

Nanaimo Islanders Female Hockey Association

Policy and Procedure Manual



September 2026

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Nanaimo Islanders Female Hockey Association Policy and Procedure Manual

This manual outlines the policies and procedures for the Nanaimo Islanders Female Hockey Association (NIFHA).

1. PURPOSE

1.1 MISSION STATEMENT

NIFHA is dedicated to the promotion of adult women's recreational hockey for players of all skill levels in the Nanaimo region.

"Fun, learning, and encouraging better play" are the keystones of this league.

1.2 MANDATE

NIFHA's mandate is to offer a reasonable, accessible recreational hockey league in the Nanaimo region for adult women of all skill levels.

Our mandate is to provide a positive, inclusive, and supportive environment. Players are expected to be positive and encouraging toward one another.

1.3 OBJECTIVES

- To provide a positive hockey experience to our Members by offering a range of playing options suitable for a variety of skill and age levels. Divisions include:
 - A "House League" recreational division providing a safe place for beginners to develop their hockey skills in a casual-paced, fun-filled atmosphere.
 - Competitive Travel Team(s) committed to travelling across Vancouver Island. These teams are suitable for more experienced and competitive players.
 - A 45+ Division dedicated to providing opportunities for players aged 45 and up.
 - Any future divisions as determined by the Board.
- To remain in good standing with all governing and regulatory bodies pertaining to the operation of the league. These include but are not limited to:
 - *Societies Act* and any amendments thereto (the "*Societies Act*")
 - Revenue Canada
 - All applicable legislation
 - Canadian Adult Recreational Hockey Association (CARHA) or the insurance provider of the season
 - This may include either formally or informally:
 - Hockey Canada
 - BC Hockey
 - ASHL (Adult Safe Hockey League)
- To ensure adequate policies and procedures are in place to protect all NIFHA Members, volunteers, and Board Members, including adhering to the Constitution and Bylaws, and this Policy and Procedure Manual.
- To uphold NIFHA's mission statement and mandate by making decisions that take into account the best interests of all of its Members.

1.4 VALUES

NIFHA strives to embody the following values and will measure the activities of the league and all of its Members against the intent and meaning of these values.

We value:

- Safety and fair play at every level
- Respectful communication between all players, coaches, officials, Convenors, Team Leaders, and Board Members
- A fun, friendly, and supportive atmosphere
- Diverse and inclusive Membership
- Equal ice time for all members

2. MEMBERSHIP AND DIVISIONS

2.1 MEMBERS AND REGISTERED PLAYER ELIGIBILITY

Part 2 of the NIFHA Bylaws outlines NIFHA Membership. Membership shall consist of:

1. **Player:** Open to those persons that:
 - i. Are 18 years of age or older as of December 31st of the registration year, or 16 years of age or older with the written consent of a legal guardian, permission from the Board, and have signed a CARHA Underage Player Waiver Form (or equivalent from the insurance provider of the season);
 - ii. Have registered as a player and signed all required documentation of the Association; and
 - iii. Have paid the Association's prescribed registration fees as a player for the current year.
2. **Member-only:** Open to those persons that:
 - i. Are 18 years of age or older as of December 31st of the registration year;
 - ii. Are not and will not be a player for the current year [membership does not guarantee the right to play on a NIFHA team];
 - iii. Have paid the Member fee for the current year; and
 - iv. Have previously been a Member of the Association.

Players and Member-only are collectively referred to herein as "Members", and any Member will be eligible to hold office within the Association.

Returning players must be in good standing (see Bylaw 2.4) to register.

Players under the age of 18 must be accompanied at the arena by a Board-approved adult.

All new players may be subject to a season-opening evaluation.

No eligible players of the female sex or gender, regardless of skill level, shall be excluded from playing in this league unless:

- They are on league suspension or expulsion as a result of an infraction under Section 7.
- The number of registered players has reached the maximum number of allowable players, as established by the Board (Section 2.4).

Returning players who were absent for more than 50% of games in the prior season without a) withdrawing as a full-time player, or b) communicating to their Team Leader and/or the Board of Directors, shall not be permitted to register as a full-time player for the subsequent season. Such players will still be permitted to register as a spare or Member-only. The Board of Directors may provide an exception in extenuating circumstances, upon written request for consideration. For the Travel Teams, this also applies to returning players who were absent for more than 50% of away games in the prior season.

2.2 PLAYER CODE OF CONDUCT, WAIVER, AND INSURANCE

All players must sign the NIFHA Code of Conduct as well as the Waiver & Release of Liability (Section 7.7 and Appendix C, respectively) upon registration. By paying registration fees and signing off on the league's Code of Conduct, each player agrees to:

- Be insured by a carrier determined by the league (CARHA or the insurance provider of the season), which covers some injury costs. Players may wish to carry additional health insurance to supplement any gaps in the coverage provided by the league insurer.
- Adhere to safe play and be bound by the league's Code of Conduct (Section 7.7). Any breach of either shall subject the player to further discipline, including suspension or expulsion (Section 7).

Insurance information can be reviewed at the following websites:

- <http://www.carhahockey.ca/7/insurance>
- <http://ashl.adultrechokey.ca/insurance-s13229>
- <http://bchokey.net/RiskManagement/riskmanagement.aspx>

2.3 DIVISIONS AND TEAMS

The Board and Convenors reserve the right to request that players play in a different division if more appropriate based on their skill and experience level to support the fair play and integrity of each division, but the decision is up to the player. The Board may, at their discretion, re-structure the league into sub-divisions based on skill level, input from Members, and registration needs in a certain season.

2.3.1 House League

The House League is a recreational division focused on providing a safe, fun, and non-competitive environment for players of all skill levels, including beginners. Players in the house league will adhere to the expectations to uphold the spirit of fair play, sportsmanship, and fun for all skill levels. Fair play is an attitude, a behaviour, and a way of thinking. To ensure a fair playing field, everyone involved in sport must support the principles of fair play – fairness, integrity, and respect.

Players that have played AA or higher, or that play in the Travel Team Division, have a limit of scoring one goal each game (see Section 6.1.2), and the Team Leaders for each team are to monitor the scoring of these players throughout the game.

House League games will consist of 3 run-time periods. Power play and/or penalty killing units are prohibited in this division.

The league will make identifiable socks available for learning players, players recovering or returning from injury, or by request. All players will respect anyone wearing these socks and give them extra time and space with the puck.

For the House League, the Board and House League Convenor will structure and balance teams to the best of their ability considering skill (e.g., experience level, players limited by the one-goal rule), commitment levels, and friend requests.

2.3.2 45+ Division

The 45+ Division is open to players aged 45+ across Vancouver Island, prioritizing Nanaimo and the Regional District of Nanaimo. 45+ teams will be structured by the 45+ Division Convenor and/or Team Leaders, with Board approval.

The 45+ Division welcomes players under the age of 45+ should the player, Board, and Convenor agree that the 45+ Division is a more suitable fit.

Spares for this division should be aged 40+, with special consideration to those under 40 with approval from the Board. Spare selection shall be based upon the following order of priority:

1. Spares 45+
2. Spares 40+
3. Spares < 40

2.3.3 Travel Teams

The Travel Teams are most appropriate for the more intermediate and veteran players, prioritizing returning players from the travel division. The Travel Teams shall share ice time equitably based on ice and opposing team availability. Travel Teams may be structured considering skill balance, friend requests, and team requests, at the discretion of the Board, Travel Team Convenor, and Team Leaders.

Travel Team players are expected to commit to bi-weekly travel for away games across Vancouver Island. As noted in Section 2.1, players who only or primarily attend home games (and have low attendance for away games) may be ineligible to register as a full-time player in a subsequent season.

2.3.4 Future divisions

The Board reserves the right to create future divisions, which would be defined here.

2.4 WAITLISTS

The roster cap for a full team will be one goalie and 15 skaters (i.e., three full lines). Should a division have more players registered than the roster cap, then the Board in consultation with the Division Convenor and Team Leaders will decide whether to form a waitlist or increase the number of players on the roster.

Per the objectives of the league to provide opportunities for players to play (Section 1), a Member (including a Board member, Division Convenor, or Team Leader) may not reduce the roster cap for any league team (any division or tournament), or exclude an eligible player (see Section 2.1) from joining a team while there is space under the roster cap and there are player(s) on the waitlist.

In the event of a full-time player withdrawing, waitlisted players will be offered the open roster spot in the order that they were added to the waitlist, regardless of skill level or position. The Division Convenor will notify the waitlisted player of the open roster spot so they are aware of the position (forward or defense) (recognizing that attendance is rarely 100% and therefore the player may not have to play the same position every game, and that other players on the roster may also swap positions if requested, as coordinated by the Team Leader).

If there is a waitlist and a full-time player misses 50% of games or more by November 15, the Board will be required to move a player from the waitlist to that team. This does not forfeit that player's spot for the remaining games.

2.5 SPARES

Team Leaders shall strive to field a team of more than 10 skaters each game, up to a maximum of 15 skaters (i.e., three full lines). If there are fewer than 10 players checked in for a game within 48 hours, Team Leaders must invite spares, regardless of if there are player RSVPs still outstanding. Team Leaders

shall arrange spares with as much advance notice as possible. Team leaders are required to provide opportunities for all spares to be invited to play. Team Leaders shall first invite spare-only players to fill a spot, then may invite full-time players if spots are still open. Team Leaders shall strive to invite spares that are similar in skill level to the absent players, where possible. Team leaders must be able to commit to monitoring their team management application and organizing spares for their team in advance of games with enough notice.

3. GENERAL LEAGUE OPERATIONS

3.1 HEAD OFFICE

The operations of the league are to be carried out in the city of Nanaimo, B.C. The mailing address for the league is Box 286, Station A, Nanaimo BC, V9R 5K9.

Members of the league and the general public can access league information on the NIFHA website at <http://www.nanaimoislanders.ca/>.

3.2 GOVERNANCE

NIFHA's Constitution and Bylaws detail all legal governance applicable to NIFHA, including all elected and appointed positions, voting, meetings, and other governance matters.

3.2.1 Constitution and Bylaws

This Policy and Procedure Manual accompanies the NIFHA Constitution and Bylaws, which are available on the league website.

3.2.2 Enforcement of Policy and Procedure Manual

The Board of Directors shall enforce the Policy and Procedure Manual and has the power to enforce appropriate sanctions, which may include but are not limited to game forfeiture, suspension, or other consequences.

3.2.3 Good Faith Clause

The Board of Directors and any other party operating with the distinct approval of the Board of Directors that acts in "Good Faith" for the benefit of NIFHA and its Members as a whole shall not be held liable for any damages or costs that may arise from a particular situation.

This is consistent with the Business Judgment Rule, which indicates that "if a board acts in good faith and on an informed basis, it is afforded wide latitude under the shield of the business judgment rule and is presumed to have acted in the best interests of the corporation" and that "courts do not require perfection" (Fasken Martineau DuMoulin LLP 2025¹), "provided they [the directors] acted reasonably, in good faith, and without conflicts of interest" (Grigoras Law 2025²). As such, Directors shall "exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances" (duty of care) and "act honestly and in good faith with a view to the best interests of the corporation"

¹ Fasken Martineau DuMoulin LLP. 2025. Directors' and Officers' Liability. <https://www.fasken.com/en/knowledge/doing-business-in-canada/10-directors-officers-liability>

² Grigoras Law. 2025. The Business Judgment Rule: A Director's Guide to Risky Business. <https://grigoraslaw.com/the-business-judgment-rule-a-directors-guide-to-risky-business>

(duty of loyalty) (Fasken Martineau DuMoulin LLP 2025). See Section 4 and Appendix A for more information on the Director's Code of Conduct and duties, as well as Section 12 and Appendix B regarding conflicts of interest.

3.3 LEAGUE STATUS

The league is registered under the *Societies Act* and is subject to its rules and regulations. NIFHA is officially registered as a "Not-For Profit Society" with Revenue Canada.

3.4 FEES

The annual budget, including registration fees, will be determined by the Board before each AGM and presented at the AGM. Registration fees will consider operating costs, including but not limited to ice rental fees, referee fees, and CARHA insurance (or the insurance provider of the season). Ice rental fees will consider rate projections from the City for the upcoming season. For games refed by NIFHA refs outside of the City of Nanaimo, a travel bonus fee will be applied, to be decided by the Board as part of the annual budget.

Player fees for the season must be paid to the League by the first ice time in the new season that begins in September. The League may allow fees, at the Board's discretion, to be submitted in two payments. Any Member with an outstanding financial or equipment debt will be prohibited from playing in the league until the situation is rectified and a release is submitted by the Treasurer to the Board for confirmation (submitted written or verbal documentation). In the event of multiple payment installments, any player with a balance owing on their fees after December 31st will not be allowed to play until such time as they are current with their fees. Any player with a balance owing on their fees after March 31st will not be permitted to play the next season.

Players may arrange alternate payment plans, up to the discretion of the Board.

Other fees over the season, such as tournaments, will be submitted to the league, as well as identification as to what the fees are for.

3.4.1 Pro-rating

Players joining the league after the initial registration date, but prior to November 1st, will pay full fees.

Players joining the league after November 1st will pay a pro-rated amount based on the number of games left in the season plus the cost of insurance.

3.4.2 Spares

Players wishing to spare during the season must pay their CARHA insurance fee (or equivalent for the insurance provider of the season) plus a league membership fee, with the amount to be determined by the Board. A per-ice time fee will be applied for each home game played, to be paid either by e-transfer or in cash prior to the start of each game.

The spare fee will be determined by the Board and communicated to the Membership at the start of the season. Full-time players will be required to pay the spare fees for home games for other teams, either within or across divisions. A player who is registered as a full-time goalie but sparing as a skater will be required to pay the spare fee. Any person sparing as a goalie is exempt from the spare fee.

Players are not required to pay spare fees for away games (i.e., outside a half hour drive from Nanaimo), double headers, or games after 10 pm.

3.4.3 Refunds

Refunds will be issued for:

- medical reasons (injuries, pregnancy, inability to continue to play hockey); or
- moving away from the Nanaimo area.

The amount of this reimbursement is to be pro-rated based on the amount paid for registration after deducting the player insurance fee. The Member must give written notice to their team leader and/or Board and the pro-rated amount will be based on the notification date. Notwithstanding any provision herein, whether a Member receives reimbursement shall be at the sole discretion of the Board of Directors. No refunds will be issued after January 15. The league membership fee is non-refundable.

For tournaments, refunds may be issued per the reasons above or if a player's roster spot can be replaced, up to the discretion of the Board.

Other refunds will be considered by the Board upon written request and may be granted at Board discretion in the event of extenuating circumstances, outside of injury or relocation.

3.4.4 Jerseys

All jerseys will be assigned at the first ice time of the season and will be signed out by the player upon receipt. All jerseys are to be returned and signed back in at the end of the season. Jersey deposits will be up to the discretion of the Board that season.

Any player who fails to return or pay for a jersey by that year's AGM will be considered a Member in bad standing. Note that Members in bad standing are not allowed to play.

3.4.5 Sponsorship

All players and teams are eligible to seek sponsorships to mitigate the cost of league fees, jerseys, tournaments, etc.

The league will provide a sponsorship letter to the sponsor outlining the use of their funds. Sponsor bars may be purchased and affixed to the team's jerseys, with the cost coming out of the sponsorship money. The sponsorship amount must be sufficient to cover the cost of the bars, affixing them, and additional funds to be directed toward the league.

All sponsorship and fundraising must be presented to the Board of Directors for approval and subject to the approval of the Board of Directors.

3.5 HCHC ANNUAL TOURNAMENT

All Members in good standing are eligible to play in the annual HCHC tournament. Every Member is expected to support the tournament, including volunteering for a minimum of 2 shifts and contributing to the raffle prizes (or otherwise revised by the Board for a specific tournament year). A committee will be formed to organize the tournament (see Section 5.4.1).

3.6 EXTERNAL TOURNAMENTS

Tournaments are open to all league Members in good standing, and spots are secured by paying the required fees by the pre-determined date, on a first pay, first play basis. Specific tournaments may require limitations placed on skill levels, and will be determined by the Tournament Convenor and Board.

The roster cap for a full team will be one goalie and 15 skaters (i.e., three full lines), after which a waitlist will be formed. The Tournament Convenor and Board may not exclude eligible and registered players until the roster cap is reached. In the event of a player dropping out, waitlisted players will be offered the open roster spot in the order that they were added to the waitlist, regardless of position.

3.7 HOCKEY EQUIPMENT

Required hockey equipment:

- CSA certified hockey helmet with a cage or full-face shield
- CSA certified neck guard, required for House League and 45+, recommended for Travel Teams
- Chest protector/shoulder pads
- Elbow pads
- Gloves
- Hockey pants
- Jill
- Shin guards
- Hockey skates
- Hockey stick
- Mouth guard (recommended, but not required)

Players not wearing the required gear will not be permitted to take the ice.

3.8 INJURIES

NIFHA is not responsible for any injuries incurred by any persons on their way to, from or at the place of participation of any league function. Pursuant to this article, all league players must sign and submit a CARHA waiver form, or equivalent depending on the insurance provider that season, prior to accessing the ice.

3.9 ALCOHOL/DRUGS

The league and Board take no responsibility for any alcohol or drugs consumed before, during, or after league events.

All players have the right to expect that all opponents and players on the ice will not cause injury during gameplay due to the use of alcohol and/or any illicit substances. All players representing NIFHA must adhere to the specific arena regulations and guidelines regarding the use of substances. Team Leaders and other league representatives are available to provide education regarding the specific arena regulations. If at any point a player is concerned regarding another player's ability to remain in a game and perform in a safe and respectful manner, it is their responsibility to bring these concerns to a Referee, Coach, Team Leader, Convenor, or Board member who will address the situation. As noted in the Code of Conduct (Section 7.7), Team Leaders, Convenors, Board members, referees, and coaches have the authority to refuse to allow you to play if you are impaired.

3.10 CAMERAS, CAMERA PHONES, AND PERSONAL DIGITAL ASSISTANTS (PDAS)

The use of phones in dressing rooms is to follow facility regulations if applicable, and consider Hockey Canada's Dressing Room Policy section on *Prohibition on Recording in Dressing Rooms or Dressing Environments* (available [here](#)).

4. BOARD OF DIRECTORS

The positions, term limits, elections, meetings, and other requirements of the Board of Directors are outlined in Part 4 of the NIFHA Bylaws.

All Directors must be a Member and must be in good standing.

The Board from the previous year will facilitate the transition to the new Board, ensuring all previous business is completed where feasible prior to being released from Board responsibilities.

Resignation from the Board shall be in writing from that Director issued to the Board President; written resignation is not required if completing the required term. Upon resignation or completion of term, each Director shall relinquish all material and pertinent data, files, passwords, etc. as to perform that job to either their replacement or Board President in lieu of a replacement. Every effort should be made to provide a smooth transition to minimize disruption to the league or replacement Director.

As in the provisions of the Bylaws and *Societies Act*, a Director can be removed from their position prior to term completion if justified by the Board. The Members may, by special resolution, remove a Director before the expiration of their term of office, and may elect a successor to complete the term of office.

4.1. DIRECTOR CODE OF CONDUCT

Directors shall review and familiarize themselves with the NIFHA Bylaws, NIFHA Policies and Procedures (including the Director Code of Conduct (Appendix A) and Conflict of Interest forms (Appendix B), and other relevant governance and operational resources (e.g., Governance Course, resources on the NIFHA Drive). Directors shall sign the Director Code of Conduct (see Appendix A) and conduct themselves accordingly.

Directors shall conduct their business in a professional manner as expected from their Membership. Directors shall respect the rights of Members and help Members to exercise those rights. They can help Members exercise their rights by openly and effectively communicating information and by encouraging Members to participate in general meetings. As NIFHA is a not-for-profit society, Directors should recognize that they have legal, contractual, and social obligations. Directors are the leaders of the Society and should act accordingly. As noted in Section 3.2.3, Directors shall exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances and act honestly and in good faith with a view to the best interests of the organization.

4.1.1 Ethics

Ethical conduct is to conform to standard, acceptable practices. Directors shall:

- Carry out their business without personal gain but rather to the benefit of the Society as a whole.
- Treat Members and fellow Directors with mutual respect and without harassment.
- Avoid any situation where there is a perceived or actual conflict of interest that would affect that Director's ability to fulfil their duties.
- Report any conflict of interest to the President of the Board and remove themselves from the incident so that another Director can fulfil their duties.

4.1.2 Duties

4.1.2.1 Stewardship

Each Director is responsible for the stewardship of the league in their applicable job position within their authority and to ensure other Directors fulfill theirs by working within the team.

- *Directional:* the Board is charged with the development of the league as to sustainably grow the league as to provide the community with further services.
- *Organizational:* the Board shall assess what makes up the organization from number of Directors, size of the league, and its Membership. The Board must ensure the organization is sustainable within its framework and adjust as required.
- *Financial:* Directors shall properly utilize and develop resources provided by Membership. Excess funds shall be distributed based on the benefit of the majority of the Membership while maintaining the purpose of the Society within the bylaws.

4.1.2.2 Meetings

NIFHA Board meetings will be held on a monthly basis. All league Members are welcome to attend Board meetings provided they have made arrangements with a Director.

Special extra meetings may be convened should circumstances require. A minimum of 50% of the Board must be in attendance to validate the meeting.

If a Board member misses three consecutive meetings without communicating cause, a meeting with the President will be triggered and they may be removed from the Board.

4.1.2.3 Planning

The Board shall participate in the annual operating plan of the league, which will create the correlating financial plan (i.e., operating budget) that shall be presented to Membership at each Annual General Meeting for the following operating year. The operating plan should produce a balanced budget and will justify any surplus or spending of existing surplus. The Board is not required to follow the operating plan in every detail but should manage to achieve the operating plan's intended goals and report the outcomes to the Membership at the Annual General Meeting following that operating year.

4.1.2.4 Record Keeping

All financial records must be maintained on a physical hard drive by the Treasurer in compliance with the requirements of the Canada Revenue Agency.

Each Director is required to maintain their records for their position and keep them confidential. Examples of records are financial transactions, planning documents, and emails regarding league business. Record keeping must comply with the Privacy Policy (Section 10).

4.2. DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

Per Part 4 of the NIFHA Bylaws, the president, vice-president, secretary, treasurer, and registrar shall be the Directors of the Society.

The duties and responsibilities of the Directors are as follows:

4.2.1 President

- May delegate certain duties to the Vice President or to other Directors, but responsibility for the performance of these duties remains with the President.
- Maintain communication with Directors and Convenors to address concerns.
- Initiate and co-chair Directors meetings.
- Shall be signatory with the bank of business.
- Shall attend the annual Ice Users meeting with the City.
- Shall be responsible for applying for the RDN Hospitality Grant.
- Shall be responsible for a mailbox key.
- The role of President is expected to be held by a Director who has already served on this Board of Directors for at least one year, unless there are no other nominations.

4.2.2 Vice President

- May be called upon at any time to assume temporarily the office of the President.
- Assist Directors and Convenors with tasks associated in the duties of the organization.
- Shall be signatory with the bank of business.
- Responsible for supporting the Secretary in the implementation and monitoring of the NIFHA Privacy Policy (Section 10)

4.2.3 Secretary

- Attend all meetings of Directors and shall record an accurate account of all business transactions and agreements.
- Create/copy agenda, schedules, and records.
- Create/maintain master contact list for the League and each division for blanket notices.
- Collect nominations for electing officers for the Annual General Meeting.
- Shall be signatory with bank of business.
- Respond to correspondence via the League email and provide information to anyone inquiring about the league.
- Distribute notices and forms (general team paperwork).
- File Annual General Meeting minutes and update Board of Directors with BC Registry Services at <http://www.bcregistryservices.gov.bc.ca/bcreg/corppg/societies/index.page>.
- Responsible for the implementation and monitoring of the NIFHA Privacy Policy (Section 10)
- Maintain a register outlining the Directors' disclosures of conflict of interests (Section 12.3)

4.2.4 Treasurer

- The Treasurer is expected to have financial experience.
- Receives all monies and disburses them as designated in the Bylaws, or as authorized by the Association.
- Keep an official treasurer book in which all receipts and expenditures are recorded.
- Shall submit a report showing the receipts, disbursements and balance on hand at the Directors and regular Association meetings.

- Distribute receipts for cash payments and to sponsors.
- Be a signatory with the bank of business.
- Provide accounts and books, and maintain the financial records on the external hard drive per Section 4.1.2.4, to be examined by an Accountant or Auditor at year end if required.
- Coordinate with Referee Convenor (i.e., Head Ref) to ensure checks/payments are available at the end of every month.
- Coordinate with the Registrar for refunds and fee collection.
- Shall be responsible for a mailbox key.
- As noted in Part 4 of the Bylaws, the treasurer is the only Director with a two-year term (to assist with continuity).

4.2.5 Registrar

- Organize registration (e.g., using JotForm or a similar method).
- Attend registration dates, accept registrations until team rosters are filled, compile and provide player information to BC Hockey or CARHA, or the chosen insurance underwriter for that season.
- Be the primary contact with CARHA (or the insurance provider of the season) regarding registration and insurance issues.
- Liaise pertinent information (including medical and contact information) to the Treasurer, the Convenor of each division, Team Leaders, and Secretary.
- Compile and maintain waitlists and spare lists from registration and distribute information to the Team Leaders, Secretary, and the Convenor of each division.
- Arrange insurance with CARHA (or the insurance provider of the season), distribute insurance cards, and send the Treasurer the insurance roster for payment to CARHA (or the insurance provider of the season).
- Send out accident claims forms as requested.
- Provide the Convenor of each division and Team Leaders with relevant player information for proper team placement.
- Arrange, with the Convenor of each division as required, communications with waitlisted players if roster spots become open.

5. OTHER ROLES AND COMMITTEES

5.1. CONVENOR ROLES APPOINTED BY THE BOARD

This section describes the key roles that the Board must appoint. These positions are to be appointed by the Board at the AGM or as soon as possible thereafter, and may be filled as needed throughout the year. These positions will report to the Board and must submit monthly reports to the Board or as required by their position.

Convenors will have a standing invitation to attend any and every Board meeting, and must be included in communications of when Board meetings will be held, as well as the distribution of agendas and minutes. Convenors are not required to attend meetings, unless otherwise requested from the Board.

A Director on the Board may fill a position if required, regardless of what division they are registered in, but the Board must first aim to fill these positions with non-Board Members if feasible. Convenors must be a Member in good standing registered with the league by August 15 of that season.

The Board of Directors reserves the right to remove and re-appoint any of these roles, should the person occupying it fail to fulfill their duties in the role, after previous written warning with reasonable opportunity for correction or egregious Code of Conduct violation at the Board's discretion.

The duties and responsibilities of those persons appointed by the Board are as follows:

5.1.1 House League Convenor(s)

- The Convenor(s) will coordinate ice allocation with the Board before, and throughout as needed, the season.
- Create teams and appoint team leaders, to be sent to the Board for approval.
- Liaise with Registrar and the Board regarding player and spare placement, injury, and illness.
- Create a House League schedule to be presented to the board for approval and communicate any changes to the board. The Board and Team Leaders will communicate these to the members, in collaboration with the Convenor.
- Create and distribute a spare list to Team Leaders. Develop a waitlist in consultation with the Registrar if required.
- Monitor the operation of the House League/teams. Maintain ongoing contact with the Team Leaders.
- Notify the Board of disciplinary concerns or incidents within 24 hours.
- Submit monthly reports to the Board on the ongoing operation of the Division. Promptly and proactively bring any concerns to the Board (e.g., concerns brought forward by players, consistent imbalance amongst teams) so they can be resolved in a timely manner.
- Convenors will be the point of contact for Team Leaders and relay concerns of Team Leaders back to the Board.
- Other duties as assigned
- Members who only play in the Travel Team division are not eligible to occupy a House League Convenor seat.

5.1.2 Travel Team Convenor(s)

- The Convenor(s) will coordinate ice allocation with the Board before, and throughout as needed, the season.
- Create teams and appoint team leaders, to be sent to the Board for approval.
- Coordinate and schedule home and away games with other teams, ensuring that all travel teams have equal home and away games to the best of their ability.
- Communicate schedule changes and updates to Team Leaders.
- Liaise with the Registrar and the Board regarding roster updates, injury, and illness.
- Create and distribute a spare list to Team Leaders. Develop a waitlist in consultation with the Registrar if required.
- Notify the Board of disciplinary concerns or incidents within 24 hours.
- Submit monthly reports to the Board on the ongoing operation of the Division. Promptly and proactively bring any concerns to the Board so they can be resolved in a timely manner.
- Convenors will be the point of contact for Team Leaders and relay concerns of Team Leaders back to the Board.
- Other duties as assigned
- Members who only play in the House League division are not eligible to occupy a Travel Team Convenor seat.

5.1.3 45+ Division Convenor(s)

- The Convenor(s) will coordinate ice allocation with the Board before, and throughout as needed, the season.
- Create teams and appoint team leaders, to be sent to the Board for approval.
- Coordinate and schedule the 45+ Division, to be presented to the Board for final approval.
- Notify the Board of disciplinary concerns or incidents within 24 hours.
- Submit monthly reports to the Board on the ongoing operation of the Division.
- Communicate schedule changes and updates to Team Leaders.
- Convenors will be the point of contact for Team Leaders and relay concerns of Team Leaders back to the Board.
- Other duties as assigned
- Members must be registered in the 45+ division to occupy this role.

5.1.4 HCHC Tournament Convenor(s)

- Should this role be vacant, it falls to the responsibility of the President to occupy the HCHC Tournament Convenor position.
- Chair the HCHC planning committee and bring reports and recommendations to the Board as needed for the purpose of planning the tournament.
- Collect tournament fees and help coordinate travel arrangements and accommodations for out of town tournaments.
- Manage roster and maintain wait lists.
- Ensure all fees are remitted to the Treasurer two weeks prior to the start of the tournament.
- Coordinate the HCHC tournament by soliciting recreational hockey teams on and off Vancouver Island, devising a balanced schedule and scheduling them into proper divisions.

- Communicate with the Board to coordinate on-ice officials, time keepers, other volunteer needs, and timing events.
- Apply for grants as required.
- Organizes prizes for winning teams, MVPs, and participants.
- Apply for gaming and liquor licenses as required by the governing bodies.
- Maintaining and updating the “HCHC Manual”.
- Must be present throughout the weekend of HCHC.
- Other duties as required.

5.1.5 Other Tournaments Convenor(s)

- Organize and coordinate non-NIFHA tournament teams per Section 3.6.
- Collect tournament fees and help coordinate travel arrangements and accommodations for out of town tournaments.
- Manage rosters and maintain waitlists.
- Ensure all fees are remitted to the Treasurer 2 weeks prior to the start of the tournament.

5.1.6 Disciplinary Committee Chair

- The Vice President shall be the Disciplinary Committee Chair
- Oversees disciplinary matters in the Association per Section 7.
- With the assistance of the Board of Directors, establishes the disciplinary and appeal committees outlined in Section 5.4.
- Records and maintains documentation of disciplinary action.
- Reports to the Board of Directors on decisions in respect to discipline and appeals per Section 7.

5.1.7 Referee Convenor (i.e., the Head Ref)

- Develop a schedule for referees prior to the season, in consultation with the referees.
- Will coordinate refs for all divisions, as well as HCHC.
- Recruit referees as needed.
- Occupy a seat on the Disciplinary Committee.
- Maintain contact and be the liaison with the referees.
- Communicate issues to and from the officials and the Board.
- Coordinate referee payments in consultation with the Treasurer.

5.2. OTHER ROLES APPOINTED BY THE BOARD

Other roles are to be appointed by the Board as feasible. Any Member may fill these roles, and Members may hold more than one role. The Board of Directors reserves the right to remove and re-appoint any of these roles, should the person occupying it fail to fulfill their duties in the role, after previous written warning.

The duties and responsibilities of those persons appointed by the Board are as follows:

5.2.1 Team Leaders

- The Team Leader reports to the Convenor for their division.

- The Team Leaders for the Monday House League and 45+ shall be visibly designated in some way. Travel Teams may designate a captain in their own way.
- Point of contact responsible for their team and managing games in collaboration with referees and other Team Leader(s):
 - *Conduct*: Team leaders shall uphold the NIFHA mandate and will lead by example with high levels of sportsmanship and high attendance.
 - *Game day responsibilities*: Team Leaders shall communicate with referees and other Team Leaders to manage any issues during games and/or report any issues to the Board for review in order to help ensure, to the best of their ability, that games are fair, safe, and in control, and that Members follow NIFHA policies. Team Leaders shall monitor the scoring of players to ensure the rules in Section 6.1.2 are adhered to.
 - Team Leaders have the responsibility to manage their team and de-escalate situations, in collaboration with the referees and other Team Leader, to the best of their ability. This may include actions such as reiterating League expectations about conduct, fair play, and sportsmanship with their team/player(s) involved; communicating concerns with the other Team Leader and working collaboratively to resolve; managing lines to address interpersonal or skill concerns; adjusting teams in-game to address imbalances of skill level; removing an unsafe player; or, if required, calling an unsafe game (see Section 7), in collaboration with the Referees and other Team Leader.
 - Team Leaders have the authority to sit or remove a player during a game if the player is violating NIFHA policies (e.g., the Code of Conduct) and/or poses a safety concern, in consultation and unanimous agreement with the referees and opposing Team Leader. If a player is removed from a game in this manner, the incident will be reviewed by the Board and supplemental disciplinary action may be imposed (see Section 7). Per Section 7, if a Team Leader does not attempt to de-escalate a conflict during a game, they may be subject to a disciplinary review, up to the discretion of the Board.
 - *Interim Team Leader*: If a Team Leader is unable to fulfil their responsibilities during a game, they shall appoint an interim leader, and communicate this to the referees and opposing Team Leader. If they are unable to fulfil their responsibilities for an extended period, they shall inform the Board and a new Team Leader shall be appointed by the Board.
- Team Leaders must promptly and proactively report any concerns or issues to the Board so that the issue can be resolved in a timely manner. Attend Board meetings if requested to report on and help resolve any issues.
- Distribute to all team players, spares, and coaches:
 - Jerseys
 - Season's schedule (via the team management application being used that season)
 - Communications from the Board as needed
- Manage the team management application.
- Coordinate spares per the requirements of Section 2.5.
- Responsible for the pucks, lock, first aid kit, game sheets and jersey inventory for their team.
- Liaise with the Registrar, House League Convenor, and the Board regarding roster updates, injury, and illness.

5.2.2 *Equipment, Jersey, & Apparel Convenor*

- Distribute team jerseys, pucks, and locks to each Team Leader at the beginning of the season, and organize collection from Team Leaders at the end of the season.
- Coordinate with the Convenors and/or Team Leaders the use of the League's goalie gear.
- Coordinate to have NIFHA league or team apparel available if decided by the Board for that season.
- Communicate with the Treasurer and Team Leaders regarding unreturned jerseys.
- Ensure each team is equipped with a proper first aid kit.
- Ensure each team has their insurance cards and access to the CARHA claim form (or equivalent depending on the insurance provider of the season).
- Ensure players are aware of the importance of wearing proper hockey equipment, especially CSA approved helmets (mandatory) and neck guards.

5.2.5 *Webmaster*

- Maintain the NIFHA website.
- Update all relevant information as required, including registration links, league information, Board of Directors, contact information, HCHC tournament information, NIFHA policies, and AGM or General Meeting notices.

5.3. PAST PRESIDENT

- The Past President is the person, other than the existing President, who was most recently elected by the Members of the society or appointed by the Directors to the office of President.
- The Past President is to advise the Board and is responsible for the handover of responsibilities and mentorship of the incoming President. The Past President is to actively participate in succession planning and training of new Board members in order to ensure continuity and a successful transition of League operations.
- The Past President shall attend the first two meetings of the incoming Board, excluding the handover meeting, as well as subsequent meetings as invited by the Board.
- The Past President is not a voting director on the Board.

5.4 COMMITTEES

Per Part 8 of the NIFHA Bylaws, the Directors may delegate any, but not all, of their powers to committees as they see fit.

The Board shall create committees as required to help with the management of the league and for special requirements. These committees shall contain Members of the league and not necessarily Members of the Board. Committees shall have a Director or Convenor as a committee member, ideally as chair. Recommendations from committees are not required to be accepted by the Board but it is advisable to take them into account.

5.4.1 *HCHC Tournament Committee*

A committee is to be established by the Board at the start of the season to plan and execute the annual HCHC Tournament. As noted in Section 5.1.4, the HCHC Tournament Convenor is to be appointed by the Board at the start of the season.

5.4.2 Disciplinary Committee

A committee is to be established by the Board at the start of the season that is responsible for disciplinary matters. As noted in Section 5.1.6, the Disciplinary Committee Chair is to be appointed by the Board at the start of the season. At least one Director must sit on the Disciplinary Committee. See Section 7 for the Disciplinary Policy.

The Disciplinary Committee shall be comprised of three Members:

- 1) Vice President (i.e., the Disciplinary Committee Chair)
- 2) Referee Convenor (i.e., the Head Ref)
- 3) The corresponding Division Convenor
- One individual may satisfy multiple of these requirements, but the Disciplinary Committee must always consist of at least three (3) individuals.
- If any of the above are unable to serve and/or there is an open seat, then another member shall be chosen by the President in this order:
 - Board member
 - Another Division Convenor
 - Team Leader
 - Member in good standing

Any member of the committee shall remove themselves from the committee for the incident under review if there is a perceived or actual conflict of interest. The President has the sole authority to appoint replacement committee members, considering input from the Board if necessary; except in the case where the President has a conflict of interest, where the Vice President shall fulfil this responsibility. If both the President and Vice-President have conflicts of interest, then the responsibility shall fall to the remaining Board members. Replacement committee members shall be chosen in this order:

- Board member
- Division Convenor
- Team Leader
- Member in good standing

5.4.3 Appeal Committee

A committee is to be established by the Board at the start of the season that is responsible for any disciplinary appeals. See Section 7 for the Appeal Procedure.

The Appeal Committee shall be comprised of three Members:

- 1) President
- 2) A Board member who was not involved in the incident
- 3) A second Board member who was not involved in the incident
- One individual may satisfy multiple of these requirements, but the Disciplinary Committee must always consist of at least three (3) individuals.
- If any of the above are unable to serve and/or there is an open seat, then another member shall be chosen by the President in this order:
 - Board member

- Division Convenor
- Team Leader that was not involved in the incident
- Member in good standing

Any member of the committee shall remove themselves from the committee for the incident under review if there is a perceived or actual conflict of interest. The President has the sole authority to appoint replacement committee members, considering input from the Board as necessary; except in the case where the President has a conflict of interest, where the Vice President shall fulfil this responsibility. If both the President and Vice-President have conflicts of interest, then the responsibility shall fall to the remaining Board members. Replacement committee members shall be chosen in this order:

- Board member
- Division Convenor
- Team Leader
- Member in good standing

All members of the Appeal Committee must not have served on the Disciplinary Committee for the incident under review.

5.4.4 Policy Committee

The Board is to create a committee every five years to review, and update as necessary, NIFHA's Bylaws and Policies and Procedures. The Board is to undertake ongoing review of this Policy and Procedure Manual and may amend policies at any point.

The next Policy Committee shall be formed at the start of the 2030-2031 season.

5.4.5 Other committees

The Board may create other committees as required based on the needs of the league each season. These committees are to assist in the operations of the league and report to the Board.

6. LEAGUE RULES: ON-ICE

6.1. LEAGUE PLAYING RULES

6.1.1 CARHA Rule Book

Referees will enforce the CARHA Rules of Play in its entirety. The CARHA Rule book is available [here](#). In the event of a conflict, CARHA policy will always supersede the local organization's policy.

6.1.2 NIFHA Supplementary Rules of Play (SROP)

The NIFHA SROP apply to the House League and 45+ Division (i.e., do not apply to the Travel Teams), and are designed to enhance the safety of all NIFHA Members. The NIFHA SROP do not contravene or lessen the importance of CARHA Rules.

- NIFHA SROP #1: Puck Contacting Goaltenders Mask: If the puck comes in contact with a goaltender's mask, the play shall be blown down for player safety, to the best of the referee's ability.
- NIFHA SROP #2: Goaltender Interference: Players are permitted to play a loose puck with their stick once it has entered the crease but their body/skates may not enter the crease. Players may not spear the goalie's glove or slash the goalie while they are attempting to cover the puck, whether or not they say they were playing the puck. Players may not make purposeful contact with the goalie. Goaltender interference will result in a minor penalty.
- NIFHA SROP #3: Slap shots: No slapshots, or fake slap shots, are allowed. The designation of a slap shot is an 18-inch takeaway from the puck and can also refer to clearing attempts and not just a shot on net. The result is a minor penalty. Repeated offences will result in escalating discipline or suspensions.
- NIFHA SROP #4: Gretzky Rule: No player may score more than 3 goals in a game. If a player scores a fourth goal in a game, it will be disallowed and the player will have a penalty recorded for unsportsmanlike conduct (but not served); instead, a penalty shot will be awarded to the other team. A fifth goal in a game or repeated instances of violating this rule will result in a minor penalty or escalating discipline.
- NIFHA SROP #5: One Goal Rule: Players that have played AA or higher, or are full-time players in the Travel Team Division, may not score more than one goal. If such a player scores more than one goal in a game, it will be disallowed and the player will have a penalty recorded for unsportsmanlike conduct (but not served); instead, a penalty shot will be awarded to the other team. Repeated instances of violating this rule will result in a minor penalty or escalating discipline. This rule will be waived if the player's team is losing while a Mercy Rule (SROP #6) is in effect. All players are capped at three goals at all times per SROP #4.
- NIFHA SROP #6: Mercy Rule: No team shall score more than a 5 goal differential. If a game has a differential of more than 5 goals, then the Team Leaders shall discuss alternatives such as swapping players for balance, swapping goalies, etc.
- NIFHA SROP #7: High sticking the puck: When the puck comes in contact with a high stick above the level of the cross bar, the play shall not result in a penalty, but will be blown dead. The face off will be up to the referee's discretion, based on the severity of the play.

- *NIFHA SROP #8: Third Man In:* In an altercation between two opposing players, a third player on ice may assist the referee by removing their own teammate, provided no contact is made with the opposition player. This will not result in a “third-man-in” penalty/suspension.

7. DISCIPLINARY POLICIES AND PROCEDURES

Incidents that may be reviewed for disciplinary action include, but are not limited to, violations of NIFHA policies or rules, submitted complaints, or on-ice actions, as outlined in the following sections.

7.1 BOARD MANDATE

The NIFHA Board of Directors shall enforce the Policy and Procedure Manual and has the power to enforce appropriate sanctions, which may include but are not limited to game forfeiture, suspension, or other consequences.

The Board of Directors shall have the right to discipline any Member of the Association for:

- Conduct deemed to be improper, unbecoming, or likely to endanger the interests or reputation of the Association;
- Breach of the Constitution or Bylaws; or
- Breach of any policies, rules, or decisions of the Board of Directors of the Association, including the Player Code of Conduct (see Section 7.7) or other League policies outlined in this Policy and Procedure Manual.

7.2 AUTOMATIC REVIEWS

Any player who displays intent to injure, or harasses or verbally abuses another person before, during, or after a league game or practice, shall be automatically under review for potential disciplinary action upon referral by the Head Ref and/or Team Leader.

Any player or team official incurring a “Gross Misconduct”, “Game Misconduct” or “Match Penalty” penalty shall be ejected from the game. Referees must include a written report, to be signed by either a) one other referee or b) both Team Leaders as witnesses in the absence of a second referee, in accordance with CARHA Match Penalty Procedure. Any Member receiving a major, misconduct, match, game, or gross penalty shall have the incident reviewed by the Disciplinary Committee and may be subject to additional discipline, including suspension or expulsion, at the Board’s discretion. Any player receiving a game ejection from one of these penalties will be under disciplinary review and eligible for an additional one game suspension. The player will have 48 hours to request a meeting with the Appeal Committee should they wish to attempt to overturn the suspension (see Section 7.5).

Any player who sets foot on the ice during a NIFHA game while actively suspended will receive an automatic additional suspension of two games and will have their actions reviewed by the Disciplinary Committee.

Any player found to be misrepresenting their identity on a game sheet or to a league official will receive an automatic ejection and four game suspension and will have their actions reviewed by the Disciplinary Committee.

Any player who is suspended more than one time in a single season will receive a one year probation and will have their actions reviewed by the Disciplinary Committee. The probationary period will involve:

- A meeting with the Board prior to the first ice time
- A letter of expectations that is signed by the player
- All penalties will be reviewed by the Disciplinary Committee

- If there is a subsequent suspension, the player is suspended for the remainder of the year. The player can only be reinstated upon Board approval

Referees may recommend supplementary discipline as they deem fit, stemming from conduct in any NIFHA game. The referee must provide a report with the game sheet, to be signed either by a) both Team Leaders as witnesses or b) a second ref. This report will be delivered to the Board of Directors for consideration, who may then choose to disregard the recommendation or move forward with the disciplinary process and confer the report to the Disciplinary Committee (see Section 7.4).

7.3 GRIEVANCE POLICY

NIFHA expects that the individuals will make a good faith effort to resolve concerns amongst themselves. This policy is intended for Code of Conduct violations (Section 7.7). If a situation cannot be resolved, the following steps should be taken:

- The person involved in the dispute should first go to the Team Leader for assistance. The Team Leader acts as a liaison between the parties to resolve the issue. The Team Leader does not have the authority to make any findings of right or wrong; rather, they facilitate the parties to come to a mutually agreeable solution.
- If the situation remains unresolved, the concern should be emailed to the Board (islandersfemalehockey@gmail.com) for review no less than 48 hours and no more than 7 days after an incident. Emails submitted before and after this deadline will not be reviewed under this policy except in extenuating circumstances, up to the discretion of the Board.
- The Board will investigate the incident. The Board will make every effort to solve the problem between the parties involved, and may call a meeting between the parties to resolve the issue. At this meeting, all persons involved have an opportunity to present their issues to the Board, who will decide upon a binding resolution. If the person(s) bringing the grievance fails to appear at such meeting, the grievance will be determined to be without grounds. In any case where the steps outlined by the Grievance Policy are not adhered to, the person(s) involved will be considered in violation of NIFHA policy, and subject to appropriate discipline (including if the Team Leader fails to attempt to de-escalate the situation and resolve the issue). The Board will document the issue and steps for resolution in writing and obtain signatures from both parties.
- The Board will determine what course of action, if any, is appropriate. The Board's authority allows them to suspend members as a result of their findings. If the Board deems suspension appropriate, one or more parties may be temporarily suspended until resolution occurs.
- If there is an appeal of a decision under this policy, then the incident will be referred to the Disciplinary Committee.

7.4 SUPPLEMENTARY DISCIPLINE

The purpose of the Disciplinary Committee will be:

- To review concerns brought by Members (if referred by the Board) regarding violation of NIFHA Code of Conduct/Policies or insufficient penalization of play
- To review on-ice actions described in this document to warrant automatic review by the Disciplinary Committee to determine if penalization is sufficient
- To make formal notifications to players of all suspensions and any Disciplinary Committee decisions affecting their eligibility

In the event of a Disciplinary Committee review, the following process will be followed:

- **Statements:** Within 24 hours of an incident being referred to the Disciplinary Committee, the Disciplinary Committee Chair will send out requests for statements. This will involve gathering voluntary statements from the parties involved, the referee(s), and any potential witnesses from both teams. The request for statements shall note the deadline for submitting statements (48 hours), after which a statement may not be considered. The NIFHA Disciplinary account (nifhadisciplinary@gmail.com) shall be used by the Disciplinary Committee Chair for communications during the review process after receiving a complaint.
- **Disciplinary Committee decision:** Within 5 days of the incident being referred to the Disciplinary Committee, the Disciplinary Committee will meet to discuss the incident and the statements. The Disciplinary Committee may recommend: no action, verbal warning, written warning, suspension, or expulsion (considering the guidance in Section 7.4.1). The Disciplinary Committee will have the authority to impose a suspension of up to two games. Recommendations for suspensions longer than two games must be approved by the Board of Directors. The Disciplinary Committee may issue additional suspension to a player, but may not reduce recommended suspensions. The Disciplinary Committee may overturn automatic suspensions. For all incidents, the Disciplinary Committee Chair will send the Disciplinary Committee's decision and summary of rationale to the Board. The Disciplinary Committee Chair will send notice of any warnings or suspensions to the Member, as well as any involved parties as appropriate (including but not limited to the complainant, Team Leaders, and Division Convenor, and the Board will post these suspensions on the website or other method of notification). For recommended suspensions longer than two games and expulsions from a division or the league, the Disciplinary Committee Chair will send the Disciplinary Committee's recommendation regarding potential disciplinary action for the Board to decide.
- **Board decision:** If the Disciplinary Committee recommends a suspension of more than two games or expulsion as a player from a division or the league, then the incident will be referred to the Board along with the Disciplinary Committee's recommendation and rationale. Within 48 hours of receiving the recommendation from the Disciplinary Committee, the Board shall meet to review the incident, statements, and recommendation from the Disciplinary Committee. The Board shall discuss the nature of the complaint and determine what course of action, if any, is appropriate. Disciplinary actions will follow the guidance in Section 7.4.1. Recommendations from the Disciplinary Committee are not required to be accepted by the Board but it is strongly advisable to take them into account. All disciplinary decisions by the Board are required to have a recorded vote with a majority agreeing to the course of action.
- **During review:** If, due to extenuating circumstances, the disciplinary decision is not made before the next ice time, a player under review for unsafe play, supplementary discipline, and/or injuring another player will sit out that game and cannot be on the bench or dressing room until the decision is made, up to the discretion of the Board. Any Team Leader shall recuse themselves from their Team Leader role while they are under review, and the Board will appoint an interim Team Leader for the duration of the review. If the result of the review is no suspension/expulsion and the player sat a game due to a delayed disciplinary decision, they will be refunded the amount per that ice time(s) and the incident will be removed from their record.

- Appeal: A Member may appeal a suspension or expulsion (a verbal or written warning cannot be appealed). In the event of an appeal, see Section 7.5.

7.4.1 Disciplinary Actions

Disciplinary action, depending on the severity of the incident, may range from a warning to permanent expulsion from the league. Any suspension or expulsion will be levied at the discretion of the Disciplinary Committee and Board depending on the length of the suspension.

The Disciplinary Committee and Board will consider CARHA's Suspension Guidelines (available [here](#)) and Harassment Policy (available [here](#)) during reviews. Depending on the nature of the violation, a progressive discipline process may be implemented such as an initial verbal warning, followed by a second written warning, and then suspension. Each specific situation will be evaluated and the decision to implement progressive discipline or issue a direct suspension/prohibition will be made based on the evaluation of the nature of the violation. The following guidance is to be considered, depending on the nature and severity of incident:

- First offence: verbal or written warning
- Second offence: written warning or 1 game suspension
- At any point, if there is intent to injure or it is the player's third offence within that season: 1 game suspension or higher

Reversing a referee's decision that could impact a disciplinary decision will not be done without specific evidence supporting the claim that the referee made a distinct error.

7.4.1.1 Suspension

A player who has been suspended is not allowed to participate in NIFHA activities until that suspension has been served. If a player is suspended one game from Monday nights, that player will not be eligible for tournaments on official NIFHA teams, or to participate on Travel Teams, until that suspension has been served, unless otherwise determined by the Disciplinary Committee.

7.4.1.2 Expulsion from playing in a division or the league

Expulsion of a player from a division or the league does not exclude them from registering as a Member-only to retain voting rights.

The Disciplinary Committee may request at any point in the disciplinary process that the Board of Directors consider expelling a player from:

- A division of play from NIFHA (e.g., expelled from House League but permitted to play Travel)
- From NIFHA as a whole

NIFHA membership expulsion must follow the process as outlined by the society's bylaws.

An automatic review for expulsion from a division or the league can be triggered by the following:

- The Disciplinary Committee may make a recommendation for a player expulsion from a division or the league at any time
- A minimum of three suspensions in a single season, with no effort made to change playing style
- Multiple suspensions for attempts to injure, and/or Code of Conduct violations

Players who have been expelled are entitled to submit an appeal to the Board of Directors. Expelled players may submit a formal written request for reinstatement to the Board via email after one year from the date of expulsion. This does not guarantee reinstatement.

7.5. APPEAL PROCEDURE

Any Member of the Association that has been the subject of decision whereby discipline has been imposed on the Member by way of a suspension or expulsion (the “Appellant”) has the right to Appeal the discipline. In the event of an appeal, the following procedures will be followed:

- In order to be entitled to an Appeal before the Appeal Committee, the Appellant must forward to the Association’s email address, within 7 days from the date the Member received notice from the Board of Directors that discipline has been imposed, a written Notice of Appeal that outlines all particulars pertaining to the Appellant’s case and shall be accompanied by either a cash payment or a cheque for \$50.00 payable to the Association.
- The Appeal Committee shall vote to determine if the appeal is to be dismissed in its entirety or proceed to an Appeal Hearing. This shall occur within 24 hours of receiving the written notice of Appeal and the accompanying \$50.00.
- If the Appeal is dismissed in its entirety, the fifty dollars (\$50.00) paid by the Appellant shall be forfeited to the Association. If any part of the Appeal is granted, the fifty dollars (\$50.00) shall be returned to the Appellant.
- Where an Appeal proceeds to an Appeal Hearing, the Disciplinary Committee shall, at least 1 day in advance of the hearing of the Appeal, provide both the Appeal Committee and the Appellant with a written outline of the reasons why discipline was imposed on the Member.
- When an Appeal is filed, there shall be no stay of any suspension or expulsion imposed that is the subject of the Appeal.
- The Appeal Committee shall, upon receipt of the written Notice of Appeal and the accompanying \$50.00, forthwith make arrangements for the hearing of the Appeal.
- The Appeal Committee shall provide not less than 7 days’ notice of the hearing date for the Appeal to the Appellant and the Board of Directors.
- The Appellant is required to attend the Appeal Hearing in person.
- The Appeal Committee may uphold, modify, or reverse any decision made by the Board or Disciplinary Committee.
- All decisions by the Appeal Committee are required to have a recorded vote with a minimum of three Members agreeing to the course of action.
- Unless the Appeal Committee requires additional time due to special circumstances, the Appeal Committee shall make a decision on the Appeal within 7 days of the Appeal Hearing and the Appeal Committee shall notify both the Board of Directors and the Appellant of its decision.
- The decision of the Appeal Committee is final (i.e., an appeal cannot be re-appealed).

7.6. PENALTY MINUTE ACCUMULATION SUSPENSIONS

To reduce the amount of penalties and repeat offenders, NIFHA Members who accumulate penalties in the below amounts, for the specific penalties noted below (“red penalties”), shall receive the following supplemental actions or suspensions. The below totals include red penalties received as a full-time or spare playing during regular season games. These suspensions are independent of any other

Supplementary Discipline resulting from Section 7. Penalty minute thresholds are applicable within each division (i.e., will be counted separately within the House League, Travel Teams, or 45+ Division) and do not accumulate across divisions. It is the responsibility of the Convenor to monitor penalty minute accumulations and flag players that reach thresholds to the Board. This information shall also be sent in the monthly Convenor report to the Board.

The penalty accumulation procedure is as follows:

- Warning
 - NIFHA Members who accumulate 5 red penalties in a single season shall receive a verbal and written warning, and a reminder about the policy regarding Penalty Minute Accumulation Suspensions.
- 1 Game Suspension
 - NIFHA Members who accumulate 6 red penalties in a single season shall receive a 1 game suspension.
- 3 Game Suspension
 - NIFHA Members who accumulate 9 red penalties in a single season shall receive a 3 game suspension, plus a meeting with the Board of Directors.
- 5 Game Suspension
 - NIFHA Members who accumulate 12 red penalties in a single season shall receive a 5 game suspension, plus review by the Disciplinary Committee regarding if supplemental discipline is required.

Red penalties include:

- Boarding
- Body Checking
- Butt Ending
- Charging
- Cross Checking
- Elbowing
- Goaltender Interference
- Head Contact
- Kneeing
- Roughing
- Slashing
- Spearing
- Unsportsmanlike
- Misconduct

7.7 NIFHA MEMBER CODE OF CONDUCT

Violation of the Code of Conduct can jeopardize your Membership in the Society; the Board is to follow the BC *Societies Act* regarding any expulsions from Membership.

By signing this contract, I agree to promote FUN, learning, and the encouragement of better play during ALL NIFHA games.

On Ice

- Nanaimo Islanders Female Hockey Association maintains a NO CONTACT policy on the ice. This translates to no body-checking, boarding, charging, running goaltenders, or interference.
- Players will show respect to all teammates, coaches, officials, opponents, and fans at all times.
- Harassment and verbal abuse are prohibited.
- Keep negative comments to yourself and keep your cool.
- Exemplary sportsmanship is expected of all players (e.g., proper handshake at the end of the game, go quietly and immediately to the penalty box).
- Play safe, keep it clean, and please do not lay down to block shots.

Off Ice

- Our ice user contract clearly states that no alcohol or drugs may be used in the arena facilities at any time, before or after an ice time. NIFHA holds no responsibility for your actions should you drink or use drugs. Team leaders, referees, and coaches have the authority to refuse to allow you to play if you are impaired.
- Players must set their attendance 48 hours prior to games and contact the Team Leader as soon as possible if they are unable to attend.
- Players will show respect to all teammates, coaches, officials, opponents, and fans at all times.
- Harassment and verbal abuse are prohibited.
- Keep negative comments to yourself.
- Hockey gear is to be kept clean and properly aired.

Any Member who is determined to have jeopardized the continued existence of a team or the league, either through willful misconduct, negligence, the commission of illegal acts, or financial mismanagement, shall be under review by the Board.

I agree to abide by this Code of Conduct, the rules of the game, NIFHA Bylaws, NIFHA Policy and Procedures Manual, and all CARHA regulations. I understand that any breach of this agreement could result in disciplinary action from the Disciplinary Committee or Board, including suspensions and expulsion.

By registering, you are agreeing to abide by this Code.

8. INCLUSION POLICY

NIFHA will consider existing guidance, e.g., Hockey Canada's Gender Expression and Identity Policy (available [here](#)) and ViaSport's Trans Athlete Inclusion Guidelines (available [here](#)), as amended from time to time. As such, at the time of writing, NIFHA applies self-identification as the metric for gender.

8.1 PURPOSE

NIFHA is committed to creating an equitable, inclusive, and safe hockey environment, which is free from discrimination or harassment, where all individuals, including people of all races, as well as LGBTQ+, gender diverse, and two-spirit are treated respectfully, can fully participate, and feel valued.

8.2 INCLUSION STATEMENT

NIFHA strongly believes that all players, based on the fundamental human right of gender self-determination, should be able to participate in sport in the gender with which they feel comfortable and safe. NIFHA welcomes all individuals to participate in our sport in accordance with their gender identity.

NIFHA recognizes that any form of racism, discrimination, harassment, bullying, or violence is detrimental to our membership.

NIFHA is incorporated under the BC *Societies Act*, with a mandate to offer a reasonable, accessible recreational hockey league in the Nanaimo region for adult women players of all skill levels. We are committed to fostering a safe, inclusive, and respectful environment that supports participation by women and gender-diverse individuals while upholding our organizational mandate.

8.3 POLICY

All participants in NIFHA activities are expected to uphold these values and actively maintain a hockey environment that fosters respect and is anti-discriminatory and anti-racist.

Under the BC *Societies Act*, NIFHA reserves the right to discipline or expel members found to be in contravention of this policy, in accordance with the appropriate process as outlined by its bylaws.

The league will accept registration from players who are assigned female or intersex at birth, including non-binary, two-spirit, gender diverse and transgender players, and any player who identifies as a woman.

Cisgender men will be permitted to play as granted exception by the Board and only in the position of Goalie.

8.4 CHANGE ROOM

NIFHA will make every effort to provide a gender-neutral option for players of diverse gender, i.e., a “flex” room, pending availability in facilities, both home and away. The Team Leader will advise on room location.

Upon request from a player for away games, the league will reach out to inquire about options for gender-neutral rooms to accommodate players prior to arriving at the facility.

Players will use the changeroom most aligned with their gender identity.

Men are not permitted in women’s designated change rooms, with an exemption for coaches and teammates who may enter the room no earlier than five minutes before a game, and up to five minutes after the game, and after confirming all players are dressed and at the Team Leader’s discretion.

This is in line with the BC Human Rights Code Section 008 (available [here](#)); the Code exempts the category of sex when the issue is maintaining public decency. For example, men cannot use women’s change rooms.

9. REFEREE POLICY

Referees are responsible for the general supervision and management of the game, and have the authority to make calls on penalties, signal goals, and communicate with Team Leaders and players. Referees must be over the age of 18 as of December 31 of the registration year. Underage referees may be considered for a mentorship opportunity, when paired with a referee over the age of 18. Referees must have completed the CARHA, BC Hockey, or equivalent training modules or certification.

The Board of Directors reserves the right to release referees at any point during the season due to repeated complaints from players and/or teams with no reasonable effort made to correct offending behaviours, or non-compliance with this policy or Referee Code of Conduct (Appendix D).

9.1 EQUIPMENT

All referees must provide their own equipment and are responsible for ensuring all equipment is clean and in good condition prior to stepping on the ice.

Mandatory Equipment:

- Black CSA certified helmet (with stickers in place), including helmet ear pieces
- CSA certified half visor
- Skates with white laces
- Shin pads
- Elbow pads
- Clean officials black and white sweater *crest is optional, but CARHA crest is preferred and any other crests must be covered with white tape
- Black pants
- Whistle
- Pencil and notepad OR dry erase marker
- Pelvic protector (also known as a “jock” or “jill”)

Optional pieces include:

- Protective girdle
- Extra laces
- Extra whistle
- Black or white tape
- Water bottle

9.2 SYSTEMS, SCHEDULING & COMPENSATION

9.2.1 Systems

All House and Travel Division games will run a two-official system when possible, and the 45+ Division will use a one-official system unless a two-official system is deemed temporarily necessary by the Board. In the event of a conflict, the priority will be as follows for a two-official system:

1. All-Gender Tournament
2. Women’s Competitive Tournament

3. Travel Division
4. Women's Recreational Tournament
5. House Division
6. 45+ Division

9.2.2 Scheduling Seniority

Scheduling will be based on seniority within NIFHA. Any officials who fail to officiate a game within three years of their last game will have their seniority date reset to the date of the first game officiated after the reset. Any discrepancies or ties in seniority will be settled by:

1. The date of the first game officiated within NIFHA
2. The number of games officiated for NIFHA, including tournament and neutral site games
3. Age of the official - the older official will have greater seniority

9.2.3 Scheduling Procedure

Scheduling will be led by the Referee Convenor (Referee-In-Chief). The Referee Convenor will send out the schedule for a given month not more than one month in advance, and not less than two weeks in advance of the start of the month.

The Referee Convenor may then either:

- A. Collect availability from referees and schedule games based on seniority and the Referee Convenor's discretion. The Board may override scheduling decisions if deemed necessary and by unanimous vote; or
- B. Instruct officials when it is their turn to choose games, based on the seniority list. Officials will select no more than the allotted amount of games from the schedule in their turn, based on the following:
 - 1-5 official rotation = 4 games
 - 5-7 official rotation = 3 game
 - 7-10 official rotation = 2 games
 - 10+ official rotation = 1 game

9.2.4 Compensation

Rates to be determined yearly by the Board of Directors, and to differ not more than or less than 5% from the Nanaimo Casual Hockey League. No showing a game that a referee is scheduled for will result in no payment. Games that are cancelled within 20 hours of the start time will result in full compensation, unless the game is canceled due facility closure.

It will be the responsibility of the Secretary and/or the President to notify the Referee Convenor of cancellations.

9.3 GAME DAY RESPONSIBILITIES

9.3.1 Pre-Game Responsibilities

Officials are expected to arrive no less than 20 minutes prior to the icetime, and are expected to be ready to step on the ice at the start of warmups.

Ensure all players are wearing the NIFHA minimum equipment, and all straps and laces are fastened in a safe manner prior to start of game.

Ensure no players are missing from the game sheet or game report in the management app, and check in with NIFHA Team Leader(s).

Ensure the ice surface is free of hazards such as divots or large bumps/rough patches on the ice, protrusions from the boards or glass, and that all external doors are securely fastened.

9.3.2 In-Game Responsibilities

9.3.2.1 Enforcing Rules of Play

Referees shall familiarize themselves with the CARHA Rulebook (found [here](#)) and NIFHA SROP (Section 6.1.2), which will be made available in electronic or printed format by the Referee Convenor or Board of Directors, and will be included in each Team Leader's Game Day Guide.

Referees shall ensure CARHA and NIFHA SROP rules are followed and that all players are participating in a safe and respectful manner. Game officials have the authority to remove unruly players, coaches, and spectators from the surface and/or stands, per NIFHA Policy & Procedures Sections 5.2.1 and 11.2.

Referees must make every effort to keep the play moving and minimize the length of stoppages. In the event of a stall on the boards, referees will use their voice to encourage play to continue, and only stop the play when players give up or a player(s) is down on the ice. During stoppages, referees are expected to drop the puck in a timely manner, with exception for reasonable delays such as injuries or the scorekeeper updating the clock to reflect penalties.

9.3.2.2 Record Keeping & Communication

If there is a scorekeeper present:

- Inform the scorekeeper of goals, assists, penalties, and any changes to timekeeping
- Ensure changes to score, period, time, and penalties are updated on the score clock prior to resuming play
- Ensure adequate communication with Team Leaders and players benches regarding changes

If there is no scorekeeper present:

- In the interest of keeping the game moving, referees shall record goals, assists, penalties, and any other changes in a notepad with a pencil or on the glass with a dry erase marker during the period, and record the information on the game sheet or in the management app and update the scoreboard between periods
- Update the score clock to reflect the allotted time for warmups and periods of play, the score, and any penalties carrying over from a preceding period
- Ensure adequate communication with Team Leaders and players benches regarding changes, including when penalties expire if they are not listed on the score clock

9.3.3 Post-Game Responsibilities

Officials must remain on the ice or in the penalty box until all players have exited the surface

Check the game sheet or game report in the management app for accuracy, and sign or e-sign the document with your full name, and complete any necessary reports for infractions outlined in NIFHA Policy and Procedures Section 9.4. The referee shall email a copy of a written game sheet to the Board of Directors within 24 hours, unless requested earlier.

Officials may leave the arena at their earliest convenience following the game and completing any necessary reports. Officials shall refrain from discussing infractions or serious penalty calls with players or spectators that are not Board Members or designated as a Team Leader or Convenor of that division. If the subject of one of these calls is a Board Member, Team Leader, or Convenor, the referee shall refrain from speaking to the person in question following the game.

9.4 REPORTING MATCH PENALTIES & MISCONDUCTS, AND PARTICIPATING IN DISCIPLINARY REVIEWS OF MISCONDUCTS

Incident reports are required for any penalties called that qualify for automatic review as outlined in NIFHA Policy Section 7.2 and any penalties that resulted in a Match Penalty, Game Misconduct, Gross Misconduct, or ejection from the game, or a player ejected for accruing three penalties in a game under the CARHA Rulebook. Immediately hand off a physical copy of your report to the division Convenor or a Board Member, or forward your report via email to islandersfemalehockey@gmail.com.

Incidents should be noted on the game sheet under the “Notes” section, with further follow up. See Appendix E for the incident report template.

Referees are protected by the NIFHA Player Code of Conduct. Referees who feel they have been subject to abuse or unsafe work environment are welcome to email their concerns to the Board of Directors, in line with the disciplinary guidelines outlined in Section 7.

9.5 RESOURCES

CARHA:

[Rulebook](#)
[Referee Modules](#)

Hockey Canada:

[Hockey Canada Officiating Duties for Referees and Linespersons](#)
[Hockey Canada Officiating Procedures](#)
[Hockey Canada Officiating Systems](#)

10. PRIVACY POLICY

All privacy matters will be handled by the Board in accordance with the NIFHA Privacy Policy.

Players shall sign the Photo Release upon registration.

PURPOSE OF THIS POLICY

NIFHA's Privacy Policy describes the way that NIFHA and its associations collect, use, retain, safeguard, disclose, and dispose of the personal information of prospective members, members, and others including players, coaches, officials, managers, and volunteers.

This policy describes the way that NIFHA will, subject to applicable legal requirements, adhere to all relevant federal and provincial legislative privacy requirements. The policy follows the [10 Canadian Standards Association \(CSA\) principles](#) identified in the [federal Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#).

This policy describes each principle and the method of implementing each. NIFHA will strive to meet or exceed federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws.

10.1 ACCOUNTABILITY

The Secretary is responsible for the implementation and monitoring of the NIFHA Privacy Policy, with assistance from the Vice President. This will include upholding the CSA privacy principles and responding to access requests in accordance with the Privacy Policy. The Secretary and/or Vice President will report to the NIFHA Board, and the ultimate responsibility for privacy issues will rest with the NIFHA Board of Directors. The Secretary and/or Vice President may at their discretion enlist assistance from other Board members within the organization. This will not in any manner mitigate their responsibility for privacy issues.

Responsibilities include:

- Ensuring that NIFHA manages all personal information in its possession in accordance with this policy, including that which may be transferred to a third party. Third party organizations may include, but are not limited to the league's insurer and any registration, payment, and game management platforms.
- NIFHA will implement internal policies, which will facilitate adherence to this Privacy Policy including but not limited to the following:
 - Security measures at all levels designed to protect personal information in our possession.
 - Implementing standardized procedures for responding to complaints and/or inquiries.
 - Volunteer training in all facets of information management, including awareness of the Association Privacy Policy and policies and procedures developed in accordance with the Policy. It will be the responsibility of the Board to find a suitable course and ensure it is completed before Sept. 1.

10.2 IDENTIFYING PURPOSES, TYPE OF INFORMATION COLLECTED, AND WEBSITE

NIFHA collects personal information from prospective members, members, coaches, officials, managers, and volunteers for the purposes of conducting hockey programming and related activities. NIFHA specifically collects:

- A player's name, address, and date of birth to determine that the player's identity is consistent with the insurer's information on file, and compliant with the insurer's regulations.
- Information related to a players' skill level, fitness, and age in order to place the player in a division that is best suited to their needs and safety, and to determine future programs to better serve our membership.
- A player's emergency contact name, telephone number(s), and email address(es) in order to facilitate contact in the case of an emergency
- Email addresses for the purposes of facilitating membership communication related to upcoming events and programs.
- NIFHA reserves the right to maintain disciplinary records for registered players that may contain sensitive information, within reasonable limitations. These records shall only be available to the Board. A player may submit a written request for disciplinary records to be deleted after ten years from the date of the incident, but at final discretion of the Board of Directors.

NIFHA will advise members of the purpose for the collection of the data requested at the time of registration or by reference to our website at <https://www.nanaimoislanders.ca/>. All personal data collected by NIFHA shall be maintained securely.

10.3 CONSENT

- NIFHA will use the personal information for the uses specified in Section 10.2. By consenting to provide your information to NIFHA, you are deemed to consent to our use of the information for the purposes listed in this Privacy Policy and to the disclosure of the information to other organizations for the same purpose.
- NIFHA recognizes that hockey by its nature is a contact sport and incidental injuries may occur through no fault to any player or official. Medical records and history of the individual may be of assistance in an emergency situation, and therefore it is requested that players provide this information to the league. Our members and prospective members are under no obligation whatsoever to supply this information and may refuse to do so without penalty. All medical forms will be completed by the player and securely stored with the Team Leader in a zipped binder for the season. NIFHA will consider receipt of this information as consent for its subsequent use in an emergency medical situation. These files will be destroyed at the end of the season.
- If at any time you wish to withdraw your consent to the use of your information for any purposes, you may do so by contacting the Board. Any impact to services offered by NIFHA to the individual shall be explained prior to final withdrawal of consent.

10.4 LIMITING COLLECTION

All information shall be collected fairly and lawfully.

- NIFHA shall not indiscriminately collect information. The amount and type of information we collect shall be limited to that which is required to fulfill our identified purposes.

- NIFHA will not use any form of deception in collecting personal information from its members.
- Names shall be redacted or the use of initials shall be used in the taking of minutes by the Board.

10.5 LIMITING USE, DISCLOSURE AND RETENTION

Subject to applicable legislation, NIFHA shall limit use of personal information it collects to purposes that we have disclosed in Section 10.2. NIFHA shall maintain documents for certain periods of time dependent upon necessity. More specifically:

- We will normally maintain registration data for a ten-year period after an individual has left our programs in the event that an individual chooses to return to our programs after leaving and in line with the *Societies Act*.
- NIFHA may, from time to time, enlist the services of third-party vendors in order to provide hockey programs, and technical and support services.
- NIFHA may disclose your personal information to a government authority that has asserted its lawful authority to obtain the information. NIFHA may disclose your personal information when legally required. When appropriate and able, NIFHA will inform the impacted member(s).
- At the discretion of the Board of Directors and under advisement of the Secretary and/or Vice President, NIFHA may release personal information for the purposes of collecting debts that may be owed to NIFHA.
- NIFHA shall retain any information and documentation subject to provincial or federal legislation regarding retention periods.

10.6 ACCURACY

NIFHA shall ensure to the best of its ability that the information entrusted to us is accurately maintained.

NIFHA shall only update information in the event of a renewal, registration, and/or an update made in writing to the Board of Directors.

10.7 SAFEGUARDS

Security safeguards have been implemented to support the protection of personal information from theft, unauthorized access, disclosure, copying, use, or modification.

10.8 OPENNESS

NIFHA publicly discloses the methods by which we handle your personal information. This information is readily available through this Privacy Policy, on our website, or upon request by contacting the Board.

The information available includes:

- A description of the type of personal information held by NIFHA and our general uses thereof, including:
 - Registration information – including name, date of birth, address, and email addresses
 - Photographs taken during games or other league events and activities

10.9 INDIVIDUAL ACCESS

- In accordance with local, provincial, and federal legislation, an individual may request disclosure from NIFHA on whether it holds their personal information. The source of the information and to which third parties it may have been disclosed will be included in the response at the request of the individual.
- NIFHA may request identity verification prior to releasing any personal information and cannot release personal information to anyone that is not determined to be the individual whose information is being requested. In the case that the identity of the requester does not match the person's information being requested, the Secretary and/or Vice President will not release any details and will immediately notify the Board of Directors and the individual whose information was requested.
- Subject to applicable legislation, NIFHA shall provide this information within 30 days of receipt of the information requested and only charge nominal fees for the purpose of offsetting its expenses incurred in supplying the requested information.
- Any inaccurate information that is brought to NIFHA's attention shall be corrected in a timely manner and any pertinent third parties shall be notified of the corrections.

10.10 CHALLENGING COMPLIANCE

NIFHA shall investigate all complaints. If the complaint is deemed justified, NIFHA shall take the appropriate steps to ensure that compliance is achieved and will make changes to its policies to allow for compliance in the future. All complaints of non-compliance with the Privacy Policy shall be addressed to the Secretary and/or Vice President.

10.11 SOCIAL MEDIA POLICY

This Social Media Policy will outline the use of Social Media platforms for NIFHA participants and the NIFHA Board.

NIFHA will view any comments/posts on social media as public information.

Social Media is all online communication, including, but not limited to: Facebook, Snapchat, Twitter, Instagram, YouTube, etc.

NIFHA encourages the use of Social Media in a positive manner. The proper use of social media can help promote special events, fundraising initiatives and, overall, the sport of hockey. Positive comments help raise awareness of the sport, the association and the overall benefits of the game.

10.11.1 Player use

Players, Coaches, Team Staff or Parents not adhering to these guidelines will be subject to disciplinary action by NIFHA.

Players, Coaches, Team Staff and Parents are reminded that the use of cell phones, cameras or other recording devices in the dressing room is expressly forbidden and is also subject to disciplinary action. Once something has been posted to Social Media it will be recognized as a public comment. Social Media is now considered the same as all other media. As such, once something is posted, any claims to privacy are void.

The following applies to content relating to NIFHA as an organization and its Members:

- Do not bully, harass, or make threats against players, officials or coaches.
- Do not post photographs or video that were taken within the dressing room.
- Do not post photos or content wherein the consumption of alcohol and/or drugs can be clearly seen while representing NIFHA (i.e., wearing NIFHA jerseys, shirts, hoodies, etc.)

Violations of the above guidelines which are reported to NIFHA will be subject to an investigation. If a violation is found to have occurred, the participant(s) will be subject to disciplinary action as outlined in Section 7.

10.11.2 *Board use*

NIFHA retains the right to operate social media channels, to communicate with members, maintain a presence within the community and market the league.

This may involve posting game times and game day information, photos, videos, and other information as the Board sees fit.

The Board will only use photos and video from players who have signed the photo release form at registration. Upon signing the photo release form, the Board is not required to ask for further permission for use of photos or video, although it may do so. This content may remain on file for future use by future Boards, but may be deleted upon written request.

Photos posted from non-consenting members shall be deleted from file and from postings, in line with Privacy Policy Non-Compliance (Section 10.10).

The Board may not post private information publicly on social media channels, including but not limited to, medical information, addresses, email addresses, etc.

11. NON-MEMBER POLICY

The Nanaimo Islanders Female Hockey Association is pleased to have the support of the community and understand that non-members may be in attendance or involved in NIFHA sanctioned games and events.

The following policies offer a guideline on what is expected of non-members while participating in NIFHA events.

11.1 UNDERAGE PLAYERS

Pursuant to Section 2.1, NIFHA will allow players under the age of 18 to register for the league, provided they are 16 years of age or older with the written consent of a legal guardian, and permission from the league's insurer and the Board. The underage player shall be considered a Member with full voting rights, which shall not be delegated to a proxy, per NIFHA's bylaws.

Per Section 2.1, underage players will be required to have a parent or guardian present at the arena while playing.

11.1.1 Parent involvement

Players over the age of 18 are Members in their full right, and therefore will be responsible for all communication and responsibilities that come with being a Member of the society, including communication with the Board, managing their attendance, and paying fees.

A parent or guardian may not represent their child as a proxy member or in communication with the league if the Member is over the age of 18, unless has otherwise been approved by the Board.

The Board will consider written requests for parental involvement, but may only approve these requests at their discretion. The request must be received at the time of registration.

Inquiries and correspondence from parents or guardians on behalf of players over the age of 18 will not be considered by the Board.

11.2 SPECTATORS

Fans and spectators are expected to behave in a manner that reflects the highest standard of sportsmanship and follows facility regulations if applicable.

Fans and spectators should refrain from:

- Using foul language or making obscene gestures of any kind
- Abusing an official, opponent(s), opponent spectator(s) or other person(s), verbally or physically
- Disrupting the progress of the game by their actions
- Engaging in conduct contrary to the integrity of the game

Spectators shall refrain from approaching the player's bench and dressing room and shall remain in designated spectator areas, except in extenuating circumstances (e.g., medical emergencies).

Board members, referees, Convenors, and Team Leaders reserve the right to eject any spectator in violation of this policy, in line with facility regulations, and in consultation and unanimous agreement with the referees and opposing Team Leader.

11.2.1 *Spectator Harassment and Discrimination Policy*

NIFHA is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate in an environment which promotes equal opportunities and prohibits unlawful discrimination and harassment.

For this policy, NIFHA recognizes that harassment is prohibited by the Canadian Human Rights Code and by human rights legislation in every province and territory of Canada. Harassment can also be an offense under Canada's Criminal Code.

"Harassment" is comment(s), conduct, or gesture(s) directed towards an individual or group, which is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive and which a reasonable person would know, or ought reasonably to know to have this effect.

Any spectator found to be violating this policy may be ejected and subject to bans from future NIFHA events.

11.3 Coaches

Teams may elect to have a coach. A coach is not entitled to league membership, but may already be a member as a player in another division.

Coaches must have Board approval and may be subject to background check. Coaches are expected to appropriately represent NIFHA and adhere to applicable NIFHA Policies (e.g., Code of Conduct) and facility regulations.

Once selected, coaches will recognize that the role is volunteer only and are not entitled to compensation from the league. Teams may elect to offer coaches gifts or honorarium as organized by the players.

12. CONFLICT OF INTEREST POLICY

This policy applies to NIFHA Directors. The objective is to outline how Directors must handle situations and behaviours that could lead to either a conflict of interest, real or perceived.

12.1 PURPOSE

All Directors have a responsibility to uphold the integrity of the Board's decision-making processes by making sure that their decision-making is free from conflict or possible conflict. Conflicts of interest are to be avoided at all costs. All Directors must be aware of their responsibilities in the event of a conflict of interest or potential conflict of interest.

Under the B.C. *Societies Act* [SBC 2015], Directors are subject to legal requirements regarding the disclosure of relevant personal interests. Directors who fail to comply with these requirements may face liability and the requirement to pay reparations.

12.2 CONFLICT OF INTEREST

When a Director's obligation to act entirely in the organization's best interests and to uphold their duties is interfered with or compromised by any other interest, relationship, or duty of the Director, there is a conflict of interest. A conflict of interest also exists when the Director's obligations to the organization clash with other obligations, preventing the Director from completely performing the duties owed to the organization.

The Director who has declared a conflict of interest shall not be present during the discussion or vote regarding the topic in which they have a conflict of interest, nor shall they attempt to influence the voting.

12.3 DISCLOSURE OF CONFLICTS

A Director or committee member who is in a position of conflict or possible conflict must immediately notify the President or Vice-President of the Board of such a conflict. When the President has a conflict, the Vice-President must be notified. The disclosure must be sufficient to reveal the nature and scope of the interest. Disclosure shall occur as quickly as practicable and, if at all possible, prior to discussion and vote on the topic.

If a Director becomes interested in a contract or transaction after it has been made or entered into, the disclosure must be made as soon as possible after the Director becomes so interested.

A Director may make a general declaration of the Director's relationships and interests in entities or persons that give rise to conflicts.

Directors may declare conflict of interest using Appendix B, which should be submitted to the President at earliest convenience.

12.3.1 Register of interests

NIFHA will maintain a register of interests outlining the Directors' disclosures of conflict of interests, which can be compiled using Appendix B. This register shall be maintained by the Secretary, who may remove declarations from Directors who are no longer serving on the Board.

The register should contain all disclosures made by Directors at or between board meetings.

12.3.2 Board documents

The President and Secretary should thoroughly check Board agendas and minutes to ensure that conflicts are identified and conflicting Directors are aware of the matter and process of conflict declaration.

Those responsible for Board documentation should implement necessary processes to ensure that if one or more Directors are in dispute on a particular subject, the conflict is highlighted.

12.4 PROCESS FOR RESOLUTION OF CONFLICTS AND BREACHES OF DUTY

A Director may be referred to the process outlined below in any of the following circumstances:

- Has breached the Director's duties to the organization;
- Is in a position where there is a potential breach of duty to the organization;
- Is in a situation of actual or potential conflict of interest; or
 - Has behaved or is likely to behave in a manner that is not consistent with the highest standards of trust and integrity and such behaviour may have an adverse impact on the organization.

12.4.1 Process for resolution

- The matter shall be referred to the following process:
 - Refer the matter to the President or where the issue may involve the President, to the Vice-President.
- The President (or Vice-President as the case may be) may either:
 - (i) attempt to resolve the matter informally, or
 - (ii) refer the matter to either the Board of Directors or to an *ad hoc* sub-committee of the Board established by the President (or Vice-President, as the case may be); the sub-committee shall report to the Board.
 - If the President or Vice-President elects to attempt to resolve the matter informally and the matter cannot be informally resolved to the satisfaction of the President (or Vice-President as the case may be), the Director referring the matter and the Director involved, then the President or Vice-President shall refer the matter to the process in (2) (ii) above.
 - The topic shall be decided by a majority vote of the Board of Directors. It is acknowledged that if a conflict or other matter submitted to the Board cannot be resolved to the Board's satisfaction (by simple majority resolution) or if a breach of duty has occurred, a Director may be requested to resign or subject to removal pursuant to the bylaws and applicable law.

12.5 PERCEIVED CONFLICTS

It is acknowledged that not all conflicts or potential conflicts may be satisfactorily resolved by strict compliance with the bylaws. Even if the organization has complied with its bylaws, the perception of a conflict of interest or breach of duty (even where there is no actual conflict or breach) can be detrimental.

In such cases, the method outlined in this policy for addressing disagreements and duty breaches must be followed. It is recognized that the perception of conflict or breach of duty may be harmful to the organization even where no conflict exists or breach has occurred and it may be in the best interests of the organization that the Director be asked to resign.

Appendix A

NIFHA Director Code of Conduct

1. Directors shall review NIFHA's Constitution, Bylaws, and Policy and Procedure Manual. Directors are expected to develop an understanding of the scope, mandate, bylaws, constitution, and policies of NIFHA, the needs of the Members it serves, and the Board's policy governance approach. Directors shall adhere to the NIFHA Bylaws and governance policies.
2. Directors are expected to attend all Board meetings, or in the event of extenuating circumstances, communicate their absence with the President and familiarize themselves with materials from any meeting they missed. Directors shall be prepared for meetings, having read pre-circulated material in advance of meetings.
3. Directors shall be prepared to commit sufficient time and energy to attend to NIFHA business. If a Director is unable to meet their commitments and dedicate sufficient time to prioritize or delegate their responsibilities adequately, they are expected to resign so that a suitable alternative can be identified and trained to replace their position, in a prompt manner to ensure the least amount of disruption to League and Board operations.
4. Directors shall participate in NIFHA in ways and means other than attending Board meetings, and should aim to participate on a minimum of one committee and one team each year.
5. Directors must consider and act in the best interests of the League at all times, and not their personal self-interests. Director's actions must be consistent with the League's mandate and objectives to provide opportunities for all Members to play hockey, including both within the league and for tournaments. Directors may not submit private teams for tournaments, and must instead organize teams through the league to allow fair opportunities to play for as many league members as possible.
6. Directors must represent NIFHA to the best of their ability, understanding that any communications, including through social media and conversation, are perceived reflections on NIFHA.
7. Directors' interactions in meetings and communications shall be courteous, respectful, and free of animosity. Directors' contributions to discussions and decision-making shall be positive and constructive.
8. Directors shall avoid, in fact and perception, conflicts of interest and shall disclose to the Board, in an immediate manner, any possible conflicts.
9. Directors shall maintain the confidentiality of the details and the dynamics of any and all Board discussion and communication.
10. Directors shall not attempt to exercise individual authority or undue influence over NIFHA or use this influence for any purpose other than furthering NIFHA causes.

I hereby consent to act as a Director of NIFHA and agree to abide by the foregoing terms.

Director's Signature

Date

Print name

Appendix B

NIFHA Director Conflict of Interest Declaration Form

Part A - Declaration of Interest(s)

Under the B.C. *Societies Act* [SBC 2015], Directors are subject to personal legal requirements regarding the disclosure of and reaction to relevant personal interests. Directors who fail to comply with their statutory requirements may face liability and the requirement to pay reparations.

For more information about key terms and definitions related to “conflict of interest”, please refer to the conflict of interest policy (Section 12).

Director declaration:

Please check the appropriate declaration of interest(s):

- ☐ I understand that if I have any direct or indirect personal interest which is sufficient to appear to influence the objective exercise of my official duties, that I must declare and withdraw from all situations where the conflict exists.
- ☐ I am aware of a situation which I believe to be a conflict of interest, and I feel that it needs to be declared transparently.

As such, I would like to declare the following existing and / or potential conflict of interest(s):

a) Briefly describe the situation:

b) Briefly describe your duties which are tied to the existing and / or potential conflict of interest:

Full Name:

Position / Title:

Signature: _____

Date:

Part B – Record of resolution of the Board of Directors action

Please complete the following information in response to a declared conflict of interest scenario.

Section 1: President/Board Chair action

- President/Board Chair agree that this situation is a conflict of interest.

☐ Yes ☐ No

- President/Board Chair needs to elevate this to a Board of Directors' resolution.

☐ Yes ☐ No

- The individual in conflict can abstain from decisions/roles that perpetuate the conflict.

☐ Yes ☐ No (If "Yes", please place this document in the appropriate location).

List any other actions taken, including specific discussions with the individual(s):

Section 2: Board of Directors action

With respect to the above declaration, the Board of Directors passed the following resolution:

☐ The person in conflict shall refrain from performing or getting involved in performing the work/duty, as described in Section A, which may give rise to a conflict.

☐ The person in conflict may continue to handle the work/duty as described in Section A, provided that there is no change in the information declared above.

☐ Other: (Please specify.)

Appendix C

NIFHA Waiver & Release of Liability

In consideration of being allowed to participate in the Nanaimo Islanders Female Hockey Association (NIFHA), related events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. The risk of injury from the activities involved in this sport and league is significant, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and,
2. I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the releases or others, and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation. If however I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,
4. I, for myself and on behalf of my heirs, assigns, personal representative and next of kin, hereby release and hold harmless, exclusive of insurance, the Nanaimo Islanders Female Hockey Association (NIFHA), their officers, officials, agents and/or employees, other participants, with respect to any and all injury, loss of wages caused by injury, disability, death or loss or damage to person or property, whether caused by the negligence of the releasees or otherwise.

I, the undersigned, agree that:

1. Any and all medical conditions or injuries will be assessed by my physician BEFORE I participate in any NIFHA hockey programs;
2. It is my responsibility to keep my team leader, rep, coach and/or safety person informed of any changes to my health or medical information;
3. In the event of a medical emergency, my team leader, rep, coach and/or safety person will either transport me or arrange for transport to the local hospital, if deemed necessary;
4. Relevant medical information may be released to appropriate NIFHA personnel as required, such as my team leader, rep, coach and/or safety person.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Participant Signature

Appendix D

NIFHA Referee Code of Conduct

In order to be an official for the Nanaimo Islanders Female Hockey Association, it is required for individuals to hold themselves to a high standard of integrity, competence and discretion. By signing up to officiate for NIFHA, you agree to adhere to this code of conduct in every aspect of your officiating, from the time you get to the rink until the time you leave:

- I will do my best in every instance to keep the game safe and fair and remain impartial regardless of the level of hockey.
- I will strive to maintain an environment of sportsmanship and fun for all participants.
- I will use the tools provided to me to train myself to know the rules of the game, stay up to date on changes and take charge of my own personal development as an official.
- I will maintain professionalism, have a neat appearance, and maintain the level of physical and mental fitness required to fulfill my duties as an on-ice official.
- I will be honest when I am questioned on anything regarding the game or game situation and will report all penalties involving potential disciplinary action to the appropriate authorities.
- I will accept that I will make mistakes and that I will learn from them.
- I will treat all participants (Players, Coaches, Spectators, Rink Staff, Off Ice Officials) with integrity, dignity and respect.
- I will treat my fellow officials with respect and courtesy and collaborate with them to make the fairest and safest decisions.
- I will understand that the use of alcohol or drugs prior to a game is unacceptable.
- I will never use foul or vulgar language when speaking with any participant or fellow official.

By signing, I acknowledge that I have read and understand this Code of Conduct and that I am responsible for my own actions on and off the ice, and that failure to adhere to this code may result in discipline and possible expulsion from NIFHA's Referee pool.

Participant Signature

Date Signed

Appendix E

In-Game Incident Report

Date:		Division:	
Arena:		Attached Reports:	
Period of Game: Time of Period:		Officials:	

Date:

Location:

Division:

Period of Play:

Time of Penalty:

Penalty Assessed:

Automatic Review:

Description:

Referee's Recommendation: