

*Our goal is to build a foundation for the development of both hockey and life skills amongst all members of our Association, while fostering pride, tradition and excellence. Within this framework we will strive to create a positive environment that emphasizes the importance of mutual respect and teamwork.*



## Member's Policy Manual

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## 1.0 Introduction

“AA” hockey is provided by the Calgary Northstars Hockey Association (CNHA) to develop eligible players in the sport of amateur hockey and provide the opportunity for players to reach their full potential.

Players are identified for teams through the try-out process. Selection is based not only on hockey ability, but qualities that include motivation, work ethic, determination and attitude.

It is the goal of the CNHA to promote good sportsmanship, overall personal development and pursuit of excellence.

It is the responsibility of all members (players, parents, coaches, staff and volunteers) to read and understand the contents of this Handbook. The CNHA and its Board of Directors will ensure that all policies contained herein are administered and adhered to.

Please note that the mandates, guidelines and policies contained in the Handbook reflect the policies as set forth by the CNHA.

The CNHA is also governed by the rules and regulations as set forth by Hockey Calgary (HC), Hockey Alberta and Hockey Canada.

## 2.0 Our Mission Statement

Our goal is to build a foundation for the development of both hockey and life skills amongst all members of our Association, while fostering pride, tradition and excellence. Within this framework we will strive to create a positive environment that emphasizes the importance of mutual respect and teamwork.

## 3.0 Role of the Board of Directors

The CNHA empowers the current Board of Directors to administrate the business and hockey operations and the financial management of the Association according to the By-Laws, and the Policies & Procedures contained herein. The Board is elected each year at the Annual General Meeting held each spring. The Board meets monthly all year round. Such meetings are open to any CNHA member.

See current Board of Directors information on the CNHA website. Or if you have no web access you might ask your team manager for this information.

## 4.0 CNHA Boundaries

Members include minor- and junior-aged players whose permanent residence is within the boundaries of the following Community Districts and junior-aged players who qualify under Rule AA7 (Hockey Calgary -- HC):

**Table 4.1**

Abbeydale	Highwood	Taradale
Albert Park/Radisson Heights	Hillhurst	Temple
Applewood Park	Hounsfield Heights	Thorncliffe
Banff Trail	Huntington Hills	Vista Heights
Beddington Heights	MacEwan Glen	Whitehorn
Brentwood	Marlborough	Westmount
Bridgeland/Riverside	Marlborough Park	West Hillhurst
Briar Hill	Martindale	Winston Heights/Mountview
Cambrian Heights	Mayland	
Capitol Hill	McKenzie Towne	
Castleridge	Monterey Park	
Charleswood	Mount Pleasant	
Collingwood	New Brighton	
Copperfield	North Haven	
Coral Springs	North Haven Upper	
Coventry Hills	Ogden	
Crescent Heights	Panorama Hills	
Douglas Glen	Penbrooke Meadows	
Dover	Pineridge	
Edgemont	Queens Park Village	
Erin Woods	Red Carpet/Mountview Mobile Park	
Evanston	Renfrew	
Falconridge	Riverbend	
Forest Heights	Rosedale	
Forest Lawn	Rosemont	
Greenview	Rundle	
Hamptons	Saddleridge	
Harvest Hills	Sandstone Valley	
Hidden Valley	Southview	
Highland Park	Sunnyside	
	Symons Valley (Kincora & Sherwood)	

## 5.0 Team Compositions

- One (1) “AAA” Bantam team consisting of 13 and 14 year olds. Teams will be required to sign a maximum of five (5) 13-year-olds with no minimum specified as per the AA Council’s policies for the 2011-12 season. The team name is the Sabres. This team competes in the Alberta Major Bantam Hockey League (AMBHL).
- Three (3) “AA” Bantam teams consisting of 13 and 14 year old players. Teams will be required to sign and play a maximum of eight (8) 13-year-olds with no minimum specified as per the AA Council’s policies for the 2012-13 season. The team names are Blazers, Canucks, and Kings. These teams compete in a twelve-team Calgary “AA Bantam” Hockey League, and may participate in provincial playoffs.
- Two (2) “AAA” Minor Midget teams (“Midget A”) consisting of only 15-year-old players. Team names are Blazers and Canucks. These teams compete in the 14-team Alberta Minor Midget Hockey League (AMMHL).
- Two (2) “AA” Major Midget teams consisting of mixed 16 and 17 year olds. Team names are Blazers and Canucks. These teams compete in an expanded regional “AA” Hockey League.
- One (1) “AAA” Midget team consisting potentially of all eligible midget-aged players (15 to 17 year olds). The team name is the Northstars. This team competes in the Alberta “AAA” Midget Hockey League (16 teams) and is one of the eight teams in the southern division of the league (AMHL).
- Two (2) Junior “B” teams consisting of 18 to 20 year olds with a limited number of over-aged players (up to four players 21 years old who played with the team as a 20 year old). Team names are Blazers and Canucks. These teams play in an eight-team Calgary Junior Hockey League (CJHL).

A maximum of 19 players per team (17 skaters and two goalies), except “AAA” Midget which has a maximum of 20 players, and Junior “B” which has a maximum of 23 players per team.

## 6.0 Try-out Registration

- The CNHA Council establishes try-out dates and costs; visit the CNHA website for registration information.
- Letters and/or emails will be sent in conjunction with the CNHA Conditioning Camp to members and prospective player rosters stating the date, time, place and cost of registration.
- Upon receipt of try-out fees, players will receive a list of ice times, arenas and a try-out jersey.
- Each player will receive a minimum of four (4) ice times. After try-outs are complete, coaches will draft/select their initial team player lists.
- Although the CNHA typically runs an August conditioning camp, this is not to be considered a pre try-out event.
- All draft lists will be posted on the respective team page on the web site.
- The coaches notify released players, with Division Coordinators in support.

- Releasing players will continue until teams are finalized as determined by the coach, and until signing of the player cards.
- Please refer to the CNHA website for updates regarding the try-out/drafting information.

## 7.0 Releasing of Players

- The CNHA will supply all proper release forms, where necessary.
- A player who is unsuccessful in securing membership on a team within the CNHA boundaries must return to his appropriate Community Hockey Association for play that season. It is recommended that all players trying out with the CNHA register with their respective community association. This rule does not apply to junior-aged players. Junior-aged players must obtain a release to play for any Association outside the area of their residency.

### 7.1 Releasing of Bantams

No Bantam player can be released after September 30th of the current playing season, and no additional signing of Bantams can occur after December 1<sup>st</sup> of the current playing season, unless under special circumstances which include an appeal to Hockey Calgary who has a policy in place for such an occurrence. Please review Hockey Calgary's guidelines for Bantam releases which this association must adhere to.

### 7.2 Releasing of Midgets

All Minor Midget and Midget AA teams must be in place by September 23rd of the current playing season. No releases back to the community associations will be permitted after September 23rd as per the Hockey Calgary Policy.

### 7.3 Releasing of Midget "AAA" and Junior "B"s

Midget "AAA" and Junior "B" players will be released according to the CNHA Handbook.

### 7.4 Releasing of Midget Players to Play Outside of Calgary

Midget-aged players who request releases to play outside Calgary must obtain a release from HC.

### 7.5 Players Entering the CNHA Quadrant

The CNHA will not accept non-resident players who ask for releases and want to register in the Association, excluding 17-year-old traveler players.

### 7.6 Junior "A" Camps

Release forms are available from HC for players planning to attend Junior A camps.

### 7.7 Travelers

As of the 2009-10 season and ongoing until further notice, HC has determined that 17-year-old players — if released by their resident Midget AAA camp to Midget AA — may first be able to travel to one other quadrant of the player's choice, given acceptance of the destination quadrant for a Midget AAA tryout there. If the player does not make the Midget AAA level at the destination quadrant, he must return to his resident association for the season.

## 8.0 Team Sheets and Game Sheets

- All players must be listed on a Team Roster and registered in the Hockey Canada Registry before their first league game of the current playing season.
- Midget and bantam Team Rosters will be in the care of the Board's Registrar. Copies will be provided to the Division Coordinators and to the Team Manager. The Team Manager must be able to produce the Team Roster upon request at any sanctioned game.
- Game sheets will be used for exhibition games prior to league play.
- Game sheets for all games (exhibition, regular season and tournaments) must be signed by the respective coaches, officials, time- and scorekeepers. The home team's manager must copy all game sheets to HC within the day following the games. Record (copy) of all team game sheets is to be maintained by the team's manager, as well as a record of team major penalties and affiliate call-ups.

## 9.0 Player Affiliation Policy

The objectives of the CNHA player affiliation program are as follows:

- To assist a higher division team in the Association in the event that it's team roster is reduced due to injuries or sickness or a player's inability to play for any other reasons (including suspension subject to any Hockey Calgary, Hockey Alberta or Hockey Canada rules as may be applicable to use of affiliates for suspended players).
- To provide affiliated players an opportunity to gain experience at a higher level of play within the Association and thus contribute to their development.
- To require coaches to be fair, reasonable, considerate and cooperative when making and/or acceding to a request for the utilization of affiliated players.
- Use of affiliated players is not allowed to replace healthy players, available players, or for replacement of players being disciplined by their coaches.
- Affiliate players will not be used for the purpose of expanding the rosters beyond the maximum allowed per team, and are to be used specifically as described in this section.

With the above objectives in mind, the following guidelines shall apply to the use of affiliated players:

- To request an affiliation the higher level coach makes a request in writing (e-mail) to the head coach or member of the coaching staff of the lower level team and he is entitled to name the priority player. If specific players are not requested, the coach of the affiliated team shall name the best qualified available players to fulfill the higher division team's needs.
- The lower level coach confirms the affiliation with the potential affiliate's parents and then confirms the affiliation in writing (e-mail). The coordinators at the respective levels and the Registrar must be copied on the correspondence.
- The lower level coach should not impede the affiliation unless the affiliation occurs during a schedule league game or playoff game. In the case of practice conflicts, the coaches shall decide amongst themselves what takes precedence. Any other requests to deny the affiliation must be made to the Vice-President of Hockey Operations.
- Teams competing in playoff competition will be considered a priority if affiliate players are required.

An available player is one who:

- is willing to play for the higher level team;
- is not sick or injured;
- is not under discipline by his coach; and subject to any applicable Hockey Calgary rules;



- is not playing his tenth (10th) game as an affiliated player, unless waived in writing by the President or Vice President of Hockey Operations and the higher-level team has less than the maximum number of players registered;
- has completed the regular season and playoffs with the player's registered team before the player's affiliated team, in which case the player may affiliate an unlimited number of times.

Expectations of the Coaches include:

- The higher level coach must play the affiliated player as much as is reasonably possible.
- All coaches are encouraged to affiliate from multiple teams to avoid possible scheduling conflicts.
- All coaches should encourage the use of affiliated players in accordance with the stated objectives.
- Coaches must ensure that call-ups are only from properly designated and listed affiliates; and a record of all such call-ups must be maintained to ensure maximums are not exceeded.
- Whenever a higher-level team requires a goaltender, the affiliated goaltender not playing in his original teams' game will be required to report to play. In the event of both affiliated goaltenders playing at the same time, one (1) goaltender will be required to advance and will be replaced by such goaltender's team's affiliated goaltender, unless a substitute goaltender as provided in any applicable Hockey Calgary, Hockey Alberta or Hockey Canada rules, is available.
- Midget AA and Minor Midget AAA affiliate selections will occur by mini-draft early in the season.
- Midget AAA and Bantam AAA affiliates will usually be drawn from the last players cut from tryout camps.
- For Junior B, only potential players who are asked and subsequently accept such an invitation may affiliate.
- In addition, the process will be followed as noted below:

For tournaments and/or exhibition games outside of regular league games or playoff games, a higher-level team has the right to use affiliated players subject to the conditions below:

- Tournament rules permit affiliated players.
- Affiliated player does not have any scheduled league or playoff games.
  - NOTE: An affiliated player may be used an unlimited number of times for these situations.

The Vice President of Hockey Operations will coordinate the completion of affiliated player lists in conjunction with team coaching staffs and/or coordinators. As well the Vice President of Hockey Operations will advise on affiliation of community players and allow such affiliation where considered appropriate.

The Calgary Northstars Hockey Association makes a concerted effort to consult with players and parents of players on player affiliation matters. However, finalization of the affiliation list is an Association function and a determination of the individual affiliations of players is made on behalf of the Association by the Vice President of Hockey Operations after consultation with the coaches and/or coordinators of the affiliating teams.

Once a player is placed on a filed affiliation list, the Association does not have the power or authority to remove the player from such list or add the player to another list except in very rare circumstances which may involve release of the player from the Association prior to any release date(s) specified by Hockey Alberta.

## 10.0 Registration Fees

Fees are reviewed and set annually by the CNHA Board of Directors.

- All registration fees will be paid to the CNHA. Fees are set each year (prior to registration) by the CNHA Board of Directors.
- Reimbursements may be made on a pro rata basis, after a review of the circumstances for such requests by the CNHA Board of Directors.
- No refunds will be made after January 10<sup>th</sup> of the current playing year.
- Players will not be allowed to participate in practices and/or games if fees are not considered by team management and the board of directors to be up to date.
- Requests for financial aid will only be considered upon submission of a request in writing as per the financial assistance policy (see 11.1). All such requests are held in strict confidence.
- Please refer to the CNHA website for details/updates regarding registration fees.

### 10.1 Financial Assistance Policy

This policy is a limited fund to be applied to only those players who have already applied for outside financial assistance through the Flames Foundation (currently under the name of Flames Even Strength Program), which requires specific financial disclosure to determine the parent's ability to pay registration fees. Note that any funds from this policy are eligible to be applied only to CNHA registration fees. Please see the CNHA website or contact the CNHA treasurer for details of this program.

## 11.0 Fundraising Programs

The CNHA undertakes a variety of activities in order to raise significant income both for the operation of the Association as well as to underwrite the per-player cost each year. All teams with the CNHA will have fair and equitable obligations.

Board fundraising is mandatory for all members and parents of all teams as described hereafter. Please note that the CNHA board representatives will explain and hand out additional information for both the required Bingo and Casino events at the first team meetings. Please keep this information for future reference. Teams will also be required to designate a Bingo representative, who will be responsible for organizing, liaising with the Board's bingo coordinator, and ensuring all team members fulfill their required commitment.

### 11.1 *CNHA Fundraising Activities*

#### 11.1.1 Casino

A Casino is held approximately every 18 months. It is a required commitment for each team to provide adult (18 years of age or older) volunteers for shifts covering this two-day event. In 2011, the casino will be held October 12 and 13.

##### a) Responsibilities

Work daytime or evening shifts at a specified Casino job at the designated Calgary Casino.

b) Consequences for Failure of Commitment

The Alberta Gaming Commission requires that all Casino workers are screened and pre-approved; because of this requirement, no worker replacements can be made. If you must be excused from your Casino shift because of an emergency situation or illness, you must contact the Casino Chairperson! No-show members will be fined \$300, no exceptions.

11.1.2 Bingo

It is a required commitment of each team – Bantam to Midget – to field a minimum of two (2) adult (18 years of age or older) bingo volunteers for each event. Each team's Bingo Coordinator circulates event dates and times from which members choose their commitment. It is mandatory to work a minimum number of bingos as determined by the Association's Bingo coordinator for the current season from October 1<sup>st</sup> to September 30<sup>th</sup> of the following year.

a) Responsibilities

Work daytime or evening shifts at bingo events taking place at the Bingo Palace (2600 – 35<sup>th</sup> Ave N.E.)

b) Consequences for Failure of Commitment

It is your responsibility to find a replacement in the event you cannot work your bingo shift, and you must notify your bingo chairperson of any worker changes. No-show members will be fined \$100 for the first infraction, \$200 for the second infraction, and player suspension for any further infractions. All invoices for payment owing on bingo fines must be paid prior to player registration for the upcoming season. Player suspensions will be upheld for bingo infractions.

11.1.3 *Other Fundraising*

Association fundraising that each team must participate in will include the following events:

- Mac's Midget Tournament: daytime and evening shifts, with each team committing to a minimum of 36 workers/shift.
- Yearbook advertising – minimum \$500 per member. Additional funds raised will have a calculated percentage credit towards that member's team account.
- Game gate receipts – (Midget "AAA" only.)
- Other fundraising events as deemed appropriate and required by the Board of Directors.

11.2 *Team Fundraising*

Individual teams may undertake their own fundraising activities provided that these activities are not in conflict with CNHA fundraising activities.

All team fundraising activities must comply with the rules and regulations of the Alberta Gaming Commission, **including** 50/50 fundraisers.

## 12.0 Sponsorships

The CNHA endeavors to obtain sponsors each year for the CNHA. The Board of Directors seeks to develop and review sponsorship opportunities annually.

Any sponsorship or donation that is obtained by an individual for a team should be for the benefit of all players on that team.

## 13.0 Team Administration

The various volunteer positions the team needs (not all are required) to fill every year are briefly described below. Sign-up for these should be taken care of at the first team orientation and CNHA confirmation of Team Roster at Max Bell Centre, as soon as the final team list is established.

**Manager and Assistant Manager** – Getting the score sheets prepared for home games, labeling the score sheets with the roster for all games, reporting games results, maintaining a copy of all game sheets, recording of major penalties and affiliate call-ups, distributing roster and contact lists as necessary (including to scouts on request), information or update newsletters to parents, liaison between parents and coaches. Incident or injury reports as necessary. Managing out-of-town travel. The coach typically selects the Manager; and seeks endorsement of the selection from the Division Coordinator. Selection is usually prior to the first team meeting.

**Required position**

**Treasurer** – The team treasurer is responsible for the following: collection of player registration fees, trainer fees, parent contributions and all fundraising revenues; payment of team expenditures; preparation of team budget (in conjunction with team manager) for parents' approval and submission to Association treasurer by October 31; banking transactions; maintaining complete accounting and player account records; monthly team financial statements (distributed to parents and copied to Association treasurer by the 15<sup>th</sup> of the following month). Anyone interested in this position should have strong accounting and financial skills. **Required position.**

**Yearbook Coordinator** – Distribute advertising order forms to each family. Receive finished forms from families and advertising funds (artwork is to be provided with the orders or sent directly to the publisher. Keep copy of all order forms submitted to CNHA for any backtracking necessary.

**Required position.**

**Time/Scorekeeper Coordinator** – Send around a sign-up sheet so each game has the necessary people available for the time/score/penalty box area. See that they are good to go for game times. Orient new volunteers to the duties; score sheet, time clock functions as necessary. **Required position.**

**Jerseys** – Two families are needed to take care of and bring the jerseys (home and away) to games. The jerseys are hung up in the dressing rooms on delivery. The boys will hang them up for collection. Doing that in the dressing room should be taken care of by the male half of the parent team. This volunteer may also get the dressing room key from the rink (if it can't be locked from the inside) to secure the room during play – unless some other volunteer is designated for security. This position is not responsible for good dressing room conditions (the boys are).

**Required position.**

**50/50 Coordinator** – Send around a sign-up sheet for those needed to do the 50/50 sales at each home game. Bring in and pass over supplies/bucket to the volunteers, record amounts collected, pass funds to treasurer. Will be required to acquire the team's seasonal gaming license and follow all practices as laid out by Alberta Gaming and Liquor Commission (AGLC). **Optional position.**

**Bingo Coordinator** – Send around a sign-up sheet for all to pick times to do the CNHA bingo shifts. Submit to the CNHA bingo coordinator. Provide copy back as reminders to parents on the time slots all committed to. **Required position.**

**Fundraising Coordinator** – There is not a lot required beyond 50/50s for a basic team budget. Most team's parents typically contribute a cash infusion (\$200) at the beginning of the season, and some teams sell raffle tickets or something (to fund a season-ending tourney). A silent auction night has become very common for many teams as a good way of getting a lump sum on account. Team fundraising activities need to be identified and persons appointed to organize the same. Approval for and assistance with staging fundraising endeavors must be obtained from the team parents (and the Board if necessary). Again if needed, will be required to follow all practices as laid out by Alberta Gaming and Liquor Commission (AGLC). **Optional position.**

**Phone Parents** – Two family volunteers are needed. Each taking half the team's player list. To conduct fan-out calls on schedule changes, duty reminders or other updates that are necessary from time to time. **Optional position.**

**Mac's Midget Coordinator** – Send around the sign-up sheet for the various Mac's Midget tournament volunteer positions that the team needs to fill for its day at the rink. Attends a CNHA organizational meeting in advance to that effect. Then follows up on site that day to see that the team duties are being covered. **Required position.**

**Stats Assistants** – Could use a couple of people during the games to track +/-, shot locations, etc., or other stats of interest to the coaching staff. **Optional position, dependent upon the coach's requirements.**

#### **Other Optional Positions:**

**Team Media** – It would be good if each team had a volunteer to do some video as necessary for the team, but also to take some digital photography and periodically report any team news, through the Manager, to the CNHA's Vice President of Communications.

**Banquet Assistance** – Each year an annual banquet for the association is held in the Spring. Volunteers needed to assist in preparations and setup/takedowns are appreciated.

**Security** – A team may wish to designate someone other than the jersey volunteers to see that dressing room keys are obtained where necessary; and that gear is secure at practices, games or in transit for road games.

**Tourney/Travel Assistant** – This person might help research tournaments for the team to consider, present the options, pros/cons, and rough cost estimates. After tourney selection, this individual may also assist with the necessary arrangements both in advance and on the ground at the tournament.

**Extra Ice/Dryland Assistant** – There may be need for someone to arrange any dryland training the coaching staff wants the boys to do as a team. Also, there may be a couple of occasions where coordination for clinics is needed, or when the team needs some exhibition ice and referees (particularly towards the end of the season, when you're still staying tuned up for tourney play, but done within the CNHA ice allotment).

## 14.0 Team Records and Banking

All teams are required to keep good accounting and financial records. A budget must be prepared for approval by parents, and must be submitted to the Division coordinator and CNHA treasurer. A monthly financial statement must be given to each team parent, the Division coordinator and the CNHA Treasurer.

- Team bank accounts are set up at the First Calgary Savings - Village Square Branch, #116, 2640 - 52nd Street N.E.
- Cheques and deposit books are available through the CNHA Treasurer. Bank statements are available through First Calgary or CNHA Treasurer.
- A minimum of two signatories is required (usually Team Treasurer, Manager and/or some other team official).
- Money advanced to, or given to any team for any reason from the CNHA will require receipts and accounting, showing how the money was used. All advances are to be repaid within the current hockey season.
- The CNHA will not be liable for any shortfalls or debts incurred by any team.
- A financial statement is required from each team on a monthly basis, supplied to the CNHA Treasurer at the monthly Manager's Meetings.
- Once team rosters have been finalized, all teams are required to prepare a team budget for the entire year that needs a minimum 75% voted upon parent approval to pass.
- All team bank accounts will be finalized as directed by the CNHA Treasurer no later than April 30.
- All team bank accounts will be closed at the end of the current hockey season, and no later than April 30.
- Any team funds remaining at the end of the current hockey season will be disbursed as follows:
  - All funds contributed by parents to the team to offset team expenditures during the team's hockey season shall be reimbursed equitably to contributing parents by April 30.
  - All funds derived from other sources become the property of the CNHA and will be used by the Association for general purposes.
- The CNHA Treasurer reserves the right to request a full financial statement of a team's financial position at any time.

## 15.0 Team Travel Guidelines

### 15.1 *Transportation Policy*

It is CNHA's policy that all out-of-town travel for the teams (beyond 50 km from city limits) is provided by the selected Bus service for the year. This is the most beneficial method of travel for many reasons including insurance, safety, and liability considerations; logistics such as having all players arriving at the same time for away games; and team dynamics such as bonding, game focus, preparations, post- game meals, etc.

All CNHA teams require travel permits when participating in any exhibition, tournament or other scheduled games, or games outside of HC boundaries.

**Note:** Travel permits are not required for sanctioned games in the regular season and playoffs for teams participating in the AMHL, AMMHL, AMBHL or Midget AA travel league.

Travel Permits are handled online. Make application on the website at [www.hockeycalgary.com](http://www.hockeycalgary.com) under *Forms*. Approval from either the CNHA President or Vice President of Operations must be obtained (email is sufficient) prior to applying for a travel permit. Although requests are normally granted on a daily basis during regular office hours, 48 hours notice is appreciated.

Score sheets from all games played, including exhibition and tournaments, and any major penalties and incident reports, must be sent to the appropriate League Coordinator within 48 hours. Failure to comply will result in suspension of any future Travel Permits.

### 15.2 *Obtaining Parental Permission for a Trip*

When planning out-of-town tournaments that require additional fundraising, seventy-five

(75) percent of the parents (one vote per player) must support the trip. A separate and detailed budget must be prepared for a planned team tournament. If necessary, voting on tournament plans may be done by a secret ballot.

### 15.3 *Trip Documentation*

- Letter of permission from team parents.
- Travel Permit – The appropriate form on the Hockey Calgary website must be filled out and submitted. A copy of the approval will be sent to the CNHA by Hockey Calgary.
- Tournament Sanction Number - requested from tournament coordinators.

### 15.4 *Suggested Communications*

- Letters from the host authority confirming entry in the tournament or exhibition, accommodation, receipt of fees, etc.
- Letters or forms from the parents stating their approval as well as their financial obligations (if necessary).
- Letters or forms from parents and players regarding code of conduct (travel agreement available on website)
- Acknowledgment of liability and accident insurance protection.

### 15.5 *Distribution of Fees and Cancellations*

- If after the 75% vote has been achieved and the team agrees to said tournament, a player backs out for any reason, including injury, of the tournament that player will incur their shared cost for all team expenses. Team expenses include but are not limited to coaches' airfare transportation, hotel and food costs for staff, tournament fee, and Athletic Therapist cost. If an affiliate is able to attend in the players absences, then the affiliate player will incur the cost of their food and travel (airfare)

expense. If the player is injured and attends the tournament then all costs will be divided equally amongst the team members in attendance.

- In the case when a Team must cancel prior to attending a tournament, all cancellation fees and deposits that are forfeited will be shared equally amongst the participating players. Any remaining funds will be distributed equally amongst the participating players.

## 16.0 Code of Conduct

This Code of Conduct identifies the standard of behavior, which is expected of all Calgary Northstars Hockey Association members, including athletes, coaches, parents, directors, volunteers, staff and chaperones.

CNHA is committed to providing a sport environment in which all individuals are treated with respect. Members of CNHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviors that are disrespectful, offensive, abusive, racist or sexist. In particular, behavior that constitutes harassment or abuse will not be tolerated by CNHA. During the course of all CNHA activities and events, members shall avoid behavior which brings CNHA or the sport of hockey into disrepute, including but not limited to any use of alcohol, tobacco or tobacco products (including chewing tobacco and vaporizers), and drugs. Weapons, matches, firecrackers and aerosol cans are not permitted.

CNHA members shall at all times adhere to CNHA's operational policies and procedures, to rules governing CNHA events and activities, and to rules governing any competitions in which the member participates on behalf of CNHA.

Members of CNHA shall not engage in any activity or behavior which interferes with a competition or with any athlete's preparation for a competition, or which endangers the safety of others.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline policy of CNHA, and those set forth by Hockey Calgary (HC), Hockey Alberta and Hockey Canada. Such action may include the member losing the privileges that come with membership in CNHA including the opportunity to participate in CNHA activities.

It is recommended that in cases where you wish to make a conduct complaint, or confront a manager or coach with an issue, that you first observe a 24-hour waiting or cooling off period.

### 16.1 Discipline Policy

The Discipline Committee consisting of the President, Vice President of Operations and selected members of the Board of Directors. This body will deal with any infractions of the Association's Code of Conduct, as well as specific Player, Coach or Parent Expectations contained within this handbook.

It is the Association's intention that each infraction will be dealt with in an objective, fair and consistent manner with appropriate repercussions for the severity of the actions.

The CNHA has zero tolerance with regard to possession or contact with any drug, alcohol, tobacco products (including chewing tobacco and vaporizers) or weapon use at any CNHA practice or game. Also, there will be zero tolerance for incidents of theft, vandalism or other blatant disrespect of any personal, community or City property. Those responsible for such acts will be immediately suspended, subject to further action to be determined by the CNHA's Discipline Committee.

**16.1 a) On-ice Major Infractions or Incidents:** All game sheets must be provided to the League Coordinator within 24 hours of the completion of a game, by team



managers. If any appeal of suspension, rule interpretation or protest is contemplated, then that must be requested in writing through the Association's Vice President of Operations and President for approval. The appeal will then be submitted to the AA Chairperson, together with a required \$100 processing fee from the team, within 48 hours of the game. Note that the minimum suspensions as published are not subject to appeal, and supplemental suspensions are as prescribed in the HC Rules and Regulations and the Special Rules governing AA Hockey. However, CNHA reserves the right to impose more than the prescribed and supplemental suspensions for disreputable conduct if it is deemed necessary.

**16.1 b) Off-ice Incidents:** Team Managers are to report significant incidents or conduct infractions through the Association's Division Coordinators to the Vice President of Operations for executive or Discipline Committee consideration. Zero tolerance infractions of substance, or incidents that have the potential of bringing significant disrepute to the CNHA and/or HC, or incidents which have insurance, civil liability or criminal implications, must be reported in writing to the AA Chairperson within 24 hours. Reporting shall also state consequence or suspension imposed, barring directives to modify such action by Association Board or HC authorities.

**16.1 c) Coaching Staff Responsibility:** Team officials are responsible for their own conduct and those of their players at all times during Association, team or league activities. Further, Hockey Canada Rule 47 requires that at least one responsible adult (and preferably two) be in the team's dressing room(s) both before and after ice times to prevent inappropriate conduct. It is CNHA policy to conduct CPIC screening on all coaching staff.

**16.1 d) Appeals:** Appeals of on-ice discretionary suspensions by CNHA, or off-ice infraction consequences or suspensions, shall be conveyed to the Association President for consideration and internal response. If the suspension or consequence level was directed by HC, and the Association President and the Discipline Committee or Association Board feels the appeal has merit, then it may respectfully convey it to the AA Chairperson for reconsideration.

## **16.2** *CNHA Player Expectations*

The CNHA expects that a player will:

- Demonstrate pride in representing the CNHA at all times - in victory or defeat.
- Demonstrate respect and loyalty towards the team, the coaches and the CNHA.
- Make a commitment to contribute to the team by putting forth consistent best efforts and enhance the team's performance.
- Make a commitment to be constructive and supportive of other players' development.
- Have a thorough understanding of the CNHA expectations, policies and procedures that apply to the players.
- Demonstrate respect for property, teammates, parents, fans, coaches, officials and facility operations at all times.
- Take responsibility and accept consequences for their actions.
- Know and comply with the team rules and expectations as outlined by the coach.

## **16.3** *CNHA Parent Expectations*

The CNHA expects that a parent will:

- Demonstrate pride and exemplary conduct when representing the CNHA.
- Be loyal in supporting their respective team(s) and the CNHA.
- Demonstrate respect and appreciation for all players at all times. As of the 2010-11 season, it is mandatory that at least one adult member of each registered family take the online Respect In Sport program offered by Hockey Calgary. This course takes about one hour to complete. The player/player's names are to be attached to the program so tracking can ensure each player's eligibility to play. Parents who do not complete the program before the start of the season risk having their player suspended from play until the course is completed.
- Model good sportsmanship in spite of frustrations or disappointments.
- Have an understanding of the CNHA's philosophy, bylaws, expectations, policies, procedures and operation.
- Assume responsibility for his/her actions.
- Respect and support the work of all team and on-ice officials, volunteers, and off-ice officials.
- Support his/her son in making a firm commitment to his development as a hockey player and contributor to the team.
- Make a firm commitment to participate and support all activities of the team as outlined by the team management.

#### 16.4 *CNHA Fair Play Principles*

CNHA supports the Elite Stream Fair Play Policy and the CNHA Fair Play Policy, which encourage that all players get equal instruction, support and playing time as much as possible. CNHA expects its coaches to play the full team that they pick for the year, to develop all the players, and to give all players equal opportunities to advance in play. It is recognized that at the competitive AA Quadrant level this doesn't always mean equal ice time in games, for a variety of established reasons. Refer to the CNHA web-site for information on the Elite Stream and CNHA Fair Play Policies. A reminder to follow the communications protocol as outlined in section 17.0 of this handbook for any complaints. For example, to question a coach's decision on fair play, the team manager would be first approached. If that communication were unsuccessful, then the CNHA division coordinator would be approached next. (Please see diagram under section 17.0)

#### 16.5 *Hazing Policy*

Hazing is an abusive, humiliating and degrading initiation rite in which a player is forced to participate in order to be accepted. Hockey Canada takes a strong stand as it relates to abusive initiations and hazing of players. Hazing is against Hockey Canada's Regulation R4. CNHA policy in this regard is – any player, team official, executive member of a team, club associate, or any other CNHA member having participated in or having condoned any incidents of hazing shall be subject to disciplinary review and suspension, which may include outright release by the Association.

#### 16.6 *Conflict and Complaints*

Part of the strength of any organization is its ability to solve problems and deal with conflict. It is our intent in the CNHA to deal with all conflict and complaints with integrity, in a constructive, respectful manner. Please be aware at all times that the CNHA is a

volunteer organization, and that coaches, managers and board members are all giving a great deal of time and effort to the organization and the development of the players involved. Those who point out and attempt to address problems in a team or in the organization will not be punished – in particular, players are not made to suffer for the actions of their parents. It is expected, though, that all problems will be addressed in a constructive manner, and always with utmost respect and courtesy. It is our mission to develop players, coaches and volunteers through the working of the Association. Abuse will not be tolerated or accepted, while constructive contributions will always be appreciated.

## 17.0 Social Media and Networking Policy

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such Internet mediums and websites as Twitter, FaceBook, MySpace, LinkedIn, Foursquare, Twitter, Instagram, Snapchat and any other social media network that allows users to communicate online as well as other forms of electronic communication, but not limited to, methods such as 'BBM' or 'texting'. The policy will be applicable to all members of the Calgary Northstars Hockey Association members and staff, on-ice and off-ice team officials.

Our Board recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. Our Board also respects the right of all Teams and our Board personnel along with the on and off ice officials to express their views publicly. At the same time we must be aware of the dangers social media and networking can present.

The purpose of this policy is to educate our membership on the risks of social media and to ensure all are aware that conduct deemed to be inappropriate may be subject to disciplinary action by our Board and possibly Hockey Alberta and/or Hockey Calgary.

### 17.1 SOCIAL MEDIA GUIDELINES

Calgary Northstars Board of Directors holds the entire Calgary Northstars Membership who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.

Comments or remarks of an inappropriate nature which are detrimental to a Team, our Council, fellow officials or an individual will not be tolerated and will be subject to disciplinary action.

It should be recognized that social media and comments such as 'texting' are on the record and can be instantly published and available to the public and media. Everyone including Association and/or fellow members, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.

Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.

Use your best judgment at all times – pause before posting or sending. Once your comments are posted or sent they cannot be retracted. Ultimately, you are solely responsible for your comments.

If requested to participate in an online network, as a direct result of your affiliation with or participation in the Calgary Northstars Hockey Association, the Board requires that you request approval from the Board Executive Committee.

## 17.2 SOCIAL MEDIA VIOLATIONS

The following are examples of conduct through social media and networking mediums that are considered violations of the Calgary Northstars Hockey Association Social Media and Networking Policy and may be subject to disciplinary action by the Executive Committee or local Hockey Council.

Any statement deemed to be publicly critical of Association board members or detrimental to the welfare of a member Team, the Association or an individual.

Negative or derogatory comments about any of the Team, Minor Hockey Association, League and/or Hockey Alberta or Hockey Calgary staff, programs, stakeholders, or players.

Any form of bullying, harassment, intimidation or threats against other parents, players, coaches or officials.

Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to: drug use, alcohol abuse, public intoxication, hazing, sexual exploitation, etc.

Online activity that contradicts the current policies of the Calgary Northstars Hockey Association or Hockey Calgary or any of its member Associations.

Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the Calgary Northstars Hockey Association policies and regulations on these matters.

Online activity that is meant to alarm other individual's other individuals or to misrepresent fact or truth.

Any comments about opponent's players/coaches or parents that could be viewed as negative in nature.

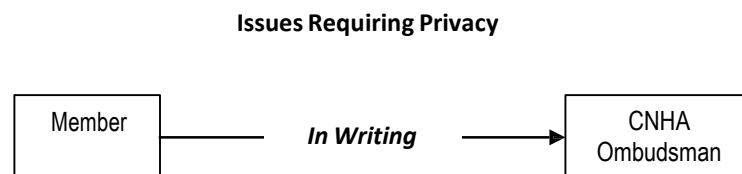
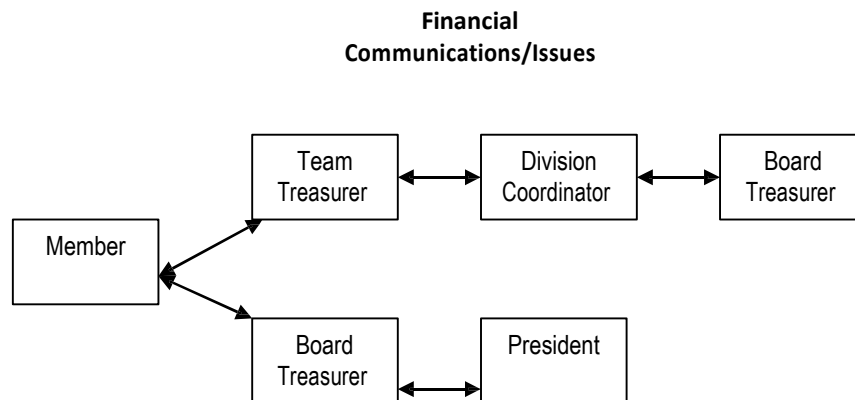
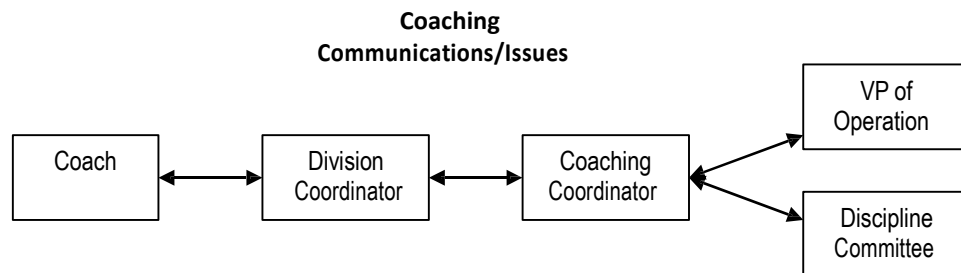
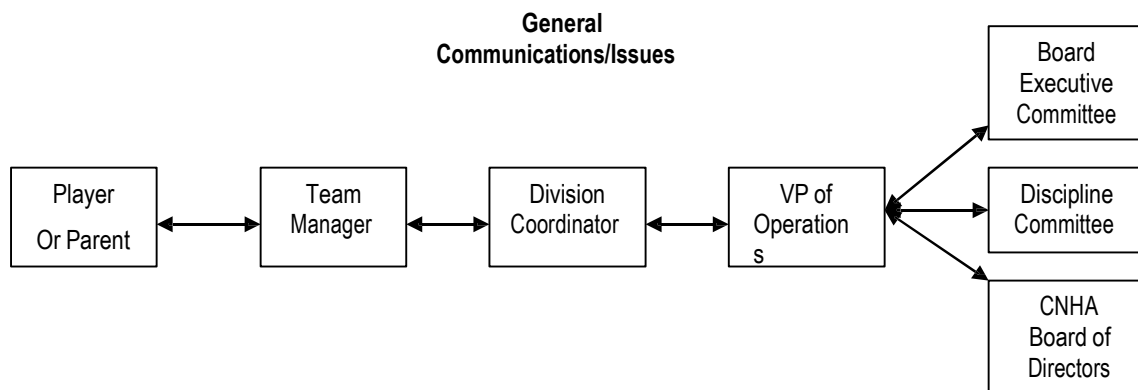
## 17.3 DISCIPLINE

The Calgary Northstars Hockey Association will investigate reported violation(s) of this policy in the manner set out in the Discipline Policy for other types of violations. If the investigation determines that a violation has occurred, either the **President or Executive Committee** will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in policies set out by the CNHA.

When using social media and networking mediums, the Calgary Northstars Hockey community should assume at all times they are representing the Calgary Northstars Hockey Association. All members of the Association should remember to use the same discretion with texting, etc., social media and networking as they do with other traditional forms of media.

Should the identity or image of any member of the Calgary Northstars Hockey Association be used in social media and networking without the Individual's authorization, this is considered to be identity theft. Any use of a player or team member's image or likeness without the written consent of the Calgary Northstars Hockey Association is strictly prohibited.

## 18.0 CNHA Communication Flowcharts



## 19.0 Team and Player Equipment

- Each team will be provided with one full set of home and away jerseys, and each player will receive one pair each of home and away socks.
- Each team will be provided with pucks, white boards, water bottles and two sweater bags
- All teams will wear association approved pant shells. The cost of the shells is included in the annual registration fees of the association.
- CSA-approved helmets will be in Black only.
- Approved throat protectors and mouth guards are mandatory for all practices and games. Players will be removed from practices by team staff for failing to wear mouth guards as required.
- All team members are required to have their personal equipment clean and in good repair.
- It is an expectation that all CNHA team personnel including players and coaches wear shirts, ties and dress slacks to all games.
- If a player wishes to wear a bandana, it will be worn under the helmet hidden from public view.
- Because of risk of injury, jewelry, including body piercings and earrings are not allowed while on the ice during practices or games.
- The Midget AAA Northstars will be provided an annual equipment fund that will be approved by the Board. These funds will be used towards the purchase of equipment for the team. The selection of the equipment could include gloves, helmets, or equipment bags. This will be at the discretion of the Northstars team.

## 20.0 Association Equipment Guidelines

- All equipment, sweaters and jackets supplied by the CNHA will not be altered or changed without the permission of the CNHA.
- Team sweaters and socks supplied by the CNHA will be worn for all exhibition, regular season, playoff and tournament games.
- Team sweaters and new socks must **not** be worn for practices.
- Sweaters will be collected at the conclusion of each game and placed in the team sweater bags by the team's Jerseys volunteer.
- All equipment will be returned cleaned and in good repair at the conclusion of the playing season.
- All additional cresting including name bars, extra numbers or sponsorship bars must be removed prior to returning the jerseys.
- Appropriate repair costs will be levied against a team for damaged or missing equipment.

## 21.0 Required Apparel

Each player, upon entry to the CNHA program, must purchase any required association apparel. Fittings for apparel and costs are arranged through the Procurement Coordinator, and are typically

completed upon finalization of the team rosters (likely at first team meeting/card signing).

The Board of Directors shall decide when garments are to be considered mandatory and purchased for the current season. As of the 2010-11 season, each player who is a first time player to the association will be required to purchase the CNHA leather/melton jacket.

## 22.0 Ice Allotment

The CNHA will endeavor to supply two (2) sheets of practice ice per week to each team, if sufficiently allotted to do so by HC.

All ice supplied by the CNHA will be used solely by the teams of the CNHA. No coach or team official will give away or sell ice supplied by the CNHA.

All ice that is not used will be returned to the Ice Coordinator fourteen (14) days prior so that it can be reassigned or returned to HC.

Any team that cannot give the required notice for the return of any practice ice will forfeit a slot at the next ice allocation. A second burning of ice will result in the team again forfeiting an ice allocation in addition to being charged the Association's costs for that ice.

Trading of ice by coaches is permitted only upon approval of the Ice Coordinator.

CNHA will commit to purchase one (1) slot of ice per week for teams who are no longer in post-season play up to an end-of-season termination date determined by the Board. Additional ice may be purchased from the CNHA Ice Coordinator.

Teams will be responsible for any extra ice that a team may acquire. Except if the Association cannot supply two (2) practices a week on the months' ice allotted by HC, and has agreed prior to the ice being booked, to cover the cost of additional ice. Such requests must be pursued through the appropriate Division Coordinator who will in turn confirm it with the Ice Coordinator.

## 23.0 Team Trainers and Insurance

### 23.1 Trainers/Sport Therapists

- Trainers/sport therapists are required for all try-out, exhibition, regular season, playoff and tournament games.
- The Trainer Coordinator or Sport Therapist Service will assign a qualified trainer/sport therapist to each team (or ice surface in try-outs) .
- Trainers/sport therapists are responsible for:
  - Assessment of any player injuries.
  - Establishing an emergency action plan.
  - Pre-game taping and strapping.
  - Making recommendations for post-injury participation.
  - Warm-up and stretching as required by the coach and other duties that may be required by the team.
  - The team trainer is responsible for all medical decisions made during sanctioned team events and will provide treatment within their scope of

practice and technical ability. In the case of other team members having higher medical training, the trainer still remains the primary care provider unless care of the player has been passed on to either a medical doctor at a clinic or paramedics that have been called to a sanctioned event.

- Each team will be responsible for a payment, in an amount determined by the Board of Directors each season, for costs associated with trainer/sport therapist services, courses and first-aid kit supplies to include all league games.
- Each team is responsible to negotiate trainer remuneration for tournament coverage. Tournament trainer expenses, including hotel, food and other payments must be budgeted and paid for by the individual teams.
- Each team's trainer/sport therapist is required to bring adequately stocked first-aid kits to each game.
- Each trainer/sport therapist must compile and maintain up-to-date medical information on each player, including Alberta Health Care numbers.
- Each trainer/sport therapist is required to complete any Hockey Canada Incident Report Forms.
- The trainer is responsible to clear a player for exercise, practice and play. If the trainer deems it necessary, a note from an attending physician may be required to assist clearance. It should be noted that the attending physician, trainer or coach may withhold clearance on any reasonable grounds should they feel it is necessary.

### *23.2 Insurance*

The Association, as a member of Hockey Calgary, is provided with blanket coverage as issued by Hockey Canada. Refer to the Hockey Canada website for more detailed information. Coverage has been extended to include:

#### *Accidental Injury*

This policy insures players, coaches, managers and directors for various injuries incurred while participating in our program. Coverage extends to medical costs not covered by the Alberta Health Care benefits; i.e., ambulance and specific claims including some dental benefits. If you suffer an injury, please have the team manager submit the required claim form(s).

#### *General Liability*

Coverage is extended for all members while involved in sanctioned program activities. The Association also provides Director and Officer Liability coverage while acting on behalf of the Association.

## **24.0 Mac's Tournament**

The "AA" Council of Calgary is responsible for the operation of the Mac's Midget Tournament each year. Each quadrant participates as volunteers in the operation of the Tournament. It is mandatory that each CNHA team participate by providing 36 volunteers per team for this tournament. Any identified tournament profits are divided equally among the quadrants.



Regional, national and international teams compete in a round-robin tournament between Boxing and New Year's days. Each year the tournament looks for interested billet families to host players in their homes during the tournament. This is a great cultural experience as well as one that is enjoyable and rewarding. If you are interested please contact your team's manager or the current Mac's Tournament Coordinator.

## 25.0 CNHA Scholarship

### *25.1 Darren Beatty Memorial Scholarship Fund*

#### **Purpose**

The Darren Beatty Memorial Scholarship Fund has been established to encourage the pursuit of further education. The fund provides a one-time financial award to eligible current and former CNHA players registered at an approved post-secondary educational institute.

#### **Awards**

Awards will be determined annually by the CNHA Board of Directors to a maximum allocation of \$5,000 per year. Awards in the amount of \$500 each are presented to individual recipients.

#### **Structure**

The Scholarship Review Committee will consist of the Scholarship Director and up to three (3) CNHA Board Members. This committee will be responsible for reviewing the applications and selecting those applicants that best fulfill the eligibility requirements. The committee will make their recommendations as to which applications will be supported at a meeting of the CNHA Board of Directors for approval.

#### **Eligibility**

A current or former player who has played a minimum of three (3) full seasons within the CNHA. The player has maintained good standing and fulfilled all obligations and expectations as established by both the teams played for and on behalf of the Association.

The player has demonstrated good sportsmanship and conduct on both the teams played for and on behalf of the Association.

Players must make their initial application within four (4) years of their last full season playing within the CNHA.

Players must be fulltime students and enrolled in a minimum course load as defined as fulltime within a post-secondary institute including a trade or apprenticeship program.

#### **Selection Criteria**

Players must submit a one-page biography, which includes the following information:

- Background information, which may include family information, scholastic

achievements, career intentions, hobbies, goals, volunteer activities and any other information you may wish to share.

- Your contributions to CNHA, the teams played for, your coaches and their impact, your position, and any awards, recognitions or achievements.
- Players must submit a letter of reference from a teacher, coach or employer.
- Players must submit a confirmation of enrolment endorsed by the Registrar of the player's post-secondary institute.

### **Timeline**

Fully completed applications (see Selection Criteria) should be received by February 28 each year, and mailed to:

Director, Darren Beatty Memorial Scholarship Fund  
P.O. Box 54022  
2640 - 52 Street NE  
Calgary, AB T1Y 6S6

### ***25.2 Additional Scholarships***

- Occasionally, additional scholarship money becomes available to the CNHA. In such cases, these criteria will be followed for the selection process and distribution of funds. Number of scholarships and amounts may vary according to donations, but will generally be valued at \$1000.00.
- Applications are open to seventeen year-old Calgary Northstar players in good standing.
- The number of recipients will be based on the amount of available funds for each given season. These recipients will be randomly drawn from all of the valid applications received.
- Recipients have 4 years from time of receiving this award in which to use the funds at an approved post-secondary educational institute.

## 26.0 Banquet and Awards

The Association hosts its annual banquet and awards evening the first Wednesday of May each year. All players are eligible to compete for the following awards, which are presented to the various categories each year. These awards are as follows:

- Ken Bracko Award:** Awarded to the player off of each team determined to be the Most Dedicated Player.
- Steve Crawford Award:** Best Bantam player, which exemplifies the qualities of perseverance, sportsmanship and dedication to Hockey.
- Norma Bush Memorial Award:** Most sportsman-like Minor Midget AAA player in CNHA.
- Kenneth Innes Memorial Award:** Player who most exemplifies the quality of a player desired by the CNHA.
- Eugene Seitz Memorial Award:** Outstanding effort at “AAA” Midget.
- Ed Machej Award:** Junior hockey player showing dedication and leadership while playing for CNHA.
- Glen Patrick Memorial Award:** Team of the Year; The team that exemplifies the Association’s qualities in sportsmanship and dedication.
- Rick Bailey Coach of the Year:** Awarded to the Coach who exemplifies dedication to the CNHA, his team and players.
- Mary Underhill – President’s Award:** Outstanding volunteer service to the CNHA.

As well, each CNHA team provides one award of its choice for each of the following categories:

Most Valuable Player

Most Improved Player

Recommendations are made by the coaching staff and approved by the Board. For information regarding the latest CNHA Awards recipients, please visit us at: [www.calgarynorthstars.ca](http://www.calgarynorthstars.ca).