident fairly and efficiently. Each incident will be documented and followed up by the coach and or Director, teacher, Principal etc.

Parents will be made aware of any violations of the: rules, PCHA Abuse, Bullying and Harassment Protection and Prevention Policy, and code of conduct by their players.

I have read and understand the terms of the PCHA Player/Parent Policy and the Abuse, Bullying and Harassment Protection and Prevention Policy:

Student Name: _____ Student Signature: _____

Parent Name: _____ Parent Signature: _____

Date: _____