



Manual

Objective:

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

Mission Statement:

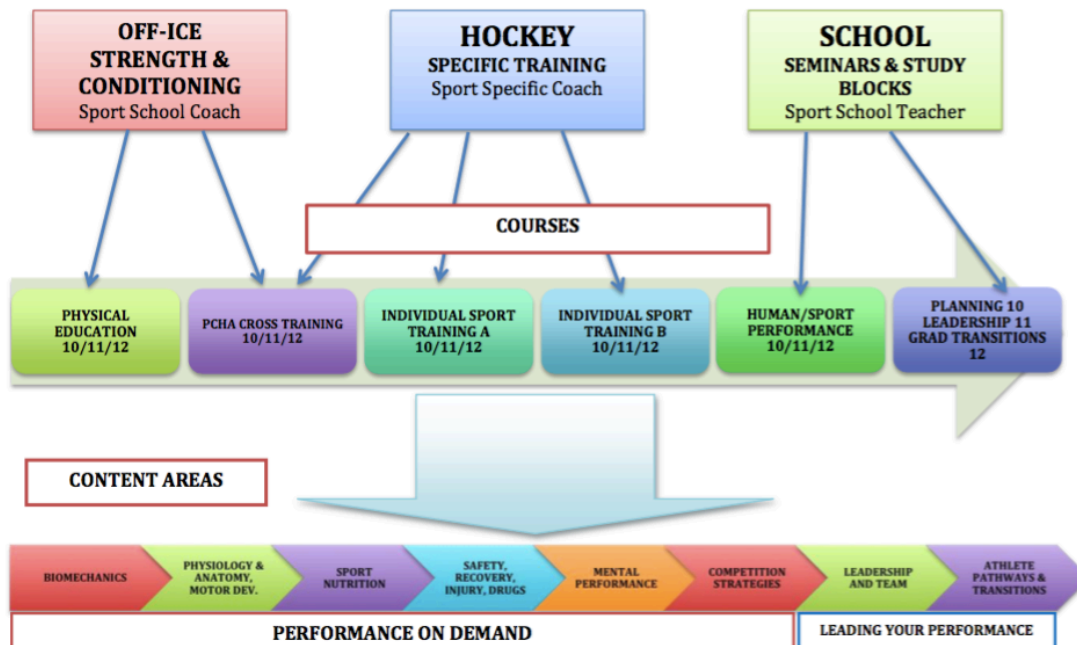
“Developing today’s student athlete for tomorrow’s world”

Academics:

- **Curriculum/Credits:** Students enrolled at PCHA will receive academic course credit to fulfill elective requirements. All students will follow the below curriculum organizer as a guideline to achieve academic and athletic success.



Pacific Coast Hockey Academy Curriculum Organizer



Pacific Coast Hockey Academy - Course Selections

GRADE TEN	GRADE ELEVEN	GRADE TWELVE
<ul style="list-style-type: none"> • Physical Education 10 MPE--10JDF Sec: PCH16 	<ul style="list-style-type: none"> • Physical Education 11 MPE--11JDF Sec: PCH16 	<ul style="list-style-type: none"> • Physical Education 12 MP--12JDF Sec: PCH16

<ul style="list-style-type: none"> Physical Education 10 MPE--10JDF Sec: PCH16 Individual Sport Training 10A YLRA-0DPCH Sec: PCH16 Individual Sport Training 10B YLRA-0EPCH Sec: PCH16 Cross Training 10A-Hockey YHRA-0BPCH Sec: PCH16 Cross Training 10B-Hockey YHRA-0CPCH Sec: PCH16 Planning 10 MPLAN10DL Sec: BOL16 Online Learning Strategies YCAIS0ADL Sec: BOL16 	<ul style="list-style-type: none"> Physical Education 11 MPE--11JDF Sec: PCH16 Applied Skill 11(2 credits) MASK-11JDF Sec: PCH16 Applied Skill 11A (2 credits) MASK-1AJDF Sec: PCH16 Individual Sport Training 11A YLRA-1DPCH Sec: PCH16 Individual Sport Training 11B YLRA-1EPCH Sec: PCH16 Cross Training 11A-Hockey YHRA-1BPCH Sec: PCH16 Cross Training 11B-Hockey YHRA-1CPCH Sec: PCH16 	<ul style="list-style-type: none"> Physical Education 12 MP--12JDF Sec: PCH16 Grad Transitions MGT---JDF Sec: PCH16 Individual Sport Training 12A YLRA-2DPCH Sec: PCH16 Individual Sport Training 12B YLRA-2EPCH Sec: PCH16 Cross Training 12A-Hockey YHRA-2BPCH Sec: PCH16 Cross Training 12B-Hockey YHRA-2CPCH Sec: PCH16
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- Academic Standards:** All students are required to achieve and maintain a minimum 72% cumulative average. See below example.

Math 10	68%		
Science 10	73%		
Planning 10	82%		
*PCHA Courses	95%	Totals	79.5% Average

*Average of all Academy Courses

- Education Plan of Action:** PCHA Students who fail to maintain the minimum 72% cumulative average will be required to follow the below Education Plan of Action or risk facing academic probation.

1. Upon learning that the student has failed to achieve the minimum cumulative average, or who is significantly behind on assignments and is not meeting expectations, will result in a meeting between the player and PCHA staff to discuss academic progress. Communication will be sent to the student's parent/guardian outlining their son's education plan of action.
2. The student will be required to meet with teacher(s) to discuss their academic progress and possible solutions (i.e. completion of missed assignments, extra credit, re-writes etc...)
3. The student is required to advise PCHA staff of the resulting plan of action discussed with his teacher(s)
4. The student is then required to attend **mandatory** study hall at the Academy every day following training for a one-week period.
5. If after one week, the student has not made sufficient progress on his action plan, in addition to mandatory study hall, he will be required to attend Westshore Learning after school for one week for additional academic support.
6. If after the 2 weeks, the student has failed to raise his average or show significant effort he will be placed on **Academic Probation**. Academic probation is the removal of the student from hockey specific training and privileges until the student has demonstrated sufficient efforts to raise his average.

General Rules:

- **Absentees/Tardiness** – Players are expected to be dressed and ready for practice or dryland at least 5 minutes before scheduled start time.
 - All practices and training are mandatory. PCHA elective credits are heavily weighted on a student's daily attendance and effort. Any unexcused absence will result in an email to the player's parent/guardian and billet parents.
 - In the event a player is unable to attend Academy (i.e. due to sickness, injury, travel etc...) a player must inform the coaching staff in advance.
- **Billet Home Life** – All billeted players are to respect the meal times established by their billet family and be present and on time.
 - Players should inform their billet families if they will not be home or on time for dinner.
 - The expectation is that players are to help out the billet family in the kitchen by helping with meal prep or meal clean up.
 - Players are to adhere to and respect all team and household curfews.
 - Players are not allowed to sleepover at another player's/billet's unless given permission by one of their coaches.

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

- **Curfew** -
 - Sunday to Thursday – 10pm at home. 10:30pm lights out
 - Friday and Saturdays – 10:30pm at home. 11:30pm lights out
 - Night before game day – 9:30pm at home: 10:00pm lights out
 - Permission for any exceptions (a pre-planned activity) may be obtained by parents/billets AND coach.
 - Curfews are to be followed by both billeted and non-billeted players.
 - Curfews may change depending on game and showcase schedules.
 - Academy staff may make curfew calls any night of the week.
- **Drugs, Alcohol and Tobacco** – PCHA has a zero tolerance policy on the illegal possession and or use of any tobacco products (including cigarettes, chewing tobacco, snuff and vaping), alcohol and illegal or performance enhancing drugs

- **Drugs, Alcohol and Tobacco** – PCHA has a zero tolerance policy on the illegal possession and or use of any tobacco products (including cigarettes, chewing tobacco, snuff and vaping), alcohol and illegal or performance enhancing drugs.
- **Electronics** – It is our expectation that all technology and electronics, including phones, tv, video games, computers, tablets etc.. are turned off at curfew time in order to insure a good night's rest. * *Receiving texts or Snaps at 2am is unacceptable!*
- **Pornography** – Possession and or involvement of pornographic material, including all cellphones, magazines, electronics and the internet is absolutely prohibited.
- **Game Day** – Players are to arrive at home games a minimum of 90 minutes prior to game time.
 - Dress code for all games will be dress shirt, tie, dress pants, dress shoes and socks.
 - ABSOLUTELY NO HATS ALLOWED.
 - Each player's general appearance must be neat (i.e. Hair must be cut, styled, and off the face).
 - After games players will take part in team debriefing, and cool down exercises that may last up to 30 mins.
 - When packing for a road trip, players are responsible for all their own equipment and team uniform. It is a player's responsibility to remember to pick up any skates from the skate shop during their business hours prior to any road trip.
 - During all dryland activities and or off ice warmups players are required to wear team apparel.
 - Players must shower after all practices and games.
- **Driving** – If parents wish their child to drive while attending PCHA they will have to sign a liability consent form.
 - All students who drive must abide by British Columbia laws regardless of laws or regulations in player's home province, state or county.
 - Drivers are not allowed more than one passenger at a time, unless accompanied by a parent/guardian.
 - Drivers are not permitted to transport other Academy students without obtaining prior written permission of both parents and team staff (Consent form/waiver)
- **Team Travel** – Players are a direct representation of the Academy and are expected to conduct themselves respectfully and professionally at all times in public (On the ferry, in the hotels etc..) Things like foul language, misogynistic talk/behaviour, horse play etc.. are not tolerated.
 - Players are to hand in their cell phones/electronic devices while on the road as not to be a distraction. Players will receive access to their devices periodically throughout the trip during down time hours and at the discretion of the coaching staff.
 - All players are expected to be on time and are responsible for their own wakeup calls/alarms.
 - Injured players do not travel with their team; exceptions can be made for special events or tournaments at Director's discretion.
- **Locker room** - The locker room will be opened by rink staff during the week in the mornings and doors will be locked at 12pm. No one is to enter the locker room without permission after this time.
 - Only academy players and staff are allowed access. No exceptions.
 - There is to be no cellphone usage in the locker room. All phones are to be placed in the phone bag upon arrival.
 - Having your own locker room is a privileged and not a right. The locker room is to

- in the phone bag upon arrival.
- Having your own locker room is a privileged and not a right. The locker room is to be respected and kept clean at all times. This privilege can be revoked at any time.
- Players are to respect each other's personal space and belongings and are not to 'borrow' from one another's stalls without permission.

Social Media Policy – PCHA will take disciplinary action upon any student who abuses social media sites. Below are examples of inappropriate usage.

- Posting pictures/video/text of themselves or others engaging/celebrating in illegal underage drinking, smoking, tobacco use, illegal drug use etc..
 - Posting pictures/video/text of themselves or others in sexually suggestive poses that may or may not include nudity.
 - Posting pornographic images/videos or links to pornographic material
 - Posting pictures/video/text that contain abusive, threatening or demeaning language targeted at another person. These are considered a form of cyberbullying. (includes fake or satirical profiles/accounts)
 - Posting pictures/video/text that is laced is profanity, comments that are racist, prejudicial or demeaning of other people based on ethnicity, culture, gender etc.
 - Posting pictures/video/text that purposely targets others in a negative way (i.e. Academy, school, coaches, teachers, teammates, students, opposing teams, officials etc...)
- *Favouriting, liking, sharing, retweeting etc.. will be considered as posts.*

Discipline

PCHA reserves the right to override the rules of your parents...

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

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

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

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

Examples of:

Level 1 Infraction: Verbal Warning

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

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

Level 2 Infraction: Academy/Game suspension

- Skipping School

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

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

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

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

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

Level 4 Infraction: Immediate Dismissal

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

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

Permission to Travel - Players who wish to return home or travel outside of Academy hours during the season must complete a Player Permission to Travel Form.

Parent Protocol and Guidelines – PCHA understands and respects the tremendous sacrifice parents have made by enrolling their son at the Academy. The purpose of this policy is to ensure that players have a positive experience and to provide a positive and productive conduit for parents to express concerns without inhibiting a coach from fulfilling his coaching responsibilities.

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- ***Coach contact*** – Parents can contact a coach regarding a personal issue involving their son. PCHA staff will make themselves available to discuss any such issues. However, we ask this contact be limited to weekdays during academy (8am – 4:30pm) unless an emergency.
 - Please do not contact team staff during showcase weekend (unless it is an emergency).
 - A player’s ice time or lack thereof does not constitute an emergency.
 - Parents that have a concern must adhere to the 24-hour rule prior to communicating their complaint.
 - Please allow coaches or staff 24 hours to return any phone calls or emails.
 - Please remember to approach issues with tact and sensitivity, understanding the demands facing team staff on a daily basis.

- ***Inappropriate Behaviour*** – Inappropriate behaviour from parents directed to any coach, teacher, player, staff, official will not be tolerated and may even result in the removal of the parent’s son from the academy.

- ***Athletic Therapy*** – During the rigors of the academy season, players require athletic therapy to keep them in top playing form. To this end, all appointments must be made by the player or parents directly and paid via credit card. PCHA is not responsible for paying or booking any Athletic Therapist Appointments etc.

- ***Payment -***