

# Campbell River Minor Hockey



## Association Policy and Procedures Manual

“Learning the Skills and Having Fun”

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# **1 ADMINISTRATION**

## **1.1 AUTHORITY**

The Campbell River Minor Hockey Association (CRMHA) shall have the authority to make rules and regulations governing such matters as registration, procedures and fees, the administration of play downs, the rules governing competition and playing of hockey and any other relevant matters, provided such rules and regulations are in no way repugnant to, or modify the Constitution and By-laws of the CRMHA.

Proposed new rules and regulations or changes thereto shall be introduced at any general meeting of the CRMHA. Such proposed amendments shall require a simple majority vote of the members personally present to carry.

In the event of an emergency situation that is a matter which is not covered by other rules and regulations, or where a lack of time does not permit normal provisions to apply, the Chairperson of the Executive Committee may take appropriate action consistent with the objectives of the CRMHA. Such action shall be ratified at the next general meeting of the CRMHA.

## **1.2 AWARDS AND BURSARIES**

The CRMHA may offer three yearly bursaries up to a maximum of \$1000 each to three current members enrolled in post-secondary studies.

## **1.3 CONFIDENTIALITY**

The CRMHA will release information it has obtained regarding any player, volunteer, or official only on a "need to know" basis. All other requests for information will not be released unless a letter is received from the person it pertains to authorizing its release.

All CRMHA Executive members will sign an Oath of Confidentiality at the time of their appointment or election, and again at the end of their tenure.

## **1.4 CONFLICTS OF INTEREST**

Any member of the CRMHA Executive directly involved in an issue that requires a vote to be taken will not be allowed to vote. This also applies to any committees (disciplinary, player movement, Etc.) with which the Executive member sits. A replacement member appointed by the Chairman of the committee will stand in until a decision has been reached.

## **1.5 APPEAL PROCESS**

Appeals of any CRMHA policy, procedure or decision must be made in writing to the executive or appropriate committee. Until a decision is made on the appeal, the original directive will be followed.

## **1.6 KEYS**

Only the CRMHA Head Coach, Equipment Manager and President will be issued with a key to the equipment room. The CRMHA will from time to time, re-key the equipment room to minimize the chance of theft.

Keys for the CRMHA Office may be signed out at the CRMHA Office in Strathcona Gardens according to a list approved by the CRMHA Executive.



## **1.7 Policy Development and Changes**

CRMHA Policy and Procedures Manual will undergo review and assessment annually or as required. Changes need ratification at a general meeting as per CRMHA Constitution guidelines. Appeals to CRMHA policies must be presented in writing to the CRMHA Executive or appropriate Committee.

## **2 ROLES AND RESPONSIBILITIES**

### **2.1 JOB DESCRIPTIONS**

All positions within the CRMHA will have up-to-date job descriptions. Every volunteer will be given a copy of the job description prior to or at the beginning of their tenure. Performance evaluations and disciplinary action will be based on the criteria outlined in the job descriptions.

### **2.2 DIRECTORS**

According to CRMHA Constitution and Bylaws, section B13 the seven to eleven Directors shall be ratified for a one (1) year term. Besides the roles and responsibilities specified below, Directors might also represent the CRMHA as required on various District and Provincial level committees within BC HOCKEY.

#### **2.2.1 Risk Manager**

The Risk Manager is nominated by the President and elected by the Executive Committee.

The Risk Manager is responsible to the Executive Committee for implementing the BC HOCKEY Risk Management Program within the CRMHA. He/she shall:

- a) Stay current with BC HOCKEY Risk Management Program.
- b) Create and maintain risk management files for the CRMHA, BC HOCKEY and CHA and other risk management information.
- c) Promote effective risk management within CRMHA according to its policy and procedures.
- d) Work with the Executive Committee to identify major risks and make recommendations to reduce or manage those risks.
- e) Responsible for the setup and maintenance of the ePACT throughout the season.

### **2.2.2 Ice Coordinator**

The Ice Coordinator is nominated by the President and elected by the Executive Committee. If required, he/she may present a name for the position of Assistant Ice Coordinator to the Executive Committee for ratification.

The Ice Coordinator is responsible to the Executive Committee for the allocation of all ice times within the CRMHA. He/she shall:

- a) Procure as much ice time from the Strathcona Gardens or nearby arenas as possible or as finances dictate. This normally involves:
  - Attending a Strathcona Gardens ice allocation meeting in May
  - Applying for extra ice time for tournaments at the ice allocation meeting
  - Supplying Strathcona Gardens with a weekly schedule of ice cleans
  - Checking with the Strathcona Gardens weekly, for changes, adjustments and cancellations
- b) Draw up a fair schedule of ice time, striving for equal time for all teams according to CRMHA policy and procedures, and be responsible for scheduling, rescheduling, exchange and cancellation of ice times.
- c) Provide copies of ice schedules to Rep Team managers, Division Managers, CRMHA Head Coach, Referee-in-Chief, any member (if requested) and the appropriate Arena Manager.
- d) Review and approve monthly Strathcona Garden ice fees bill prior to payment.

### **2.2.3 Equipment Manager**

The Equipment Manager is nominated by the President and elected by the Executive Committee.

The Equipment Manager is responsible to the Executive Committee for all the equipment owned by the CRMHA. He/she shall:

- a) Maintain accurate records as to the disposition of equipment.
- b) Control inventory and account for all equipment, through the Treasurer.
- c) Obtain coaches' signatures for all equipment assigned to each coach.
- d) Purchase all equipment for the CRMHA.
- e) Ensure all equipment is maintained in good condition or is replaced.
- f) Following April 30<sup>th</sup> and prior to the first draft budget of the Finance committee, prepare a budget for proposed equipment expenses for the ensuing season.

Inform the Treasurer of any outstanding equipment as of April 30<sup>th</sup> so that members can be billed for replacing unreturned equipment.

#### **2.2.4 Tournament Coordinator**

The Tournament Coordinator is nominated by the President and elected by the Executive Committee.

The Tournament Coordinator is responsible to the Executive Committee for ensuring that all CRMHA tournaments operate efficiently and in accordance with CRMHA policy and procedures. He/she shall:

- a) Work closely with the Division Managers and ad hoc tournament committees to ensure that tournament plans and financial requirements and limitations are adhered.
- b) Oversee section 7.1 (Hosting Tournaments)

#### **2.2.5 Gaming Coordinator**

The Gaming Coordinator is nominated by the President and elected by the Executive Committee.

The Gaming Coordinator is responsible to the Executive Committee for ensuring that all CRMHA gaming operates efficiently and in accordance with CRMHA policy and procedures and affiliations with BC Gaming conditions and standards. This will be strictly enforced and followed.

#### **2.2.6 Referee-in-Chief**

The Referee-in-Chief is nominated by the President and elected by the Executive Committee. If required, he/she may present a name for the position of Assistant Referee-in-Chief to the Executive Committee for ratification.

The Referee-in-Chief is responsible to the Executive Committee for coordinating and developing all officials within the CRMHA. Wherever possible, the Referee-in-Chief should be a member of the Referees Association of BC HOCKEY. He/she shall:

- a) Act as the CRMHA liaison with the Referee Committee Member (RCM) and the BC Hockey Referee in Chief.
- b) Assumes joint responsibility with administrator to provide game officials.
- c) Assign all representative game on-ice officials; or, have a designated volunteer assign all representative game on-ice officials, to be approved by the Referee-in-Chief.
- d) Institute and supervise a training program/clinic in the fall for referees/officials prior to the start of the playing year.

### **2.2.7 Head Coach**

The CRMHA Head Coach is nominated by the President and elected by the Executive Committee. If required, he/she may present a name for the position of Assistant Head Coach to the Executive Committee for ratification.

The CRMHA Head Coach is responsible to the Executive Committee for coordinating and developing all coaches within the CRMHA. He/she shall:

- a) Request, coordinate and follow-up on coaching clinics for the CRMHA, as necessary.
- b) Act as the CRMHA liaison with the District Coaching Coordinator.
- c) Institute and supervise a training program for coaches prior to the start of the playing year.
- d) Ensure that all coaches, through the Hockey Canada Certification and its objectives, maintain a high level of coaching standards.
- e) Present to the Executive Committee the names of Rep Coaches and assistant Rep coaches for appointment.
- f) Assist in appointing coaches and assistant coaches in the Recreation Division.
- g) Work closely with the Association Manager, Player Development Coordinator, Division Managers and coaches to ensure that all players have an opportunity to try out for a divisional Rep Team.
- h) Attend, at his/her discretion, any CRMHA team practice and game to ensure maximum use of ice time for all players and that coaches prepare and use pre-arranged practice plans.
- h) Exercise supervision of the actions of all coaches and assistant coaches of their appropriate divisions in conjunction with Division Managers.
- j) Be a member of the Disciplinary Committee.
- k) Be a member of the Selection Committee for Rep Teams.
- l) Be a member of any Player Movement Committee.

The CRMHA Head Coach is permitted to coach a recreational hockey team but not a Rep team.

### **2.2.8 Player Development Coordinator**

The Player Development Coordinator is nominated by the President and elected by the Executive Committee.

The Player Development Coordinator is responsible to the Executive Committee for monitoring and promoting the skill development of all players within the CRMHA. He/she shall:

- a) Request, coordinate and follow-up on skill development clinics for the CRMHA, as necessary.
- b) Act as the CRMHA liaison with the Provincial Hockey Development Coordinator.
- c) Institute and supervise an overall training program for players prior to the start of the playing year (also see Appendix II).
- d) Ensure that players are appropriately recognized for their efforts in skill development that the CRMHA maintains high standards of skill development.
- e) Assist in team selection activities in the Recreation Division.
- f) Work closely with the Association Manager, CRMHA Head Coach, Division Managers and coaches to ensure that all players have an opportunity to try out for a divisional Rep Team and that teams are selected according to CRMHA policy and procedures.
- g) Attend, at his/her discretion, any CRMHA team practice and game to ensure players' skills develop in an appropriate progression.
- h) Be a member of the Selection Committee for Rep Teams.
- i) Be a member of any Player Movement Committee.

The Player Development Coordinator is permitted to coach a recreational hockey team but not a Rep team.

### **2.2.9 Representative (Rep) Coordinator**

The Rep Coordinator is nominated by the President and elected by the Executive Committee. He/she is responsible to the Executive Committee for ensuring that all CRMHA Rep Teams operate efficiently and in accordance with CRMHA policy and procedures. He/she shall:

- a) Take immediate appropriate action on any problem presented to him/her by any of the Rep Team officials.
- b) Chair meetings with Rep Team officials as deemed necessary to ensure that:
  - All complaints are considered and necessary action is taken.
  - All responsible personnel are doing an efficient job in their division.
  - All exhibition and league games are properly scheduled.
  - All team officials are properly appointed.
  - All CHA player cards are duly filed with BC HOCKEY.
- c) Bring any noticeable infractions of conduct to the attention of Rep Teams, and deal with the situation accordingly.
- d) Keep Rep Teams apprised of developments and issues identified by the Executive Committee.
- e) Be a member of the Selection Committee for Rep Teams.
- f) Be a member of the Player Movement Committee.

### **2.2.10 Association Manager**

The Association Manager is nominated by the President and elected by the Executive Committee. The Association Manager is responsible to the Executive Committee for ensuring that divisions operate efficiently and in accordance with CRMHA policy and procedures. He/she shall:

- a) Appoint a Division Manager to each Recreation Division.
- b) Chair meetings with Division Managers as necessary to ensure that:
  - All appropriate team officials have successfully completed the required courses and checks.
  - All complaints are considered and necessary action is taken.
  - All responsible personnel are doing an efficient job in their division.
  - All practices, exhibition and league games are properly scheduled.
  - All team officials are properly appointed.
- c) Monitor player movement to ensure that teams within each division are kept evenly balanced and players are given equal ice time.
- d) Work with the appropriate Division Manager and take immediate appropriate action on any problem presented to him/her by any of the Recreation Team officials and where necessary, player/coach complaints.
- e) Bring any noticeable infractions of conduct to the attention of Division Managers, and deal with the situation accordingly.
- f) Keep Division Managers apprised of developments and issues identified by the Executive Committee.
- g) Be a member of the Player Movement Committee.

## **2.3 Contractors**

### **2.3.1 Administrator**

Subject to available finances, an Administrator is contracted by the Executive Committee. He/she will report to the President.

The Administrator is responsible for recording and tracking various administrative requirements and ensuring that the CRMHA operates efficiently and in accordance with CRMHA policy and procedures. He/she shall:

- a) Maintain a record of all CRMHA members and provide a list of playing members to each Division Manager and Rep Team.
- b) Register players, coaches and managers within BC HOCKEY Mutual Aid Fund each year.

## **2.4 APPOINTED VOLUNTEERS**

### **2.4.1 Division Manager**

Each Division Manager is nominated by the Association Manager and elected by the Executive Committee. If required, he/she may present a name for the position of Assistant Division Manager to the Executive Committee for ratification. Division Managers will not be a head coach in their division.

The Division Manager is responsible to the Association Manager for ensuring that teams in their respective division operate efficiently and in accordance with CRMHA policy and procedures. The Division Manager is also responsible, along with the CRMHA Head Coach, for the actions of coaches and assistant coaches of their appropriate division. He/she shall:

- a) Ensure that teams are kept evenly balanced and players are given equal ice time.
- b) Monitor players picked up for extra games to ensure they are ineligible to be picked up for any further games until all players from that division have been given the same opportunity.
- c) Act on player/coach complaints immediately if necessary, with the Association Manager.
- d) Bring any noticeable infractions of conduct to the attention of coaches and assistant coaches, and deal with the situation accordingly.
- e) Ensure that all appropriate team officials have successfully completed the following:
  - Respect in Sport
  - Criminal Record Check
  - Hockey Canada Safety Person (HCSP) Course
  - Hockey Canada Coaching Courses
  - Concussion Awareness Course (CAT)
- f) Along with the CRMHA Head Coach, appoint coaches and assistant coaches.
- g) Ensure all equipment used in his/her division is signed out and returned appropriately.
- h) Ensure that all practices and games in his/her division are played as scheduled and assist in to have this carried out.
- i) Ensure all claim forms are completed appropriately.
- j) Where required, maintain statistics for his/her division and appropriately submit the statistics to the local newspapers and the CRMHA website administrator, ensuring division sponsors' names are used.
- k) Ensure volunteers are secured for regular fundraising events.
- l) Obtain score sheets from CRMHA Administrator and allocate to the teams in the division, Home team to supply for games.
- m) Ensure they supply a copy of the scheduled division games to the Referee-in-Chief as soon as the games have been approved by the Ice Coordinator.
- n) Follow and abide by the Volunteer Code of Conduct (Appendix I).

### **2.4.2 Coach/Assistant Coach**

The coach/assistant coach is nominated by the Head Coach and/or Division Manager.

The coach/assistant coach is responsible to the Division Manager, CRMHA Head Coach and Player Development Coordinator for ensuring that their team operates efficiently and in accordance with CRMHA policy and procedures. The coach/assistant coach is also responsible, along with the Division Manager, for the actions of players and parents on their team. He/she shall:

- a) Make games and practices fun while instilling the values of sportsmanship and fair play. Players should always look forward to coming to the rink.
- b) Work with the Division Manager to deliver a balanced skills program.
- c) Allot equal ice time to all players on their team.
- d) Representative Coaches shall make every effort, within the competitive nature of representative hockey, to allocate equal ice time to all players.
- e) Conduct him/herself in a respectful manner, set an example of good conduct and sportsmanship at all times. His/her conduct shall at all times be consistent with the objectives of the CRMHA.
- f) Ensure that the safety of all players and that they are adequately protected with proper CSA approved hockey gear while they are on the ice.
- g) Ensure that an appropriate adult is in the dressing room at all times.
- h) Discourage rough tactics and rowdy play of all players while they are on or off the ice.
- i) Obey a "No Use of tobacco Products" rule while in player's box or dressing room. The use of alcohol or drugs before or during such training sessions is forbidden.
- j) Project a favourable image of hockey and coaching and consistently display high personal standards. Refrain from using profane language.
- k) Ensure all hockey equipment assigned from CRMHA to his/her team is properly cared for. He/she is directly responsible for such equipment. This includes sweaters and equipment that must be returned at the end of the season. Submit a list to the Equipment Manager containing the names of his/her team players and the allotted sweater number. The list shall contain each player's name, address and phone number. Inform the Equipment Manager of any damaged equipment and return for repair.
- l) Act in a courteous manner toward any or all players, parents, fans, Executive Committee members and game officials. Treat everyone fairly.
- m) Along with his/her Division Manager, act on all complaints or problems as soon after the occurrence as possible.
- n) Ensure that their team is on time for all ice sessions and clear the ice immediately once the allotted time has elapsed.
- o) Report team progress and concerns to the Division Manager. Attend all meetings called by the Division Manager.
- p) Assist the Division Manager in compiling a list of timekeepers from his/her team players' parents and informing the parents when they are required.
- q) Assist Division Manager in compiling statistics for his/her team.
- r) Regularly seek ways of increasing coaching development and self-awareness.
- s) Submit confidential Criminal Record Check forms to the CRMHA Administrator.
- t) Complete one Respect in Sport session, confirmation required by CRMHA.



- u) Successfully complete the appropriate Hockey Canada coaching course. Recreational coaches (Pre-Novice to Juvenile including Atom Development) require Coach 2 – Couch level. Carded team coaches (Peewee to Midget) require Development 1. Head coaches of both recreational and carded teams from Atom to Juvenile require Instructional Stream – Checking. Confirmation required by CRMHA.
- v) Follow and abide by the Volunteer Code of Conduct (Appendix I).
- w) Successfully complete the Concussion Awareness Course (CAT)

### **2.4.3 Safety Person**

The Safety Person is nominated by the team coach and must successfully complete the Hockey Canada Safety Person course.

The Safety Person is responsible to the team coach and Division Manager for ensuring that their team operates safely and in accordance with CRMHA policy and procedures. He/she shall:

- a) Check players' equipment and recommend any required improvements to the team coach.
- b) Regularly check that team safety protocol is in place and being followed.
- c) Attend as many games and practices as possible.
- d) Successfully complete the Hockey Canada Safety Program (HCSP).
- e) Follow and abide by the Volunteer Code of Conduct (Appendix I).
- f) Successfully complete Respect in Sport Activity Leaders Program.
- g) Successfully complete Concussion Awareness Training Tool

### **2.4.4 Team Manager**

The team manager is nominated by the team head coach.

The team manager is responsible to the team head coach and Division Manager for ensuring that their team operates efficiently and in accordance with CRMHA policy and procedures. He/she shall:

- a) Work with Division Manager to communicate team information.
- b) Contact players and parents regarding extra ice time and special events.
- c) Submit tournament applications as necessary.
- d) Submit names of players participating in external games and tournaments to the Division Manager.
- e) Organize team travel arrangements.
- f) Manage game reports.
- g) Follow and abide by the Volunteer
- h) Successfully complete Respect in Sport Activity Leaders Program.
- i) Successfully complete Concussion Awareness Training Tool

#### **2.4.5 Parent**

Parents are responsible to their child and the team coach for ensuring that their team operates efficiently and in accordance with CRMHA policy and procedures. He/she shall:

- a) Help out the other volunteers that are working towards the team's success. Like them, parents should offer any skills or time they feel comfortable to contribute.
- b) Try their best to be completely honest about their child's athletic capability, competitive attitude, sportsmanship, and actual skill level.
- c) Not compare the skill, courage, or attitudes of their child with that of other members of the group or team. Teach their child to enjoy the thrill of competition.
- d) Get to know the team coach and Division Managers. Speak directly to team officials or Division Manager if there are any questions or concerns.
- e) Follow and abide by the Parent Code of Conduct (Appendix I).
- f) Responsible for good working order of equipment and ensuring it is CSA approved.
- g) Successfully complete Respect in Sport (at least one parent or guardian of each player).

#### **2.4.6 Player**

Players are responsible to their parents and their team coach for ensuring that their team operates efficiently and in accordance with CRMHA policy and procedures. He/she shall:

- a) Make sure gear is in order before leaving for the rink. Use team jerseys for games only and bring own jersey for practice sessions.
- b) Behave while in the rink.
- c) Take care when walking among others with skates on.
- d) Be dressed and ready to go on the ice 10 minutes before the scheduled time.
- e) Help others understand that pushing, shoving, or horseplay is not acceptable while on the ice, or waiting to go on - tell a coach if they need to.
- f) Responsible for good working order of equipment and ensuring it is CSA approved.
- g) Keep gloves on and helmet fastened until they're off the ice.
- h) Tell the team coach right away if they have problem or a concern.
- i) Follow and abide by the Player Code of Conduct (Appendix I).

### **3 RISK MANAGEMENT**

*WORKING TOGETHER, THE CRMHA WILL PROVIDE THE GAME AND IT'S PLAYERS WITH A SAFE ENVIRONMENT IN WHICH TO DEMONSTRATE THE QUALITIES THAT MAKE HOCKEY A NATIONAL PAST TIME. PLAYED PROPERLY AND WITHIN THE RULES, HOCKEY IS A GREAT GAME, AND IS THE BASIS FOR THIS POLICY.*

### **3.1 GENERAL**

A current Risk Management file (Building safety issues, incidents, penalty statistics, correspondence, injuries, and copies of mutual aid reports) will be maintained in the CRMHA office by the Risk Manager.

The Risk Manager will post Risk Management Bulletins for the members to read.

Coaches must ensure that everyone on the ice surface is properly insured through the BC HOCKEY Mutual Aid Fund.

Coaches must make sure that players do not step on the ice surface until the ice machine is completely off the ice, the doors are closed and a team official is present.

Coaches must ensure that all gates are firmly closed once on the ice and any unsafe conditions are immediately reported to the Risk Manager and/or Ice Coordinator.

All CRMHA members shall follow the Strathcona Gardens Emergency Procedures and Policies, i.e., fire and earthquakes.

### **3.2 INJURIES**

All players and team officials injured during on ice activities, whose injuries require medical attention, must return a completed Injury Report Form to the CRMHA. The blank forms are available from the CRMHA. A copy will be retained by the CRMHA and the original forwarded to BC HOCKEY.

Any player sustaining a severe injury (e.g., a head injury/concussion) must produce a doctor's release to their team coach prior to returning to play or practice.

### **3.3 INSURANCE**

Insurance will be purchased for all other aspects of the CRMHA including the Executive, the office and equipment.

### **3.4 MUTUAL AID**

Insurance will be provided for players and all on-ice volunteers through the BC HOCKEY Mutual Aid program. Mutual Aid covers costs above any medical or extended health benefits (see BC HOCKEY Mutual Aid brochure for more details).

Mutual Aid covers the player or volunteer only for sanctioned on ice activities, including travel directly from home to arena and return.

According to BC HOCKEY guidelines, off-ice activities, including but not limited to dry land training or team socials, may be sanctioned BC HOCKEY activities and covered under Mutual Aid, PROVIDING PRIOR APPROVAL HAS BEEN RECEIVED FROM BC HOCKEY.

### **3.5 VOLUNTEER MANAGEMENT**

As a measure to minimize risk of harm (Physical, Emotional or Sexual) to players, officials, volunteers, and the CRMHA, the CRMHA will screen volunteers, players and officials on an ongoing basis.

The initial screening process includes, but is not limited to the completion of an application form, interview to determine aptitude and knowledge, reference checks, and an acceptable criminal record check.

Criminal Record Checks must be completed by all team managers, coaches, assistant coaches, officials, and Executive Members, and then placed on file with the CRMHA no later than 6 weeks after the beginning of the season. Any person from whom CRMHA has not received a Criminal Record Check by that date will be suspended until the Criminal Record Check is on file. Prior Criminal Record Checks may be used providing they have been done no earlier than 3 years prior to September of the current season.

Persons whose Criminal Record Check indicates that there may or may not be a criminal record in existence will be suspended until the RCMP's copy of the conviction has been received by the CRMHA. If the conviction(s) is applicable to the volunteer position applied for, the candidate will not be offered the position or be permitted to continue in the position. The candidate may apply and be accepted for another position in the CRMHA in which the conviction(s) is not applicable.

Ongoing screening includes, but is not limited to observing players, parents, coaches and officials at practices and games for negative emotional or psychological interaction; and spot checks with players to find out how they are being treated by other players, coaches, officials and parents.

All volunteers will be given the appropriate, current job description outlining the qualifications needed, the time commitment and their responsibilities.

All players and volunteers will agree to follow the appropriate Code of Conduct (see Appendix I) form prior to participating in the CRMHA.

The CRMHA will provide proper training, supervision and evaluation.

### **3.5.1 Coaches**

All visiting coaches that are not CRMHA members (e.g., power skating instructors, goaltender experts, dryland instructors etc.) must abide by BC Hockey policy regarding Insurance and Entrepreneurial or Private Instructors and Groups (Issue #2015-032).

Only coaches and managers approved by the CRMHA shall participate in any capacity with CRMHA players.

All coaches must be approved, sign a Code of Conduct form (see Appendix I), complete a Volunteer Criminal Record Check, and obtain appropriate certification.

Coaching Certification for Rep must be completed by December 1 of the current year. All BCH/HC carded coaches must be Qualified at Development 1, have CATT, and the Team Official/Volunteer version of RIS to coach in a current season. Coaches have until March 31 of the current season to complete the written requirements for Development 1 Certification.

Coaching Certification for House must be completed by December 15 of the current year. All BCH/HC carded coaches must complete Coach 2, have CATT, and the Team Official/Volunteer version of RIS to coach in a current season. Head Coaches, atom to juvenile, must also complete the Checking Clinic Certification. Recreational coaches will have until March 31 of the current season to complete the written requirements for Coach 2 Certification.

When financially possible, the CRMHA will reimburse course costs of volunteers who have passed a hockey coaching certification program. Reimbursement for clinic fees will be processed when they are certified by BC HOCKEY. The volunteer must have received Executive approval for the reimbursement prior to taking the course.

All coaches shall be screened and evaluated throughout the season by the CRMHA Head Coach or his/her delegate. Should a coaching problem arise within a division, the Division Manager shall notify the CRMHA Head Coach, so the problem can be rectified immediately.

### **3.5.2 Team Trainer**

Neither Recreation nor Representative teams requires a team trainer. In this case, the term "Trainer" should be crossed-out on game sheets.

If a team trainer is available, they must have the appropriate qualifications (i.e., Certified First Aid course).

### **3.5.3 Hockey Canada Safety Program (HCSP)**

All Recreation and Representative Teams require a certified HCSP. They must be present at each game.

### **3.5.4 Officials**

Referee-in-Chief will be notified at least three (3) days in advance of games for Referee requirements.

All referees will be coordinated by CRMHA Referee-in-Chief, or designated volunteer(s) appointed by the Referee-in-Chief. If games are cancelled without reasonable notification to the official's assignor, "24 hours", the officials assigned who show for the game will be paid.

The Coach will notify the Referee-in-Chief of officials who are late or who do not show up. Any player or coach who is under suspension shall not officiate any game until suspension is served.

Referee write-ups will take precedence over the timekeeper's entries on all game sheets.

Referee fees shall be negotiated at the start of each season by the Referee-in-Chief and the CRMHA Executive.

### **3.5.5 Timekeepers and Scorekeepers**

The assigned Home team will be responsible for timekeepers and scorekeepers.

The team manager will schedule scorekeepers, timekeepers and penalty box officials.

Score sheets may be found at the CRMHA Office. All information on the score sheets must be recorded correctly with neat printing.

Copies of score sheets (home and away) are to be dropped off in the statistician boxes located in either referees room or in the CRMHA office immediately after home games and no later than forty-eight (48) hours after away games.

In the Recreation Division, scorekeepers will not post additional goals **on the clock** for the winning team if there is more than a five-goal spread.

Recreation Division games will adhere to the guidelines provided in section 5.11.

## 4 HARASSMENT

CRMHA IS COMMITTED TO PROVIDING A SPORT AND WORK ENVIRONMENT WHERE ALL INDIVIDUALS ARE TREATED WITH RESPECT AND DIGNITY. EACH INDIVIDUAL HAS THE RIGHT TO PARTICIPATE AND WORK IN AN ENVIRONMENT THAT PROMOTES EQUAL OPPORTUNITIES AND PROHIBITS DISCRIMINATORY PRACTICES.

### 4.1 CRMHA Prevention of Abuse, Bully, and Harassment Policy

This policy statement applies to all playing members, non-playing members, volunteers, parents, spectators, and employees (whether permanent, contract, temporary or casual). It applies to interpersonal and electronic communication.

Abuse, bullying and/or harassment of athletes, officials or volunteers under the grossly offensive rational that the abusive behaviour is "motivation" or perceived as "justifiable" will not be tolerated. Our first priority will always be the players and minor officials – they will be treated with dignity and respect.

There is a zero tolerance for abuse of children, officials, and volunteers at CRMHA.

This policy aims to:

1. Prevent the verbal, emotional, psychological, physical, or sexual harassment/abuse of anyone within the Association.
2. Allow the Association to move quickly and decisively if abuse, bullying or harassment occurs.
3. Provide an avenue for individuals to bring their concerns forward with the knowledge that their concerns will be addressed and, if necessary, acted upon in a timely fashion.

#### 4.1.1 Abuse

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust. Some behaviours which are defined as harassment or bullying, when the behaviour breaches human rights or appropriate relationship/conduct boundaries, can also constitute abuse.

Information about ones legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at [www.hockeycanada.ca](http://www.hockeycanada.ca).

##### 1(a) Emotional Abuse

Emotional abuse is psychologically destructive behaviour or attack on a child's self-esteem by a person in a position of power, authority or trust. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring a child or youth's needs.

##### 1(b) Physical Abuse

Physical abuse is when a person in a position of power, authority or trust purposefully injures, or threatens to injure, a child or youth. This may take the form of slapping, shaking, hitting, kicking, pulling of hair or ears, throwing, shoving, grabbing, hazing, or using excessive exercise as a form of punishment (list is non-exhaustive).

Neglect is also a form of abuse where chronic inattention in a hockey context may apply, for example, when an injured player is forced to play.

## **1(c) Sexual Abuse**

Sexual abuse is when a child or youth is used by a child or youth with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

### Contact

- Touched or fondled in sexual areas
- Forced to touch another person's sexual areas
- Kissed or held in a sexual manner
- Forced to perform oral sex
- Intercourse (vaginal or anal)
- Penetration with an object or finger (vaginal or anal)
- Sexually oriented hazing

### Non-Contact

- Obscene remarks on phone, computer or in notes
- Voyeurism
- Shown pornography
- Sexually intrusive questions or comments
- Forced to pose for sexual photos or videos
- Forced to self-masturbate or forced to watch others masturbate

Those involved with CRMHA in providing hockey opportunities for participants understand and agree that abuse or neglect as described above, may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report an offense and thereby failure to provide safety for participants may render the adult who keeps silent legally liable under the provincial child protection acts.

## **4.1.2 Bullying**

Bullying involves a person expressing their power through the humiliation and/or intimidation of another person. At CRMHA, bullying is considered any conduct or comment by a person towards a player, official, volunteer or non-playing member that the person knew or reasonably ought to have known would hurt, insult, humiliate, degrade or exclude him or her. These inappropriate behaviours are typically cruel, demeaning, and hostile toward the bullying target(s). Bullying typically occurs between children under the age of 12, between youth or between adults and is not addressed under human rights legislation.

Bullying can be broken down into four types:

1. Physical: hit or kick victims; take/damage personal property; shoving; confining.
2. Verbal: name calling; insults; constant teasing; spreading damaging rumours.
3. Relational: try to cut off victims from social connection by convincing peers to exclude or reject a certain person.
4. Cyber bullying: all areas of internet, such as email, Facebook, Snapchat, Instagram and other social-networking internet misuse; mobile threats by text messaging and phone calls; misuse of associated technology, i.e., camera and video.

The following is a non-exhaustive list of tactics used by bullies to control their targets:

1. Yelling and screaming directed at the target;
2. Continually criticizing the target's abilities;
3. Blaming the target of the bullying for mistakes;
4. Making unreasonable demands related to performance;
5. Repeated insults or put downs of the target;
6. Threats to remove or restrict opportunities or privileges;
7. Denying or discounting the target's accomplishment(s);
8. Threats of and actual physical violence
9. Verbal aggression or insults, calling someone derogatory names.

#### **4.1.3 Harassment**

Harassment is defined as conduct, gestures, or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals, and which creates a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Harassment may occur among anyone, between peers (e.g. player to player of the same age group, parent to official, coach to coach) or between someone in a position of power or authority and an adult in a subordinate position (e.g. coach to player, sports administrator to employee).

The following is a non-exhaustive list of examples of harassment:

1. Verbal aggression or insults, calling someone derogatory names.
2. Unwelcome jokes, innuendo, or teasing about a person's body, looks, race, sexual orientation, etc.;
3. Condescending, patronizing, threatening, or punishing actions which undermine self- esteem;
4. Practical jokes which cause awkwardness or embarrassment, or may endanger a person's safety;
5. Degrading or inappropriate hazing rituals;
6. Vandalizing personal belongings
7. Spreading malicious rumours
8. Unwanted or unnecessary physical contact including touching, patting, or pinching;
9. Unwanted conduct, comments, gestures, or invitations of a sexual nature which are likely to cause offence or humiliation or which might, on reasonable grounds, be perceived as placing a condition of a sexual nature on any opportunity within minor hockey;
10. Sexual assault or physical assault.

It is important to note that the behaviours described in points 8 through 10, when directed towards a child or youth, constitute abuse under child protection legislation. This may also be true of other behaviours. In such cases, it is legally required to report these behaviours to the RCMP and/or Ministry of Child and Family Services.



#### **4.1.4 Reporting Complaints and Concerns**

**Abuse or suspected abuse may be reported to any member of the CRMHA Executive Committee or team staff. Team staff must report to the CRMHA President or First Vice President. If you wish to remain anonymous, reports may be sent by mail or deposited in the locked box outside the CRMHA office.**

1. If possible, the individual should inform the bullying or harassing individual that his/her behaviour is not welcome.
2. If unwanted behaviour continues or it is not possible to address concerns with the individual, complaints/concerns may be addressed to:
  - a. Team Manager (unless the situation involves the team manager, in this case go direction to the Division Manager or Rep Coordinator)
  - b. Division manger, Rep Coordinator, Chair of the Discipline Committee
  - c. Executive via the secretary in writing if no resolution.

#### **4.1.5 Disciplinary Process**

Breaches of the Code of Conduct or this policy may be grounds for sanctions, up to and including dismissal from the association. In the case of allegations of abuse, an indefinite suspension will be issued pending the outcome of an investigation by the Disciplinary Committee.

1. Complaints or breaches of the Code of Conduct may result in a warning letter/email.
2. If the breach of the Code of Conduct is not resolved, is deemed serious in nature, or violates the Prevention of Abuse, Bullying and Harassment Policy; the complaint will be directed to the disciplinary committee.
3. The committee will hear evidence related to the incident(s), including speaking to the individual and others who have knowledge of the incident(s), or receiving written statements. If a player under the age of 18 is involved a parent or guardian must be present.
4. A letter detailing the results and the consequences, if any, will be sent to the individual, and other involved parties. A copy will be kept on file in the office of the Association.

In recommending disciplinary action, the committee may consider the following options depending on the nature and severity of the bullying/harassment;

- Verbal apology
- Written apology
- Letter of warning from the organization
- Suspension from activities
- Removal of certain privileges of membership, including a ban from the arena
- Expulsion from membership
- Any other discipline deemed appropriate.

Failure to comply with disciplinary action shall result in suspension from membership in CRMHA. It is a privilege to belong to the CRMHA and all deserve to have an experience that is rewarding, enjoyable and free from bullying and harassment.

#### **4.1.6 Retaliation**

CRMHA absolutely prohibits retaliation against anyone, especially players, for raising or helping to address a concern about a violation of the Code of Conduct or the Prevention of Abuse, Bullying and Harassment Policy. Retaliation (including limiting ice time, placing restrictions on a player, removing privileges, treating with disdain or indifference) is grounds for sanctions, up to and including immediate expulsion from the association and removal of all associated rights and privileges. Situations where retaliation could potentially be a concern should be raised as early as possible at the level felt appropriate for the situation.

### **4.2 DRESSING ROOM POLICY**

#### **COACHING PRESENCE IN THE DRESSING ROOM**

All coaching staff that will be in the presence of children in the dressing room shall have the following minimum certifications:

- Respect in Sport
- Volunteer Criminal Record Check (approved)

The following criteria must be followed based on the team rules that state expected show up times for games and practices. For example, if the team rule is that all players are expected to be in the dressing room 45 minutes prior to the start of the game or practice, then two (2) authorized coaching staff/team representative(s) are expected to be there at that time also.

This same rule applies after the game or practice; the players should not be left alone.

Two (2) coaches or two (2) team representatives with the afore-mentioned qualifications (see bullets, above) are to be in the dressing room with players at all times.

#### **PARENTS IN THE DRESSING ROOM**

##### **Pre-Novice, Novice, and Atom Divisions**

Parents are permitted in the dressing room to assist their child in getting their hockey gear on and off. Once the child is dressed in their hockey gear, the parents are required to leave the dressing room. After the game or practice, parents will be permitted back in the dressing room to assist their child in removing their hockey gear, only after the coaching staff has had the opportunity to address any issues from the game or practice.

Atom aged players should be encouraged to start tightening their own skates and dressing themselves. Coaches may assist if need be.

##### **Pee Wee, Bantam, and Midget Divisions**

Parents are not permitted in the dressing rooms. The following instances are exceptions:

- A medical emergency where the parents' presence may be essential to the wellbeing of their child; and,
- An invitation is extended by the coaching staff.

### **Female Players Requiring a Separate Dressing Room**

Hockey Canada allows co-ed dressing room situations to exist at the Initiation Program (Pre-Novice), Novice, and Atom levels; five to ten years of age, provided participants in a co-ed situation either arrive in full equipment or wear, at a minimum, gym shorts or long underwear as well as a full t-shirt (no tank tops); all of which must be in good condition and without holes or tears.

At the Pee Wee (11 years of age) level, and above, the following condition will apply in all co-ed team environments: **Females and males will change in separate dressing rooms.**

Both genders shall congregate in one dressing room, fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time, unless otherwise indicated (to be there earlier) by the coaching staff.

The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff. The gender in the majority shall not begin changing with the exception of helmets, gloves, and skates, prior to the departure of the lesser-represented gender.

### **DRESSING ROOM CLEANLINESS**

Each team is expected to clean up after themselves.

**CELLPHONE USE IS PROHIBITED IN ALL FACILITY DRESSING ROOMS.**

## **5 RECREATION SECTION**

RECREATION OR HOUSE HOCKEY IS THE TYPE OF HOCKEY PLAYED BY THE MAJORITY OF CRMHA PLAYERS. IT'S FUN HOCKEY INTENDED FOR FITNESS, RELAXATION AND FELLOWSHIP. THE OBJECTIVES OF THE RECREATION PROGRAM ARE TO:

- FIT THE NEEDS OF THE PARTICIPANTS AND PROVIDE ALTERNATIVE TYPES OF HOCKEY
- PROMOTE ENJOYABLE PARTICIPATION FOR THE FUN ASPECT
- GIVE PLAYERS EQUAL ICE TIME
- ASSIST IN AN INDIVIDUAL'S PHYSICAL DEVELOPMENT
- CREATE A SOCIABLE ENVIRONMENT
- ALLOW AN INDIVIDUAL TO PARTICIPATE FREELY IN OTHER SPORTS AND ACTIVITIES
- DE-EMPHASIZE THE IMPORTANCE OF WINNING
- EMPHASIZE SPORTSMANSHIP, FAIR PLAY AND RESPECT FOR FELLOW PLAYERS, COACHES AND OFFICIALS.

RECREATIONAL HOCKEY IS CENTRAL TO THE ENTIRE AMATEUR HOCKEY STRUCTURE. MANY PLAYERS COMING OUT OF THE INITIATION PROGRAM WILL GO INTO THE RECREATION PROGRAM. FURTHERMORE, MOST REPRESENTATIVE PLAYERS SPEND TIME AS RECREATIONAL PLAYERS, BOTH BEFORE AND AFTER THEIR COMPETITIVE DAYS.

## **5.1 PRE-NOVICE (INITIATION)**

### **5.1.1 Program**

Coaches must follow BC Hockey guidelines.

Games shall be played as per BC Hockey guidelines

2 minute buzzer shall be used for all games. No score will be kept.

All players shall have the opportunity to play all positions including goal on a rotational basis.

Program shall have no select team or playoffs.

## **5.2 NOVICE (INITIATION)**

### **5.2.1 Program**

Coaches must follow BC Hockey guidelines.

Games shall be played as per BC Hockey guidelines

2 minute buzzer shall be used for all games. No score will be kept.

All players shall have the opportunity to play all positions including goal on a rotational basis. After Christmas Coaches may use these players keen on playing goal on a rotational basis.

Program shall have no select team or playoffs.

## **5.3 ATOM**

### **5.3.1 Program**

Coaches must use the Atom BC Hockey Skills Development Program manual, with monthly coaches meetings to discuss progress, practice plans and other relevant information. Accordingly, coaches will incorporate criteria listed in Appendix II into their practice programs.

There will be no streaming (tiering) as per CHA recommendations.

### **5.3.2 Practices**

Practices are full-ice group sessions.

### **5.3.3 Games**

Games are typically 1 hour 15 minutes in duration.

All games require a two-man Officiating system. Each Referee will be at least one division higher than the division they are officiating.

#### **5.3.4 Select Team**

BC Hockey must sanction Select Teams. This team may not be formed before February 15th.

The Executive Committee reserves the right to deny the formation of a Select Team in any given year and determine who they may play.

The Executive Committee must approve team coaches and players before a Select Team is formed.

Select Team players are selected from names submitted by recreation coaches. There are no tryouts.

Designated Recreation ice times will not be used for the Select Team. Whenever possible, the Ice Coordinator will supply practice and game ice for the Select Team to be paid for by the Select Team.

The Select Team members are responsible for paying their share of the tournament entry fees.

#### **5.3.5 Play-offs**

At the end of the regular season, the Division Manager may organize league play-offs with the Ice Coordinator. Play-offs may be organized only when four or more teams are in the league.

These play-offs will be a round robin event involving all teams. Based on the results, the 3<sup>rd</sup> will play the 4<sup>th</sup> place team and the 1<sup>st</sup> will play the 2<sup>nd</sup> place team.

When teams are short players they must use affiliate house players from the division below as per BC Hockey requirements. (See sections 5.9 and 5.10).

If time permits (15mins), there will be a 5 minute running time sudden death 3 on 3 overtime, followed by a shootout. The coaches will communicate to the officials their 3 players that would start the shootout in the event of a tie before the commencement of the third period- the officials will record this information and pass to the scorekeeper. If the game is tied with 5 minutes remaining on the wall clock, the officials will stop play and immediately begin the shootout.

The shootout shall be conducted as follows:

- a. The visiting team shall shoot first;
- b. The players will take alternating shots at the opposing goal, one (1) shot by each player to a total of three (3) shots for each team; and
- c. If a tie still remains after the first three (3) shooters have gone, it becomes a sudden death single shooter from each team, until a winner is declared.
- d. If a designated player is ejected or has left the game due to injury, the coach will be able to substitute another player.

## **5.4 PEE-WEE**

### **5.4.1 Program**

Coaches must use the Pee-Wee BC Hockey Skills Development Program manual. Accordingly, coaches will incorporate criteria listed in Appendix II into their practice programs.

### **5.4.2 Practices**

Practices are full-ice group sessions, typically one hour in duration, and ideally once per week.

### **5.4.3 Games**

Games are typically 1 hour 15 minutes in duration.

All games require a two-man Officiating system. Each Referee will be at least one division higher than the division they are officiating.

### **5.4.4 Select Team**

BC Hockey must sanction Select Teams. This team may not be formed before February 15<sup>th</sup>.

The Executive Committee reserves the right to deny the formation of a Select Team in any given year and determine who they may play.

The Executive Committee must approve team coaches and players before a Select Team is formed.

Select Team players are selected from names submitted by recreation coaches. There are no tryouts.

Designated Recreation ice times will not be used for the Select Team. Whenever possible, the Ice Coordinator will supply practice and game ice for the Select Team to be paid for by the Select Team.

The Select Team members are responsible for paying their share of the tournament entry fees.

### **5.4.5 Play-offs**

At the end of the regular season, the Division Manager may organize league play-offs with the Ice Coordinator. Play-offs may be organized only when four or more teams are in the league.

These play-offs will be a round robin event involving all teams. Based on the results, the 3rd will play the 4th place team and the 1st will play the 2nd place team.

No pick-up players are permitted during play-offs (see sections 5.9 and 5.10).

If time permits (15mins), there will be a 5 minute running time sudden death 3 on 3 overtime, followed by a shootout. The coaches will communicate to the officials their 3 players that would start the shootout in the event of a tie before the commencement of the third period- the officials will record this information and pass to the scorekeeper. If the game is tied with 5 minutes remaining on the wall clock, the officials will stop play and immediately begin the shootout.

The shootout shall be conducted as follows:

- a. The visiting team shall shoot first;
- b. The players will take alternating shots at the opposing goal, one (1) shot by each player to a total of three (3) shots for each team; and
- c. If a tie still remains after the first three (3) shooters have gone, it becomes a sudden death single shooter from each team, until a winner is declared.
- d. If a designated player is ejected or has left the game due to injury, the coach will be able to substitute another player.

## **5.5 BANTAM**

### **5.5.1 Program**

Coaches must use the Bantam BC Hockey Skills Development Program manual.

If a team decides to go to body-checking exhibition games or tournaments, players are not obliged to attend. Prior to attending body-checking exhibition games or tournaments, players must attend a checking clinic.

This division will provide brand new players access to a development program, as decided on by the Executive. For safety reasons, the program will need to be completed and signed off by the Development Coordinator and the Head Coach before a new player participates in league games.

### **5.5.2 Practices**

Practices are full-ice group sessions, typically one hour in duration, and ideally once per week.

### **5.5.3 Games**

Games are typically 1 hour 15 minutes in duration.

All games require a two-man Officiating system. Each Referee will be at least one division higher than the division they are officiating.

### **5.5.4 Select Team**

BC Hockey must sanction Select Teams. This team may not be formed before February 15<sup>th</sup>.

The Executive Committee reserves the right to deny the formation of a Select Team in any given year and determine who they may play.

The Executive Committee must approve team coaches and players before a Select Team is formed.

Select Team players are selected from names submitted by Recreation coaches. There are no tryouts.

Designated Recreation ice times will not be used for the Select Team. Whenever possible the Ice Coordinator will supply practice and game ice for the Select Team to be paid for by the Select Team.

The Select Team members are responsible for paying their share of the tournament entry fees.

### **5.5.5 Play-offs**

At the end of the regular season, the Division Manager may organize league play-offs with the Ice Coordinator. Play-offs may be organized only when four or more teams are in the league.

These play-offs will be a round robin event involving all teams. Based on the results, the 3<sup>rd</sup> will play the 4<sup>th</sup> place team and the 1<sup>st</sup> will play the 2<sup>nd</sup> place team.

No pick-up players are permitted during play-offs (see sections 5.9 and 5.10).

If time permits (15mins), there will be a 5 minute running time sudden death 3 on 3 overtime, followed by a shootout. The coaches will communicate to the officials their 3 players that would start the shootout in the event of a tie before the commencement of the third period- the officials will record this information and pass to the scorekeeper. If the game is tied with 5 minutes remaining on the wall clock, the officials will stop play and immediately begin the shootout.

The shootout shall be conducted as follows:

- a. The visiting team shall shoot first;
- b. The players will take alternating shots at the opposing goal, one (1) shot by each player to a total of three (3) shots for each team; and
- c. If a tie still remains after the first three (3) shooters have gone, it becomes a sudden death single shooter from each team, until a winner is declared.
- d. If a designated player is ejected or has left the game due to injury, the coach will be able to substitute another player.

## **5.6 MIDGET/JUVENILE**

### **5.6.1 Program**

To encourage participation, this division will provide brand new players access to a development program, as decided on by the Executive. For safety reasons, the program will need to be completed and signed off by the Development Coordinator and the Head Coach before a new player participates in league games.

To encourage participation, this division provides games once teams are selected in September.

### **5.6.2 Practices**

Practices are not held for this division. If practices are scheduled, coaches will use the Midget BC Hockey Skills Development Program manual. Through the Midget Division Manager, Midget level players may apply to practice with the Bantam practice groups.

### **5.6.3 Games**

Games are typically 1 hour 15 minutes in duration.

All games require a two-man Officiating system. Whenever possible, these officials should be adults.

### **5.6.4 Select Team**

BC Hockey must sanction Select Teams. This team may not be formed before February 15<sup>th</sup>.

The Executive Committee reserves the right to deny the formation of a Select Team in any given year and determine who they may play.

The Executive Committee must approve team coaches and players before a Select Team is formed.

Designated Recreation ice times will not be used for the Select Team. Whenever possible, the Ice Coordinator will supply practice and game ice for the Select Team to be paid for by the Select Team.

The Select Team members are responsible for paying their share of the tournament entry fees.



### **5.6.5 Play-offs**

At the end of the regular season, the Division Manager may organize league play-offs with the Ice Coordinator. Play-offs may be organized only when four or more teams are in the league.

These play-offs will be a round robin event involving all teams. Based on the results, the 3<sup>rd</sup> will play the 4<sup>th</sup> place team and the 1<sup>st</sup> will play the 2<sup>nd</sup> place team.

No pick-up players are permitted during play-offs (see sections 5.9 and 5.10).

If time permits (15mins), there will be a 5 minute running time sudden death 3 on 3 overtime, followed by a shootout. The coaches will communicate to the officials their 3 players that would start the shootout in the event of a tie before the commencement of the third period- the officials will record this information and pass to the scorekeeper. If the game is tied with 5 minutes remaining on the wall clock, the officials will stop play and immediately begin the shootout.

The shootout shall be conducted as follows:

- a. The visiting team shall shoot first;
- b. The players will take alternating shots at the opposing goal, one (1) shot by each player to a total of three (3) shots for each team; and
- c. If a tie still remains after the first three (3) shooters have gone, it becomes a sudden death single shooter from each team, until a winner is declared.
- d. If a designated player is ejected or has left the game due to injury, the coach will be able to substitute another player.

## **5.7 FEMALE PROGRAM**

A female player playing on both the male and female programs must pay an additional fee of \$100, or other amount as approved by the Executive, to play in the second program; and, should a female player play only on a female team in the recreational division but have the opportunity of additional ice time, that player may pay an additional fee, to be fairly determined and approved by the executive, for said ice time.

All Recreation policies apply to the Female Division with the exception of team selection.

Due to the additional travel expenses required to play in female-only tournaments, the program is allowed to fundraise to a maximum of \$2000; and, further, said fundraising to be approved by the Executive.

REFER TO THE FINANCE SECTION 11 IN THIS DOCUMENT FOR ADDITIONAL PROCEDURES.

### **5.7.1 Program**

Coaches will incorporate criteria in Appendix II into their practice programs.

### **5.7.2 Practices**

Practices are typically 1 hour in duration, organized as one or two teams per session, ideally once per week.

### **5.7.3 Games**

Games are typically 1 hour 30 minutes in duration.

All games require a two-person Officiating system.

#### **5.7.4 Select Team**

Currently BC HOCKEY does not sanction Select or Graduating Teams. If this policy was to change, teams must only be formed accordingly:

A Select Team may be organized when there are four or more teams in the league. There will be no Select Team permitted when there are two carded teams in this division. The Executive Committee reserves the right to deny the formation of a Select Team in any given year and determine who they may play.

Where there is only one carded team, a Select Team may be formed at the end of the season to attend a tournament during spring break. This team may not be formed before February 15<sup>th</sup>.

The Executive Committee must approve team coaches before a Select Team is formed.

Select Team players are selected from names submitted by recreation coaches. There are no tryouts.

Designated Recreation ice times will not be used for the Select Team. Whenever possible, the Ice Coordinator will supply practice and game ice for the Select Team.

The Select Team members are responsible for paying their share of the tournament entry fees.

#### **5.7.5 Play-offs**

At the end of the regular season, the Division Manager may organize league play-offs with the Ice Coordinator. Play-offs may be organized only when four or more teams are in the league.

These play-offs will be a single round robin event involving all teams. Based on the results, the 3<sup>rd</sup> will play the 4<sup>th</sup> place team and the 1<sup>st</sup> will play the 2<sup>nd</sup> place team.

No pick-up players are permitted during play-offs (see sections 5.9 and 5.10).

### **5.8 TIERING**

There will be no tiering (streaming) below Pee-Wee, as per CHA recommendations.

### **5.9 TEAM SELECTION**

Coaches should use the previous season's Player Evaluation sheets when determining the placement of players.

Players are to be rated prior to forming teams, at several evaluation sessions, by as many coaches as possible from within the division. **Players are evaluated as follows:**

First year players will be done separate from second year players. The evaluations will be done in two (2) separate sessions. Teams are to be assembled as fairly as possible, taking into account the two age groups, and that the older player develops sooner.

Teams will be assembled by the consensus of the coaches in a division involving at least two members of the Executive. This is to ensure that teams are balanced. Rep team affiliate players will be evenly distributed throughout the division. The Division Manager shall complete the data from evaluations to provide the information needed by the coaches.

At the discretion of the CRMHA executive, player movement may be required throughout the year. To facilitate player movement in balancing teams at the start of the year, coaches should retain uniforms until Thanksgiving.

## 5.10 PLAYER MOVEMENT

Players will be able to play at equal skill and ability levels regardless of age. Unless the player has exceptional ability, beyond his/her age group, it is in the best interest of the player's social, psychological and emotional development to play in his/her age category.

No player in CRMHA may play or practice with any division other than his/her own without permission from one of the following: Division Managers, CRMHA Head Coach, Executive or the President.

Any parent wishing their child moved to another division must write a letter of application to the President, stating all the reasons why the child should be moved. Once a player has moved to a higher division, further movement up or down must be approved by the President and CRMHA Head Coach.

Currently BC HOCKEY does not permit player movement between teams in the same division. Recreation teams may only pick up players according to BC HOCKEY requirements. The Division Manager must approve the final roster.

House player affiliation and movement will take place as follows:

1. Players can only be moved to the higher division. Because players can affiliate with only one team, Rep Affiliate Players are not permitted to move to a higher house division. However, Atom Development players are not typically affiliated with a Pee Wee Rep team and are permitted to affiliate with teams in the Pee Wee house division.
2. Division Manager must explain the Affiliate Program to the parents, obtain permission from the parents for the player to be an Affiliate, and then talk to the player to obtain their permission.
3. Division Manager and Head Coach are to supply a list of qualified second year players to the Division Manager and Head Coach in the division above them.
4. From that list the Head Coaches will place the AP's on rosters in a fair and equal way to play for the season.
5. Coaches and Managers will make sure to rotate through the AP's on their roster.
6. No player can AP for more than 3 games consecutively or more than 10 total in a season. Any AP abusing these rules will become ineligible.
7. Affiliated players must be identified on game sheets by placing an "AP" beside their name.

All visiting players that are not CRMHA members must be assigned a Mutual Aid Insurance number before going on the ice with any Campbell River Hockey team (Rep or Recreation). The following steps must be taken:

- a) The player must contact the CRMHA Administrator to pay the cost of the individual coverage and be assigned a Mutual Aid Number.
- b) Upon doing so, the Administrator will give the player a cover letter to be presented to the team coach or Manager.

## **5.11 RECREATION DIVISION GAMES**

Recreation Division games will adhere to the following guidelines:

### **5.11.1 1 hour Games**

Warm-up:	5 minutes	Running Time
1 <sup>st</sup> Period:	15 minutes	Running Time
2 <sup>nd</sup> Period:	15 minutes	Running Time
3 <sup>rd</sup> Period:	20 minutes	Running Time

The game will end 2 minutes prior to the time slot scheduled on the arena wall clock.

### **5.11.2 1 hour 15 minute Games:**

Warm-up:	5 minutes	Running Time
1 <sup>st</sup> Period:	15 minutes	Stop Time
2 <sup>nd</sup> Period:	15 minutes	Stop Time
3 <sup>rd</sup> Period:	15 minutes	Stop Time

The game will end 2 minutes prior to the time slot scheduled in the arena wall clock.

### **5.11.3 1 hour 30 minute Games:**

Warm-up:	5 minutes	Running Time
1 <sup>st</sup> Period:	15 minutes	Stop Time
2 <sup>nd</sup> Period:	20 minutes	Stop Time
3 <sup>rd</sup> Period:	20 minutes	Stop Time

The game will end 2 minutes prior to the time slot scheduled on the arena wall clock.

## **5.12 STATISTICS**

Penalty statistics will be kept from Atom through Midget. These will be used to monitor penalty types and a player's penalty time.

League standings for House teams will be posted regularly for Atom and up. Postings should be included the local newspapers.

Personal statistics may be kept, but not published.

### 5.13 FUNDRAISING AND SPONSORSHIPS

*CRMHA IS COMMITTED TO ENSURE THAT ITS PUBLIC IMAGE, MEMBERSHIP AND CONDUCT ARE ABOVE REPROACH.*

*CRMHA FUNDRAISING AND SPONSORSHIP ACTIVITIES MINIMIZE FINANCIAL CONTRIBUTIONS REQUESTED FROM THE COMMUNITY AND LOCAL BUSINESSES.*

From time to time, parents and players will be expected to help meet team and CRMHA expenses through fundraising efforts.

Direct public support can be requested through activities such as candy sales, car washes, 50/50 draws, etc., provided that they are in good taste. Alcoholic beverages must not be used as prizes. "Tag Days" are not considered an appropriate fundraising activity.

All fundraising programs must be included in team or tournament budgets and approved by the Vice President prior to the event. All these programs must be well supervised and controlled. Fundraising programs should only be carried out within the CRMHA boundaries.

All plans for team fundraising must be discussed and approved at a team parent meeting.

Team management is responsible for ensuring that the CRMHA guidelines and municipal by-laws are followed.

The Attorney General of BC issues licenses for ticket lotteries, games of chance and agricultural fairs or exhibitions. The CRMHA will apply for an annual bingo license.

**All raffles must be authorized in writing by the Gaming Coordinator.** Raffles are limited only to home tournament activities (see tournament packages) due to the ceiling applied by the Gaming Commission as to the amount of funds that can be raised under raffles. CRMHA gaming/bingo license regulates any raffle supporting CRMHA and its divisions. Raffles require a "B" license to be paid for by the Treasurer.

Based on finances, the CRMHA may at any time seek sponsorships for our Recreation teams. Fundraising in the female recreation program is permitted due to the additional travel expenses required to play out-of-town games.

CRMHA team/award/tournament sponsors cannot be approached during the season for further sponsorship for tournaments, jamborees, etc.

REFER TO THE FINANCE SECTION 11 IN THIS DOCUMENT FOR ADDITIONAL PROCEDURES.

### 5.14 MINI HOCKEY SCHOOL

The CRMHA will attempt to sponsor a Hockey School prior to the start of each playing year.

The Executive Committee shall appoint no less than 3 Directors to operate the school.

The Operating Directors will keep a separate set of financial books to record monies derived and spent. These books shall be audited in conjunction with the CRMHA Treasurer's books.

Any monies realized from the Hockey School operation after expenses shall be turned over to the Treasurer. The first \$3000 of these funds will be dedicated to the CRMHA Bursary fund for that year and remaining proceeds will go to general revenue.

## 6 REPRESENTATIVE SECTION

THE REPRESENTATIVE PROGRAM IS DESIGNED FOR PLAYERS WHO HAVE THE DESIRE AND ABILITY TO PLAY AT A HIGH LEVEL OF COMPETITION AND WHO ARE WILLING TO INVEST A REASONABLE AMOUNT OF TIME TO ON AND OFF-ICE TRAINING. THE OBJECTIVES OF THE REPRESENTATIVE PROGRAM ARE TO:

- ACHIEVE A DEGREE OF EXCELLENCE, ACCORDING TO THE PLAYER'S INTEREST AND POTENTIAL
- PROVIDE AN OPPORTUNITY FOR ACHIEVEMENT IN AN ENJOYABLE AND SELF-FULFILLING ENVIRONMENT
- PROVIDE AN OPPORTUNITY TO PROGRESS TO A HIGHER LEVEL OF COMPETITION
- STIMULATE DEVELOPMENT BOTH FROM AN INDIVIDUAL AND OVERALL SPORT POINT OF VIEW

THIS PROGRAM EMPHASIZES IMPROVEMENT OF ALL BASIC SKILLS, PLUS TACTICAL AND PSYCHOLOGICAL PREPARATION.

Representative (Rep) hockey is the culmination of player skills, attitude and desire coupled with the coaching experience, training and dedication to form a Campbell River team to compete against the best players from other associations. The Rep teams play in a league that permits players to play against players of equal ability. It permits each player to improve his/her skills and character while playing at the next higher individual and team skill level.

The Rep process is a yearlong activity that includes the coach and player selection process. We must remember that Rep tryouts are a stressful time not only for the players and parents but also for the coaches and volunteers who each year must co-ordinate this facet of the CRMHA program. The policies and procedures for the Rep hockey system are outlined in this booklet and will allow all participants to know in advance what they are entitled to and how all the facets of the Rep process are run.

Rep hockey may be an expensive proposition to parents and players who must consider this before applying to play on a Rep team. There are additional expenses for travel additional game and practice ice, tournaments and miscellaneous expenses as well as street dress clothes to satisfy the CRMHA dress code.

CRMHA expects that all Rep coaches, team officials, players and parents will set a high standard of conduct and good sportsmanship towards Referees, other players, team officials and parents. This not only applies to your own team but to all teams within the CRMHA and other associations with whom you have contact.

The Rep Committee shall have the power and authority to deal with all discipline issues concerning Representative players and team officials.

CRMHA Rep teams are supervised by the Rep Coordinator, who is in turn answerable to the CRMHA Executive. Each year the President will appoint a Rep Committee of 5 directors to deal with any contentious issues that may arise during the hockey season. This committee shall be made up of the following people:

- a) Rep Coordinator
- b) CRMHA Head Coach
- c) Past President
- d) 3 other members (past or present) of CRMHA in good standing, with prior Rep experience to be appointed by the President.

## **6.1 TEAM STRUCTURE**

### **6.1.1 'A' / 'B'**

There may be a 'B' Rep team in all divisions including Atom Development if the following criteria are met:

- a) A head coach for the B team must be selected. He/She will ideally be selected in May (during interviews), or as soon as possible once tryouts commence.
- b) There must be enough players available to roster 4 recreational teams.

Once players have been selected for either an A or B team this is their team for the year. If they choose not to play on it, they will move to the recreational league.

A Rep team in CRMHA shall consist of a minimum of 15 skaters and 2 Goaltenders. Any deviations must be submitted by the Head Coach in writing to the Rep Committee for approval.

B Rep teams are encouraged to sign the maximum number of players allowed. The 'B' team is viewed as a 'Development Team' by the CRMHA, and the team should develop as many players as is allowed.

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B Rep teams are expected to work closely with their affiliate A teams in the event of player requirements by the 'A' team.

The A team coaching staff may entertain the option of using (full-time/part-time) a player signed on a B roster (refer to BC HOCKEY and VIAHA rules on 'AP' - affiliate player usage).

Each division shall be governed by their special circumstances following the guidelines listed below.

### **6.1.2 Atom Development Team A and B**

This team has been created to provide a necessary base for our Rep teams and to provide an opportunity for the more skilled Atom players to play a more competitive level of hockey. This team is considered a CRMHA representative team and must follow these policies and procedures accordingly.

-The top 30 players will be picked to roster the A and B Atom Development teams providing a Head Coach is available for both teams. If the above criteria (6.1.1) are not met, one team will be selected.

-Coaches are encouraged to invite recreational league players to rep practices to encourage their development.

-All games will consist of a minimum of 15 players and 2 goalies.

-Atom Development players are permitted to affiliate with Pee Wee house teams according to Section 5.10.

-The maximum number of games, including tournaments, will not exceed 60.

-Player's ice time will be as fair and equitable as possible. Goaltenders will play 50/50 split.

-The team operations will follow Representative Team procedures.

-The coach must follow the Atom BC Hockey Skills Program for practices.

-The team head coach must apply at the same time as Rep coaches and be approved by the CRMHA Executive, and be willing to work closely with the other recreational coaches for both practices and games. The team head coach must submit names for assistant coach and manager to the Executive for approval.

### **6.1.3 Pee Wee Team A and B**

-The two goalies must be played a 60-40 split in Pee Wee. If the coach does not feel he can fulfill this obligation, he may appeal to the Rep Committee to alter this system.

-Each team can affiliate according to CHA rules (see section 6.5). Affiliate players will be charged a fee set by the Budget Committee at the start of the season.

-Coaches may invite 'House Players' to practice as desired. The Division Manager should be kept informed of any players invited to a practice.

### **6.1.4 Bantam Team A and B**

Each team can affiliate according to CHA rules. Affiliate players may be charged a fee for extra practice ice.

In Bantam, the two goalies must be played no less than a 70-30 split. If the coach does not feel he can fulfill this obligation, he may appeal to the Rep Committee to alter this system.

Coaches are encouraged to invite 'House Players' to practice as desired. The Division Manager should be kept informed of any players invited to a practice.

### **6.1.5 Midget Team A and B**

Each team can affiliate according to CHA rules. Affiliate players may be charged a fee for extra practice ice.

In Midget, the two goalies must be played no less than a 70-30 split. If the coach does not feel he can fulfill this obligation, he may appeal to the Rep Committee to alter this system.

Coaches are encouraged to invite 'House Players' to practice as desired. The Division Manager should be kept informed of any players invited to a practice.

### **6.1.6 Female Program**

The Female Rep team will consist of a minimum of 15 players, plus 1 goalie. Players will be selected during a try-out process.

Each team can affiliate according to CHA rules. Affiliate players may be charged a fee for extra practice ice.

Team practices must include team members supplemented by recreational players.

The team operations will follow Representative team procedures.

The team head coach must apply at the same time as Rep coaches and be approved by the CRMHA Executive, and be willing to work closely with the other recreational coaches for both practices and games. The team head coach must submit names for assistant coach and manager to the Executive for approval.

### **6.1.7 Officiating Requirements**

The Pee Wee, Bantam, and Midget Representative Divisions will have a four-official system. All officials scheduled for representative hockey games will be scheduled on the approval of the Referee-in-Chief.



## **6.2 COACH SELECTION**

### **6.2.1 Coaches**

The Rep interview process and coach selection shall be completed and ratified by the June CRMHA meeting. Applications will be received from March 1 till April 30<sup>th</sup>. Interview process will be during the month of May.

B team head coaches should be interviewed and selected at this time also to be prepared for the possibility of rostering a B Rep team.

The positions of coach, assistant coach, manager, and safety are required to be filled for the full season with BC HOCKEY qualified people.

The Rep hockey coach selection process begins in March of each year. CRMHA advertises in the local newspapers and other media for prospective coaches to apply by approximately April 30<sup>th</sup>. The candidates for the Rep coach's position apply by completing the Rep coaches Applications. When the application submission deadline has passed, the CRMHA Head Coach arranges for interviews for each applicant with the Selection Committee.

The Selection Committee is composed of at least five individuals, including the CRMHA Head Coach, President, Past President, Rep Coordinator and two other people. At least two of these members must have had previous CRMHA executive experience.

Each candidate is asked the same pre-selected questions in order to permit a fair evaluation of the replies from each candidate.

The Rep interview process and coach selection shall be completed and ratified by the June CRMHA meeting. Applications will be accepted from March 1 until April 30<sup>th</sup> (second interviews may be required).

The selected applications must be ratified by the Executive Committee and may only be overturned by a 60% NO vote.

All coaches need to supply proof of post task completion to CRMHA. Reimbursement for clinic fees will be processed when they are certified by BC HOCKEY.

Coach selection criteria:

- a) Coaching Certification; applicant must be certified according to BC HOCKEY and CHA rules.
- b) Strong hockey background in coaching, evaluation, and playing.
- c) Consideration will be given to applicants within CRMHA however total qualifications and experience will be the determining factor in the final selection.

Selection considerations:

- a) Qualified applicant with no child trying out for the team.
- b) Qualified and willing to coach a team should their child not qualify for the team. A coach's child does not automatically make the team because of their position. A coach's child who does not qualify for the team, as evaluated by a committee, will be removed from the team
- c) Qualified with their child on the team.
- d) Clearance through a criminal record check.
- e) Strong skills in communication, teaching, and organization should be considered.
- f) Must produce a yearly plan.
- g) All coaches must interact with each other in terms of player development and affiliate player movement. They will be asked to work closely together through the tryouts and the regular season to promote CRMHA player development.
- h) Code of conduct violations.
- i) The rep committee reserves the right to delay naming the head coach until September.

### **6.2.2 Assistant Coaches / Team Officials**

All assistant coaches must be certified as per BC HOCKEY and CHA regulations.

A Rep coach should not pre-select his/her assistant coaches or other team officials unless they have no children trying out for the team.

When selecting assistant coaches or other team officials a Rep coach should bear in mind that the assistant/team official's child does not automatically make the team solely because the parent is a member of the team staff.

The policy is the same as for the coach if an assistant coach/team official's child's ability does not qualify them for the team as evaluated by the committee, the child shall be released.

The Executive Committee must ratify all coaching staff and team officials. It is strongly recommended the team manager not be related to the coach.

### **6.2.3 Coaches Reporting Responsibilities**

Rep coaches shall report directly to the Rep Coordinator throughout the season and shall take direction from him/her.

The Rep Coordinator shall be the first person contacted in the chain of command in all problem situations.

In the event of concerns by the players and/or their parents about the coach, the CRMHA Head Coach must be contacted.

Coaches, assistant coaches, and team officials are reminded that they are appointed by the Selection Committee and the Executive Committee and any coach or team official failing to take direction from the Rep Coordinator or the Executive Committee SHALL BE TERMINATED.

### **6.2.4 Meetings**

There will be a meeting between all newly appointed Rep team coaches, the Rep Coordinator and the CRMHA Head Coach prior to the tryouts.

Rep coaches and their officials will be expected to attend monthly meetings to be called by the Rep Coordinator.

## **6.3 PLAYER REGISTRATION**

Anyone wishing a tryout shall be registered with CRMHA and assigned a mutual aid number.

Players should be encouraged to indicate on their registration form if they wish to participate in a Rep tryout.

The Administrator will prepare a list of all players wishing a tryout for each division and pass it on to the Rep Coordinator to be given to each team's coach.

## **6.4 TRYOUTS**

Players must indicate their intention to try out for a rep team by August 1 to the CRMHA Administrator. Late registration to try out is at the discretion of the Rep committee. Players who have indicated they wish a tryout will be contacted and advised of the first tryout times. Players, who change their mind regarding tryouts, are required to contact CRMHA Administrator for ice times.

All players trying out for a Rep team will pay an additional fee, as detailed on the CRMHA Registration Form.

Rep coaches must forward names of players who do not show up for try-outs to the Division Manager.

Prior to tryouts, the Rep Coordinator will call a meeting with players and parents to discuss the selection process.

Evaluations for Bantam and Midget (where body contact is a factor) after the first 15 people have been selected for the A team, the rep committee reserves the right to accept late tryout registrations for consideration for a B team only. Deadline is September 15. The full tryout fee will apply.

There may be instances where players wishing to tryout are unable to attend due to holidays or sickness. In these cases the following procedure will be followed:

- a) The player must participate in a minimum of two Recreation Division evaluations where he/she may be evaluated by the Evaluation Committee up to September 30<sup>th</sup>.
- b) If the player is asked to participate at the Development/Rep level practice or game and as a result makes the team, then he/she must pay his/her share of the Rep Team fees (see Section 13).

Any player missing one session without notification or valid reason may be released.

Should a player move into the CRMHA area late in the year and before January 10<sup>th</sup>, a tryout should be made available to him/her in the same way as above. The player should be assigned a Recreation team where the coach may evaluate him/her. Should he make the Development/Rep team he will be asked to pay a pro-rated Rep fee.

### **6.4.1 Evaluation**

Our goal is to make the player assessments as transparent as possible and to provide impartial and accurate data to rank all of the players within their division so that players are given the same, fair, and reasonable opportunity of being selected to a team.

Independent evaluators will be contracted by CRMHA upon the recommendation of the Rep Committee. Guidelines, rules, and player selection criteria for evaluations will be approved by the Rep Committee prior to the beginning of the first tryout session. *(During tryouts, individuals on the Evaluation Team have been tasked with an important job. In order to give them the opportunity to evaluate each player, please refrain from approaching them).*

Prior to completion of the evaluations, all evaluator score sheets will be reviewed by the Rep Coordinator, Head Coach or President to ensure a fair and consistent evaluation process.

## **6.5 PLAYER SELECTION**

It is recommended that each tryout session should have as many evaluators as possible, three being the minimum.

All evaluators and head coaches will have a "pre-evaluation" meeting to review the evaluation and selection process. This will help maintain consistency throughout the process. The Rep Coordinator, Head Coach and President will also be at this meeting. The Best Ever evaluation format will take place with the 1-5 rating system.

A Rep Committee or Executive member will be assigned to each Rep team for the duration of the tryouts and team selection. Their role is to monitor and assist with player releases, selection, evaluations, appeals, meeting, etc. They will report the team's progress to the Rep Committee.

Players will be evaluated according to established criteria (example may be provided by Rep Coordinator).

Evaluation sheets will be filled out on each player and kept for 7 days following the final roster decision for appeals and other purposes, then destroyed.

The CRMHA will only accept a player from another minor hockey association if:

- a) their home community does not card in the respective Rep division
- b) they must reside within the boundaries of CRMHA
- c) They must be able to fully participate in the program.

Coaches must inform affiliated players and their parents of the VIL, BC HOCKEY, CHA and CRMHA rules associated with being an affiliate player.

## **6.6 TRYOUT RELEASE PROCEDURES**

The release of players not selected for the higher team is a very traumatic experience for young players. A coach must handle the release with tact, care and caution. The coach must be very thoughtful and careful in his/her selection of words. An improperly chosen word could injure the self-esteem of a young player.

All releases shall be carried out in the following manner:

- a) At least one coach and an assigned Rep committee or executive member will participate in all release interviews.
- b) Those players in the Atom and Pee Wee division may have their parents in attendance during the release process. No players will be released by telephone. All players must be released in person, except:
- c) On acceptance of appeal by the committee
- d) Any player who did not participate in Rep tryouts may be brought up for evaluation and may then be released back to house should he/she not make any of the Rep teams. (This may only be allowed with the approval of the Rep Committee).
- e) The players should change and remain in their dressing room under supervision of an adult until otherwise directed.
- f) Players will be called individually to another room for the release process.
- g) Those players assigned to the house division will be contacted by the Division Manager for further assignment. The rep coaching staff will also provide these players with the Division Manager's phone number.
- h) The player evaluation form must be forwarded to the Division Manager.
- i) Players will leave the interview room by a pre-selected route in which they do not pass those

players remaining to be interviewed.

This system will be followed without exception for all releases. Failure by the coaches to do so could result in suspension.

Releases will happen according to the tryout schedule (example may be provided by Rep Coordinator), with all releases happening on weekday evenings or weekends only.

Once all player releases are complete, any unsuccessful second year player trying out for a Rep team may apply, in writing to the Executive Committee, to play in the next highest recreation division. Approval may be based on available space in the higher division and the player's profile (example may be provided by Rep Coordinator).

A coach who wishes to release a player after initial carding is completed must apply to the Rep Committee in writing stating his/her reasons. Should the move be granted, the player will be assigned to a house team.

## **6.7 TRYOUT RELEASE APPEAL PROCEDURE**

A player may appeal his/her release within 72 hours of his/her release. The notice of appeal must be in writing and directed to the Rep Committee.

This Committee shall determine if there are grounds for appeal and advise the Executive Committee of their decision. The decision of the Committee shall be final.

## **6.8 ROSTER DEADLINES - MOVEMENT AFTER DEADLINES**

All Rep teams will have a set player roster (carded – 15 skaters one of which must be a goaltender as per BC HOCKEY and VIHA rules). The balance of the team must be carded by October 31<sup>st</sup>. The Rep Coordinator, the Rep Committee, or the Division Manager of the affected division must approve any changes after that date. All release requests after October 31<sup>st</sup> must be made in writing to the Rep Committee by either the coach or the player.

Any player who wishes to leave a Rep team after December 15<sup>th</sup> must apply in writing to the Rep Committee stating his/her reasons. If the move is approved, the player will be released and given a pro-rated refund for rep fees. This player may lose eligibility for further play in CRMHA in that season.

The President of CRMHA shall not sign a player's release card if the player has not paid all fees, and/or not returned all equipment of the CRMHA or paid its worth.

All visiting players that are not CRMHA members must be assigned a Mutual Aid Insurance number before going on the ice with any CRMHA team (Rep or Recreation). The following steps must be taken:

- a) The player must contact CRMHA Administrator to pay the cost of the individual coverage and be assigned a Mutual Aid Number.
- b) Upon doing so, the Administrator will give the player a cover letter to be presented to the team coach or manager.

All parents and players will be given a copy of sections 6.8 and 6.9 prior to signing player cards.

Any player who wishes to leave a Rep team after the January 10<sup>th</sup> will lose eligibility for further play in CRMHA in that season.

The Midget Representative Team must wait until October 31<sup>st</sup> to card their 2<sup>nd</sup> goalie if there is a Campbell River Midget-aged goalie still trying out for a Junior team.

## **6.9 PLAYER CARDING**

The Rep Coordinator will ensure carding of all CRMHA Rep teams according to VIAHA, BC HOCKEY and CHA rules. First time Rep players must provide a copy of their birth certificate. Copies of the cards must be sent to the Division Commissioner before and after approval. The team manager must carry a current roster to every league and tournament game.

Coaches wishing to card players after December 15<sup>th</sup> may do so only with the approval of the Rep Committee. Circumstances that would fall into this category include illness, injury or loss of a player.

Rep coaches wanting to card a Recreation player after October 31<sup>st</sup> must follow the appropriate steps:

- a) The Rep coach shall not contact a player personally. He/she must first contact the Division Manager who will then contact the player's coach who will in turn contact the player's parents.
- b) The Rep Coordinator must be contacted before a house player is carded.
- c) No carded player is allowed to play on a Recreational hockey team.
- d) All parents and players will be given a copy of sections 6.8 and 6.9.
- e) Midget division can only card to a maximum of 17 players until the January 10<sup>th</sup> deadline.

## **6.10 USE OF AFFILIATE PLAYERS**

The following protocol must be followed prior to using affiliate players:

- a) The Rep coach must provide a list of affiliate players to the Rep Coordinator and Division Manager by October 31<sup>st</sup>.
- b) The Rep coach must inform the player's coach prior to each game required.
- c) The Rep coach must initially contact the player's parents. No member of the coaching staff will approach a player personally.
- d) The game sheet must reflect that the player is an affiliate player by placing 'AP' beside the player's name.
- e) Final date for affiliated players to be added to a team's HCR is January 15 (Subject to changes by BC Hockey or VIAHA).

## **6.11 ASSOCIATION WITH JUNIOR TEAMS**

Players returning from Junior teams before January 10<sup>th</sup> will be allowed to play, providing there is room on the Rep team and the coach is willing to accept another player. No player can be released to make room for a returning Junior player UNLESS THE COACH CAN OBTAIN THE CLEARANCE FROM THE EXECUTIVE COMMITTEE, THE REP COORDINATOR, AND THE CRMHA HEAD COACH.

## **6.12 STATISTICS**

Penalty statistics will be kept from Atom through Midget. These will be used to monitor penalty types and a player's penalty time.

League standings for Rep teams will be posted regularly for Atom and up. Postings should be included in the local newspapers.

Personal statistics may be kept, but not published.

### **6.13 DRESS CODE**

Appropriate dress is mandatory for all players and team officials of Representative teams. Teams may choose between either a tracksuit or a jacket that has been approved by the Executive. Whatever their choice, each team must dress similarly.

An appropriate dress code is shirt, tie and clean jeans or dress pants with a jacket or a tracksuit. Ball caps are considered inappropriate to wear for games.

CRMHA will provide a jacket/track suit style at a cost to each player every year.

### **6.14 JERSEYS**

Jerseys must be worn for games only. A designated team jersey manager must collect all Rep jerseys after every game. All Rep sweaters must be laundered and repaired, if needed, at a CRMHA approved Laundromat bi-weekly, but may also be laundered at home by a team sweater manager – NO EXCEPTIONS.

At the end of the season, all jerseys must be returned without individual and sponsorship name bars.

### **6.15 FUNDRAISING AND SPONSORSHIPS**

CRMHA IS COMMITTED TO ENSURE THAT ITS PUBLIC IMAGE, MEMBERSHIP AND CONDUCT ARE ABOVE REPROACH.

CRMHA FUNDRAISING AND SPONSORSHIP ACTIVITIES MINIMIZE FINANCIAL CONTRIBUTIONS REQUESTED FROM THE COMMUNITY AND LOCAL BUSINESSES.

All fundraising and sponsorship plans by Rep teams must be discussed and approved at a parent meeting and must have the approval of the Rep Coordinator and the CRMHA Executive.

A monthly Financial Report must be submitted to the CRMHA Treasurer or Rep Coordinator. All these programs must be well supervised and controlled including a paper trail of all expenditures and transactions for audit purposes.

Rep teams may have primary team sponsorship under the following guidelines:

- a) The team sponsor from the previous season has the right of first refusal. This must be confirmed by August 31<sup>st</sup> of each year.
- b) All primary team sponsorship money must be submitted to the CRMHA Treasurer by October 31<sup>st</sup>.
- c) Co-sponsorship is possible with the approval of both parties involved.
- d) Individual jerseys may be sponsored for a fee to be determined annually. This money can be used for team fundraising. (Bars should be sewn onto jerseys before November 15<sup>th</sup> or as soon as possible).
- e) Rep teams must submit an on-going list of sponsoring businesses to the Rep Coordinator.

Primary team and jersey sponsorship fees are set annually by the CRMHA Executive.

Parents and players will be expected to help with team operations and CRMHA expenses through fundraising efforts.

ALLOWABLE EXPENSES FROM FUNDRAISED MONEY FOR REP BUDGETS PER SEASON (Fundraising is **any** revenue received by the team that is not paid personally by the parents):

- **FUNDRAISERS ARE LIMITED TO 5 PER SEASON PRE-APPROVED BY THE EXECUTIVE. IN SPECIAL CIRCUMSTANCES THE EXECUTIVE MAY APPROVE MORE THAN 5 FUNDRAISERS**
- Tournaments – maximum of \$6000.
- Travel: non parent coaches expenses pursuant to Section 6.15.1, travel by bus (50% of cost to a maximum of \$6000.00)
- Team meals (maximum \$600)
- Equipment/gym rentals (maximum \$200)
- Coach's Room and Provincial Travel Fund per annual budget
- Meeting room rentals for team and parent meetings
- Office/Miscellaneous expenses (maximum \$200.00)
- Individual Sponsor Bars (home and away) (maximum \$300 – cost of production and sewing) (Please check the CRMH office for previous years sponsor bars on file)
- Team Photo for Sponsors (maximum \$400)
- Clothing: Jacket or Track Suit only with prior budget approval by CRMHA Executive to a maximum of 50% of total cost.
- Rostered coaches' jacket or track suit may be 100% fundraised by the team. Any other clothing is to be purchased with the sole cost to be borne by the player and/or coach, respectively.

Direct public support can be requested, with Executive approval, through activities such as candy sales, car washes, 50/50 draws coordinated through the CRMHA Gaming Coordinator, etc. provided that they are in good taste. Alcoholic beverages may not be used as prizes. "Tag Days" are not considered an appropriate fundraising activity.

- a) Fundraising programs must only be carried out within the CRMHA boundaries.
- b) Team management is responsible for ensuring that the CRMHA guidelines and Municipal by-laws are followed.
- c) The Attorney General of BC issues licenses for ticket lotteries, games of chance and agricultural fairs or exhibitions. The CRMHA will apply yearly for an annual license.

All fundraised or sponsorship is the property of CRMHA. Under no circumstance will excess fundraising monies be divided up and distributed to team parents.

REFER TO THE FINANCE SECTION 11 IN THIS DOCUMENT FOR ADDITIONAL PROCEDURES.

The following subsections address acceptable use of team fundraising monies. Fundraising monies CANNOT be used for team socials, including wind-up parties. The CRMHA Treasurer or Rep Coordinator must clarify and approve any proposed exceptions from these guidelines.

#### **6.15.1 Entry/User Fees and Special Instruction**

Fundraising monies may be raised to cover the cost of the following:

- a) Tournament entry fees,
- b) Renting of facilities for team activities (e.g., gymnasium or meeting room),
- c) Additional ice time with approval of the Ice Coordinator, and
- d) Special on- or off-ice instruction with approval of the Rep Coordinator.



### **6.15.2 Non-Parent Coach**

For all out-of-town games, non-parent coaches may be reimbursed for travel expenses through fundraising monies, accordingly:

- a) Meals – \$10.00 Breakfast, \$15.00 Lunch, \$25.00 Dinner
- b) Accommodation – 100% Covered
- c) Ferry – 100% Covered
- d) Vehicle - (as per BC Hockey rates per kilometer traveled, using the following distances:  
Courtenay - 100 km, Parksville - 250 km, Port Alberni - 320 km, Nanaimo - 320 km, Duncan - 420 km, Victoria - 540 km, Powell River - 100 km, North Island - 470 km, Vancouver – mileage accordingly).

If the coach travels with another parent, vehicle costs will be reduced by half.

Only one vehicle per trip will be reimbursed.

The team will pay a maximum of two rooms with a maximum of two coaches per room.

The coach must submit a detailed statement of expenditures with receipts. These expenditures will be paid through the Rep team budget.

### **6.16 ANNUAL CONTRIBUTION TO PROVINCIAL TRAVEL FUND**

All CRMHA Representative Teams (eligible to compete for a Provincial Championship) must contribute \$750 each year to a "Provincial Travel Fund" that is managed by CRMHA.

The contribution by each team will be due January 31<sup>st</sup> of each season, no exceptions.

The fund, which will be cumulative, will financially assist any Representative team that earns a berth in a Provincial Playoff Championship.

The fund is not to exceed \$10,000 in which case teams may not have to contribute or only partially contribute for any given season.

Assistance will be granted by CRMHA upon a written application that must be accompanied by a travel budget and presented at an executive meeting. The amount of assistance to be granted will be determined by CRMHA executive once the application is submitted.

Assistance is for players, coaches and team manager travel expenses only.

Exhibition games or tournament trips do not qualify for assistance from this fund.

Travel to Provincials will be as follows:

- On Vancouver Island up to \$2000.00 per team
- On Lower Mainland up to \$3000.00 per team
- Outside Lower Mainland (beyond Hope up to 1000 km one way) up to \$4500.00 per team
- Outside Lower Mainland (beyond Hope over 1000 km one way up to \$5000.00 per team.

## 7 TOURNAMENTS

### 7.1 HOSTING TOURNAMENTS

Hosting tournaments in Campbell River is a privilege. In keeping with the CRMHA philosophy of making hockey financially accessible to all youth, tournament fees will be kept low. CRMHA Gaming Coordinator will provide gaming license and guidelines to the tournament committee.

Any team or division hosting a tournament must co-ordinate it through the CRMHA Tournament Coordinator, with all monies including revenue and expenses being submitted to the CRMHA Treasurer or CRMHA Tournament Coordinator. A comprehensive financial report submitted must be on completion of the event.

All CRMHA sponsored tournaments/jamborees must be sanctioned by BC HOCKEY and have the approval of the Executive. The CRMHA Administrator must send in the sanctioning application at least 30 days prior to the tournament.

Tournaments played in Campbell River must adhere to the appropriate CRMHA guidelines.

The host Recreation Division or team of any tournament shall be responsible for all costs including ice rentals, Referees, tournament sanctions. The entry fee will be set by the CRMHA Executive and may include amounts to offset special programs of the association.

Tournaments using raffle tables must not raffle more than 20 solicited items. A list of all sponsors and contributors will be submitted to the CRMHA Tournament Coordinator and Gaming Coordinator. CRMHA encourages local purchasing.

Tournament budget will be provided to the Tournament Committee by the CRMHA Tournament Coordinator 4 weeks prior to event. A final financial report must be submitted to the CRMHA Tournament Coordinator no later than 14 days after the tournament.

The CRMHA will provide a float for the tournament.

Hosting tournaments is dependent on ice availability and adequate volunteer support. Although this is reviewed annually the typical tournament schedule is as follows:

Female	March
Atom Recreational	Christmas Break/December
Pee-Wee Recreational	Christmas Break/December
Novice Jamboree	Mid-January/Minor Hockey Week
Bantam Recreational	November
Midget Recreational	Remembrance Day/November
Atom Development	February
Pee-Wee Rep	2 <sup>nd</sup> weekend of Spring Break/TBA
Bantam Rep	TBA
Midget Rep	TBA

## **7.2 OUT OF TOWN TOURNAMENTS**

CRMHA teams may only attend BC HOCKEY sanctioned tournaments/jamborees and must have the approval of the Executive. The team must obtain the BC HOCKEY permit sanction number from the hosting Association to verify the tournament is properly sanctioned.

Each Rep team will receive funding for tournaments from CRMHA. The amount will be determined annually.

Subject to available funding, CRMHA will pay for each Recreation team (up to \$1000.00 for Pre-Novice and Novice and up to \$1200.00 for Atom and above) to attend one (1) out of town tournament per season. CRMHA reserves the right to review and change afore-mentioned amounts annually.

The cheque for the entry fee will be obtained from the Treasurer or Administrator. Tournament Revenue from all Divisions will contribute to this funding. Teams that do not go to a tournament do not obtain funds.

If a letter of permission is needed to enter the tournament, it may be obtained from the Tournament Coordinator.

Hosting out-of-province teams or attending out-of-province tournaments must first receive permission from the Island Director through the CRMHA President.

CRMHA will secure spots in Recreation Tournaments for all teams from Pre-Novice to Bantam. Payment of the balance owing will be paid 21 days before tournament dates

The CRMHA must approve all additional out of town tournaments. Tournament fees for additional out of town tournaments will not be advanced by CRMHA.

### **7.2.1 EXHIBITION GAMES**

Exhibition games must be approved by the respective Division Manager to ensure that all players receive an equal opportunity to play.

## **8 CONDUCT AND DISCIPLINE**

### **8.1 GENERAL**

All teams – the players and their coaches are responsible for their behavior and activities while both on the ice and off. Supervision is required at all times. Fines may be assessed by the Executive to teams not abiding by rules and/or Director.

Coaches or their team appointed officials shall ensure that there is an adult supervising the dressing room from the arrival of the first player, and until the departure of the last player, before and after a game or practice (Failure to do so will result in disciplinary action):

- a) Do not walk around the dressing room with skates on.
- b) Observe all 'no skates permitted' areas.
- c) No horseplay (running, pushing, fighting)
- d) No shooting of pucks, tape or other objects.
- e) No throwing of snow from skate blades or other equipment.
- f) No spitting or foul language.
- g) Use garbage cans and leave dressing room clean.

The use of alcohol, drugs and all tobacco products (smoking, chewing and vaping) before or during or after a game or practice session or while participating in any CRMHA activity is strictly forbidden.

Deliberate destruction of any CRMHA equipment or sports arena equipment will result in immediate suspension of the player until the player or parents make proper restitution.

Please report any safety issues, violations of the above policy or concerns to any Executive Member of CRMHA or the arena staff.

### **8.2 COACH/MANAGER/TRAINER**

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in their relationship, and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sporting organization are channeled. Thus, how an athlete regards his/her sport is often dependent on the behavior of the coach. The coach must also recognize that to achieve complete success, they should understand both the values and goals of CRMHA, BC HOCKEY and CHA.

Any team having a coach of the opposite sex must have a chaperone in the dressing room and in traveling situations.

Non-parent coaches will not transport players.

Non-parent coaches will not share sleeping accommodations with players.

### **8.3 PLAYER**

If for any reason, the player is unable to attend a game or practice, they must contact the coach as soon as possible prior to the game or practice.

If a player misses three games in a row, without just cause, and without informing the coach, they are removed from the team roster, and a player from the waiting list put on the team.

Players will conduct themselves in an orderly manner while attending organized hockey sessions.

Players are to act in a courteous manner toward any or all parents, fans and game officials.

No player shall be permitted to drive to out-of-town games unless accompanied by a parent; and then only when there are no other players in the vehicle.

### **8.4 MEMBER**

Any CRMHA Member not abiding by the policies of the CRMHA shall be subject to disciplinary review.

### **8.5 RECREATION DIVISION**

#### **8.5.1 General**

CRMHA expects the coaches and managers to maintain discipline among their players and parents. You are representing CRMHA and must keep this in mind at all times. We are governed by this document, the rules of CRMHA, BC HOCKEY and CHA, as well as any rules established by the NVIHL. These rules must be strictly followed and enforced. The team coaches and managers must be familiar with these and ensure that their team and parents are aware of these rules. The CRMHA will accept no excuses from its coaches and managers for not being aware of the rules.

All Discipline matters must involve both the player, and at least one coach.

A coach may suspend any player at his/her discretion for part of or one (1) game.

The incident will be referred to the Division Manager, who will record the incident and ensure that both the player and his/her parents are advised as soon as possible of the reason of the suspension. For infractions of a more serious nature, the Division Manager will refer the case to the President, who in turn will refer the case to the Disciplinary Committee to deal with the offence. The Discipline Committee Chairman will inform both the player and parents of the decision by the Committee, which will be final.

The incident may be on ice or off ice, including activities that are supervised by the CRMHA, and road trips from the time the player leaves home in Campbell River until the player returns to his/her residence.

For on-ice infractions involving a serious matter that affects another player, coach, team official, or an on-ice official, when a suspension is imminent, no player will play until he/she has come before the Discipline Committee.

The coach must ensure that all penalties are served and that no player or parent returns before the allotted time has expired. Failure to do so will result in the suspension of the coach and manager.

When a situation exists that both the CRMHA and BC HOCKEY have suspension policies relating to a specific incident, the suspensions may run consecutively to each other.

All game sheets are to be completed immediately following any game in which a serious incident (i.e., Match Penalty, Gross Misconduct, Fight, Check from behind) occurs. Also see section 3.5.5 regarding submitting game sheets.

Fines may be assessed by the Executive to teams not abiding by rules set out by CRMHA and/or a Director of CRMHA.

### **8.5.2 Misconducts**

- Rule A All recreation hockey divisions will be subject to the following CRMHA disciplinary measures: an instigator or aggressor penalty will be an automatic minimum three (3) game suspension.
- Rule B Ten (10) minute misconduct incurred during the last ten minutes of the end of regular playing time and during any overtime, in any game, shall result in the player missing one (1) league game or one (1) playoff game, or seven (7) days, whichever occurs first.
- Rule C A second offence of the above Rule A will result in a review by the Disciplinary Committee with possible suspension.
- Rule D A third offence of the above Rule A will result in an indefinite suspension until the matter is reviewed by the Disciplinary Committee.

### **8.5.3 Game Misconducts**

- Rule E Game misconduct penalties occurring in the last ten (10) minutes of an exhibition, tournament, league or playoff game shall result in the following:
- |                        |  |
|------------------------|--|
| First Game Misconduct: | Ejected from current game and suspended for the next league or playoff game, or seven (7) days, whichever occurs first |
|------------------------|--|
- Rule F Players receiving additional Game Misconduct penalties are subject to the following suspension, irrespective of the ten (10) minute rule:
- |                         |   |
|-------------------------|---|
| Second Game Misconduct: | Ejected from current game and suspended for the next two league or playoff games, or fourteen (14) days, whichever occurs first     |
| Third Game Misconduct:  | Ejected from current game and suspended for the next three league or playoff games, or twenty-one (21) days, whichever occurs first |

NOTE: A one (1) game suspension is assessed to the coach of any team accumulating five (5) misconduct penalties. Any repeat of the above offences will result in the coach being called in front of the Disciplinary Committee.

### **8.5.4 Major Penalties for Fighting**

- Rule G Any player receiving fighting majors during exhibition, tournament league or playoff games will receive the following (this includes the suspension time outlined in section Rule D):
- |               |   |
|---------------|---|
| First Fight:  | Suspended for the next two (2) games, or fourteen (14) days, whichever occurs first.    |
| Second Fight: | Suspended for the next four (4) games, or twenty-one (21) days, whichever occurs first. |
| Third Fight:  | <u>Indefinite</u> suspension pending review by the Disciplinary Committee.              |

### **8.5.5 Excessive Penalties in one Game**

Any player receiving three (3) penalties excluding tripping, hooking and interference in one game shall be automatically ejected. Any player ejected under this section on five (5) occasions will be suspended for the next league or playoff game.

### **8.5.6 Suspensions**

Any player receiving a suspension, when there is insufficient time to serve the full suspension at the end of the season, will serve the remainder of the suspension upon commencement of the league the following season and accordingly:

No suspensions will be served during the months of April to August (e.g., a player receiving a thirty- (30) day suspension on the 15<sup>th</sup> of March will serve 15 days in March and the remainder through the first 15 days of September).

All time- and date-determined suspensions (e.g., seven, fourteen, twenty-one days) will commence with day one, being the day following the last game played, until 12 o'clock midnight on the final day of suspension.

Players will be allowed to participate in practices, unless otherwise informed.

Coaches and other team officials serving a suspension will not be allowed in the dressing room, or otherwise have contact with their team, from one (1) hour prior to the game until one (1) hour after the game.

## **8.6 REPRESENTATIVE DIVISION**

CRMHA expects the coaches and managers to maintain discipline among their players and parents. You are representing CRMHA and must keep this in mind at all times.

The Rep Division is governed by this document, the rules of CRMHA, BC HOCKEY, CHA, as well as any rules established by VIHL. All rules must be strictly followed and enforced. The team's coaches and managers must be familiar with these and ensure that their team and parents are aware of these rules. The CRMHA will accept no excuses from it's coaches and managers for not being aware of the rules.

Accordingly, all second offence, major penalties must be reviewed by CRMHA; third offences are handled by the Island Director.

The coaches must ensure that all penalties are served and that no player, team official, or parent returns before the allotted time has expired. Failure to do so may result in the suspension of the coach and/or manager.

All Discipline matters must involve both the player, and at least one coach.

A coach has the authority of the CRMHA to discipline a player on his/her team as follows:

- a) The player may be benched for one period in any one game
- b) A player may be benched for a full game
- c) No player may be suspended for one game without the knowledge of the Rep Coordinator. Any suspension of a game or more must be reported in writing to the Rep Coordinator and Discipline Committee
- d) Suspension and discipline of parents will be handled by the Discipline Committee upon the receipt of a written complaint.

No player may be suspended by a coach/manager/team official for a complete game without the knowledge of the Rep Coordinator.

The Rep Committee must submit all written complaints about Rep team players, coaches, or team officials to the Rep Coordinator for review. The Committee will deal with the complaint and make a recommendation to the Executive Committee. The Board will review the complaint and make a decision in a reasonable time frame. The decision may be appealed in writing within 72 hours. An appeal committee will review the decision. Their decision will be final.

The Rep committee/Discipline Committee may at any time administer or review any Rep player's playing record and administer the appropriate discipline.

## **9 EQUIPMENT**

### **9.1 CLEANING**

All team jerseys must be laundered prior to return to the CRMHA Equipment Manager at the end of the season.

All Rep jerseys must be laundered and repaired, if needed, at a Laundromat (the Laundromat is of their own choice) bi-weekly, but may also be laundered at home by a team jersey manager – NO EXCEPTIONS.

### **9.2 DAMAGES AND REPAIRS**

Repairs to CRMHA equipment for reasonable wear and tear will be the responsibility of CRMHA.

Any damages or repairs that occur from neglect or misuse by the individual or team will be recovered from those responsible for the damages.

The Equipment Manager must be advised of damages prior to arranging for repairs.

### **9.3 DEPOSITS**

A cheque post-dated for April 15 of that season in the amount of \$75.00 for a uniform must accompany the player's registration. The deposit will be refunded or returned upon receipt of the uniform by the Equipment Manager at the end of the season.

### **9.4 DISTRIBUTION**

All CRMHA equipment is to be signed out through the Equipment Manager.

Sweaters, socks and goalie gear will be distributed to coaches or Rep managers once team selections have been completed, and will continue to distribute as needed and while supplies last.

Coaches and managers are responsible for all equipment issued to their team (first aid kits, pucks, goalie equipment, sweaters etc.). They must ensure that it is properly used, maintained and returned at the end of the season.

Uniforms (sweaters and socks) are for game use only. Except for Pre-Novice/Novice.

Team goalie equipment for Novice and Atom Division teams must be signed out by the team head coach. Designated goalies, Pee-Wee and higher, may sign out their own gear.

CRMHA will not supply equipment for players trying out for junior or summer hockey teams.

Equipment may be available for use at summer hockey schools and must be returned before the start of the season. A refundable deposit for this shall be \$200.00 prior to distribution of goalie equipment.

### **9.5 EQUIPMENT AVAILABLE**

The CRMHA provides game jerseys for each player. This equipment may be worn for games only. The CRMHA has a selection of goalie equipment available to teams and individual goalies to borrow for the season.

All teams will be issued one First Aid Kit for the season.

Recreation teams may sign a First Aid Kit out for away games and tournaments. Division managers must return First Aid Kits at the end of the season along with jerseys and pucks.

Score sheets are available at the CRMHA Office.



## 9.6 PURCHASING

The CRMHA will not compete with sporting good supplier for the sale of equipment (i.e. Goalie equipment), therefore, equipment that is suitable for use within the CRMHA is not for sale to players. A purchase order is required from the Equipment Manager prior to the purchasing of any equipment.

## 9.7 DISPOSAL OF

The method of disposal will be determined annually by CRMHA.

## 9.8 REQUIRED PLAYER EQUIPMENT

The coach and manager are responsible for ensuring that all the players are wearing the proper, CSA approved (BNQ approved neck guards), and protective equipment at all times. Protective equipment shall be worn properly at all times while on or leaving the ice surface. COACHES WILL BE SUSPENDED IF FOUND IN VIOLATION OF THESE RULES.

Proper equipment for players includes:

- |                            |                        |
|----------------------------|------------------------|
| a) helmet                  | b) full face protector |
| c) neck guard              | d) shoulder pads       |
| e) elbow pads              | f) gloves              |
| g) athletic cup or jill    | h) pants               |
| i) shin guards             | j) skates              |
| k) stick in good condition |                        |

Proper equipment for goalies includes:

- |                            |                        |
|----------------------------|------------------------|
| l) helmet                  | m) full face protector |
| n) neck guard              | o) chest protector     |
| p) blocker                 | q) trapper             |
| r) athletic cup or jill    | s) pants               |
| t) goalie pads             | u) skates              |
| v) stick in safe condition |                        |

## 10 FACILITIES

No Rep game ice is to be used for practices without the approval of the Rep Coordinator. When trading ice times, please go through the Rep Coordinator and the Ice Coordinator.

The Ice Coordinator must assign all CRMHA ice time.

### 10.1 DRY LAND TRAINING FACILITIES

Teams will be responsible for all costs, including insurance, for any dry land training. (Mutual Aid does not cover the cost of dry land training) Teams must reimburse the CRMHA for any dry land facility time or insurance, originally paid for by the CRMHA.

## 10.2 ICE ALLOCATIONS

IDEALLY, CRHMA PLANS FOR EACH TEAM TO ENJOY WEEKLY PRACTICE AND GAME TIMES ACCORDING TO SECTION 10.2 BUT DUE TO OTHER FACILITY EVENTS (E.G., FISH FARM EXPOSITIONS, FIGURE SKATING TEST DAYS, TOURNAMENTS, ETC.) ICE ALLOCATIONS MAY BE DISRUPTED.

WEEKLY ICE ALLOCATIONS DEPEND ON FACILITY BOOKINGS AND AVAILABILITY.

### 10.2.1 Recreation Division

Pre-Novice and Novice:	1 hour Practices, 1 hour Games
Atom to Bantam:	1 hour Practices, 1¼ hour Games
Midget / Juvenile:	1¼ hour Games

2 Ice times per week (one Practice, one Game)

Recreation teams including females will be allotted a minimum of one morning practice session per division.

### 10.2.2 Representative Division

Atom Development Team:	1 hour Practices, 1½ hour Games
All Rep Teams:	1 hour Practices, 2 hour Games

Minimum 3 Ice times per week (two practices, one game)

All Rep team, other than Midget, will be allotted a minimum of one morning and one evening practice, the morning to be the earliest session. Midget will have no morning ice to encourage participation.

### 10.2.3 Examples of Ice Allocations

#### 10.2.3.1 Recreation Example (Initiation)

Consider 16 teams for Pre-Novice and Novice divisions with 12 players per team (192 players).

Sessions	# Teams	Hours/Session	# Teams/Session	Weekly Requirement
1 Practice (Pre-Novice)	X 8	X 1	/4	2
1 Practice (Novice)	X 8	X 1	/3	2 ¼ hours
1 Half-Ice Game	X 16	X1	/4	4
1 Full-Ice Game	X 2	X 1	/2	1

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Planned Weekly: 9 ¼ hours

### 10.2.3.2 Recreation Example (Atom – Midget)

Consider 27 teams for Atom to Midget divisions with 14 players per team (378 players).

Sessions	# Teams	Hours/Session	# Teams/Session	Weekly Requirement
1 Practice	X 27	X 1	/ 2	13½ hours
1 Game	X 27	x 1.25	/ 2	17 hours
Planned Weekly:				30 1/2 hours

### 10.2.3.3 Representative Teams (Atom – Midget)

Consider 7 rep teams for Atom to Midget divisions with 17 players per team (119 players).

Sessions	# Teams	Hours/Session	# Teams/Session	Weekly Requirement
1 Practice	X 7	X 1	/ 1	14 hours
1 Game	X 7	x 2	/ 1	14 hours
Planned Weekly:				28 hours

TOTAL MINIMUM ICE TIME REQUIRED IS 68¼ HOURS.

CRMHA must also pay for the ice cleans when we use a block of ice, which will increase our paid hours by approximately 10 hours per week.

## 10.3 RENTING OUT-OF-TOWN ICE FOR PRACTICES OR GAMES

Any team or division renting ice at any venue other than the Strathcona Gardens, must rent it under the name of CRMHA by the Ice Coordinator, who will notify the Executive Committee.

The ice must be rented under the name of CRMHA in order for the BC HOCKEY Mutual Aid Insurance and the CHA Liability Insurance to be in effect.

The team or division renting the ice time will be responsible for:

- securing such ice time;
- payment of such ice time;
- supplying transportation for players to and from the venue;
- securing certified Referees for any games – this list must be given to the Referee-in-Chief for approval;
- payment for referees;

- f) Any costs for repair for any damages to the venue caused by any of the participants at these practices and/or games.

These practices and/or games must not disrupt any regularly scheduled games for the players and/or team involved.

## **11 FINANCE**

### **11.1 GENERAL**

CRMHA, a non-profit organization under British Columbia law, is primarily staffed by volunteers. Although we pay our Administrator and Referees, no Member or participant may receive a personal use benefit, cash or otherwise, without the written consent of the Executive.

THE BEST WAY TO PROTECT PERSONAL INTEGRITY IS TO ALWAYS OPERATE IN AN OPEN AND WELL-DOCUMENTED MANNER.

All organizers associated in any way with CRMHA activities should follow uniform procedures for the control of all cash revenues and collections. It is therefore appropriate and necessary to expect the following:

- a) Bank accounts should be used for Rep team, Gaming, and other CRMHA funds and these accounts should have monthly statements provided, with cheques returned. All funds, statements and cancelled cheques as well as recipients, invoices and other financial records are to be held in Trust for the CRMHA by a Rep team, Committee, or Event Treasurer. These documents should be kept safely and be made available upon request by the CRMHA President, Treasurer, Division Manager or Finance Committee.
- b) All accounts should be opened 'In Trust', or in the name of the CRMHA Rep team, committee, or event, etc., with cheques signed by two adults, one whom must be the team manager or treasurer. The CRMHA Treasurer will have signing authority on all accounts.
- c) All transactions require a receipt.
- d) Excess funds in the team/event account at the end of the season SHALL BE RETURNED TO CRMHA.
- e) Under NO circumstances should excess funds be used in ways not allowed for under the Fundraising guidelines.
- f) The Finance Committee can review the bank records of any Rep team. The team records must be provided to the Treasurer within seven day of request, verbal or written.

The Financial Report shall be presented and ratified at the AGM.

The Executive Committee will ensure the proper financial administration of the annual budget is adhered to. Any expenses totalling five hundred dollars (\$500.00) or more, not in the budget, must receive prior CRMHA Executive approval.

Budgets of the various committees struck throughout the year (i.e., provincial tournaments, mini hockey school, etc.) must be passed to the CRMHA Executive for review and approval prior to implementation.

All accounts payable, whether administrative or other, incurred by a committee must be remitted by cheque.

Any Rep team or division hosting a tournament must co-ordinate it through the Tournament Coordinator, with all monies including revenue and expenses being submitted to the CRMHA Treasurer. A complete financial report must be submitted upon completion of the event.

There are no charge accounts in the name of CRMHA other than those approved by the CRMHA Executive Committee.

All efforts must be made to shop locally, but it must be kept in mind that the interests of the CRMHA are most important when considering cost, delivery, and customer satisfaction.

## **11.2 REP / FEMALE TEAM ADDITION**

Rep / Female team must submit a monthly Financial Report to the Rep Coordinator.

All Rep / Female team fees should be paid in full by November 1st of that season.

All receipts and documentation for financial transactions must be submitted to the CRMHA treasurer prior to April 30.

Rep / Female teams officials may agree to help with traveling expenses of coaches who have no children on the team (see 6.15.1).

Expending publicly raised funds is an honourable responsibility. Team funds used in a questionable manner, as deemed by the Executive Committee, must be repaid or disciplinary action will be taken. If in doubt regarding acceptable team expenditures, team officials must contact the Rep Coordinator or Treasurer.

Parent funds that are for non-approved budget items shall not be put through CRMHA Rep team accounts. With consultation from the CRMHA Accountant, it was decided to keep this separate to avoid any questionable disbursements through CRMHA sanctioned accounts.

## **11.3 SIGNAGE**

Based on CRMHA finances, fees for signage will be set each year.

Existing signage sponsors will have the right of first refusal. Payment must be in by November 1<sup>st</sup>. If payment is not received by November 1<sup>st</sup> CRMHA may remove at their discretion the unpaid sign so that another Company on the waiting list may purchase the spot.

## **12 PUBLICITY**

It is important that CRMHA maintain a high profile in Campbell River and that the CRMHA always strive to establish Minor Hockey as a positive, enjoyable, healthy recreation for young people in the community. This section provides guidelines for promoting hockey as a challenging, fun sport, for recognizing the achievements of hockey teams, players, the CRMHA and acknowledging the tremendous contribution sponsors make to our game.

All items regarding CRMHA released to the local media shall be positive in content. Every attempt shall be made by the Executive to continually publicize all aspects of hockey, and to acknowledge all sponsors.

Rep team managers shall be encouraged to supply the local media with the results and positive stories from their division. The CRMHA Executive shall monitor these reports.

Any member of the CRMHA supplying local media with articles insulting players, coaches, Referees, detrimental to hockey or derogatory in regards to the CRMHA shall be dealt with immediately by the disciplinary Committee.

CRMHA will work closely with government and municipal agencies, other sports and Recreation Associations, promoting sports and working towards better sporting facilities.

From time to time, the CRMHA will circulate newsletters on an as required basis to all members informing them of Executive decisions, and CRMHA happenings.

## 13 REGISTRATION

The Executive will determine registration fees annually.

Families with three or more children registering in one season have only to pay half of the regular fee for the third and subsequent child. This policy is based on the financial status of the CRMHA and will be reviewed annually.

A discount, as determined by the Executive Committee, may be applied to registrations received prior to early bird deadline. Registration fees become due and payable upon registration. The Executive Committee can allow a payment schedule to be mutually arranged for the payment fees.

Rep team fees are payable by November 1<sup>st</sup>, and are determined annually by Executive. Initially, Rep Affiliate players will pay half the rep team fee.

All players will have an equal opportunity to share the ice that is available. The Ice Coordinator will adjust ice times for each division according to the number of players registered in that division.

As of October 1<sup>st</sup>, registrations will only be accepted if there are openings in the division. Failing any openings, players will be placed on a waiting list.

Refunds will be made up to October 31<sup>st</sup> as authorized by the Committee, or after October 31<sup>st</sup> for:

- a) Medical reasons supported by a Doctor's certificate;
- b) Transfer or moving out of School District 72;
- c) If the CRMHA is unable to field a Rep team for the appropriate division, and the player does not want to play on a Recreational team. This type of request must be made by November 30<sup>th</sup>.

Refunds are based on the registration fee less: 1) Admin fee of \$50.00, then 2) prorated yearly fee.

Any player suspended or removed from the CRMHA waives all rights of refund.

No player may register if there are any outstanding fees or equipment owed to CRMHA.

Players not in good standing, meaning total fees paid, with CRMHA by December 31<sup>st</sup> will be suspended from further on-ice activities.

# Appendix I – Codes of Conduct

## ATHLETE CODE OF CONDUCT

In personal development, as well as athletic development, the athlete himself/herself plays a critical role. They must understand and respect their relationship and the commitment that is required as a member of a team. The athlete must also recognize that to achieve complete success, they should understand both the values and goals of the BC HOCKEY. Thus, how an athlete regards his/her sport is often dependent upon their level of behaviour and ability to fit into team concepts. The following Code of Conduct has been developed to aid the athlete to achieve a level of behaviour that will allow the athlete to become a well-rounded, self confident and productive human being.

### ATHLETES HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the individual.
3. Consistently display high personal standards and project a favorable image of their sport.
4. Refrain from public criticism of athletes, coaches or officials.
5. Abstain from the use of tobacco products.
6. Abstain from drinking alcoholic beverages, using performance enhancing or mind altering drugs.
7. Refrain from the use of profane, insulting, harassing or otherwise offensive language.
8. Follow the annual training, competitive programs, and rules of conduct as mutually agreed upon by coaches and athletes, recognizing the responsibilities of the athletes to adhere to and complete.
9. Participate in all team testing and satisfy all team program-testing objectives.
10. Provide the coaches with results of their strength and dry land training to enable the coaches to monitor and assess improvement in your performance.
11. Communicate and Co-operate with registered medical practitioners in the diagnoses, treatment and management of medical problems. Respect the concerns these medical people have when they are considering the athletes' future health and well being and when they are making decisions regarding the athletes' ability to continue to play or train.
12. Regularly seek ways of increasing your athlete development and self-awareness.
13. Uphold the rules of the sport, the spirit of such rules and encourage other athletes to do the same.
14. Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to act accordingly.
15. Be aware of the role sport plays in all athletes' lives and respect the pressures that may be placed on yourself and other athletes as you strive to balance physical, mental, emotional and spiritual elements of your lives.

### ATHLETES MUST:

1. At no time allow individuals who may request sexual favours or use threats of reprisal for rejection to go unreported.
2. Participate in a manner that ensures the safety of athletes, coaches and officials also participating in the game.
3. Respect other athlete's dignity: verbal or physical behaviors that constitute harassment or abuse are totally unacceptable.
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never use or condone the use of alcohol.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Athletes Code of Conduct.

Name of Athlete: \_\_\_\_\_

Signed: \_\_\_\_\_

Association/Organization: \_\_\_\_\_

Date: \_\_\_\_\_

## PARENT CODE OF CONDUCT

Sport provides many great moments that parents and children can share and enjoy. It should be part of the educational process for children and, therefore, should be operated as an educational experience so that all children have the right to learn and participate in an enjoyable, positive, and stress-free environment. Many children dream of playing like their favourite sport star. It's up to parents to nurture those dreams and to help their child's sport experience be fun, safe and valuable. You want your child to be able to look back on the youth sport experience with fondness. You, as parents, have a part to play in those moments.

### PARENTS HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Encourage your child to play sports, but don't pressure. Let your child choose to play, and to quit, if she or he wants.
3. Understand what your child wants from sports and provide a supportive atmosphere for achieving these goals.
4. Teach cooperation, teamwork, and how to follow rules.
5. Attend games.
6. Emphasize fun and enjoyment.
7. Keep winning in perspective, and help your child do the same.
8. Help your child meet responsibilities to the team and the coach.
9. Teach your child to recognize sexual, physical, and verbal abuses.
10. Trust the care of the player to the coaches at practices and games -respect the coaches' decision, direction and philosophy.
11. When you perceive something is wrong.
12. Supply the coach with information regarding any allergies or medical conditions your child has. Make sure your child takes any necessary medications to the games and practices.
13. Respect and show appreciation for the volunteer who gave their time, to provide a safe and enjoyable experience for your child.
14. Parents are the responsibility to take the online version of Respect in Sport.

### PARENTS MUST:

1. Never verbally or physically abuse a child after a game for poor performance.
2. Never come to the ice rink intoxicated or under the influence of drugs.
3. Never use bad language, nor harass athletes, coaches, officials or other spectators.
4. Never yell or criticize any child's performance from the stands.
5. Never get caught up in the heat of the moment.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Parent Code of Conduct

Name of Parent: \_\_\_\_\_

Signed: \_\_\_\_\_

Association/Organization: \_\_\_\_\_

Date: \_\_\_\_\_



## COACHING CODE OF CONDUCT

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus how an athlete regards his/her sport is often dependent on the behaviour of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behaviour that will allow their athletes in becoming well-rounded, self confident and productive human beings.

Although this code is directed toward coaching conduct it equally applies to other members of the "Team Leadership Staff" i.e. Managers, trainers, equipment personnel etc. It is assumed that these people act in cooperation with one another to construct a suitable environment for the athlete.

### COACHES HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the athlete.
3. Consistently display high personal standards and project a favourable image of their sport and coaching.
  - a) Refrain from public criticism of fellow coaches, athletes, officials and volunteers especially when speaking to the media or recruiting athletes.
  - b) Abstain from the use of tobacco products while in the presence of his/her athletes.
  - c) Abstain from drinking alcoholic beverages when working with athletes.
  - d) Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
  - e) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
4. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
5. Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
6. Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
7. Regularly seek ways of increasing professional development and self-awareness.
8. Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
9. In the case of minors, communicate and co-operate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.
10. Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, emotional and spiritual aspects of their lives and conduct practices and games in a manner so as to allow optimum success.

### COACHES MUST:

1. Ensure the safety of the athletes with whom they work.
2. At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect athlete's dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never provide under age athletes with alcohol and never encourage its use.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Coaching Code of Conduct and Coaching Code of Ethics.

Name of Coach: \_\_\_\_\_

Signed: \_\_\_\_\_ Association/Organization: \_\_\_\_\_

Date: \_\_\_\_\_

## OFFICIATING CODE OF CONDUCT

The officiating program plays an integral role in the sport of hockey. Officials must recognize their impact on the game, its participants and their fellow officials. Program leaders must recognize the need for instilling the highest values and the impact they have on aspiring officials. The following officiating code of conduct has been developed to aid the officiating program in achieving a level of behaviour that will allow all officials to become self-confident and productive human beings.

### OFFICIALS HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the individual if this is part of your role.
3. Consistently display high personal standards and project a favourable image of their sport and officiating.
  - a) Refrain from public criticism of participants and fellow officials.
  - b) Abstain from the use of tobacco products while in the presence of his/her officials.
  - c) Abstain from drinking alcoholic beverages when officiating and working with officials.
  - d) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
4. Educate and ensure high standards of risk management are maintained.
5. Treat all other hockey participants with due respect and encourage all officials to maintain a high standard of self-discipline.

### OFFICIALS MUST:

1. When in a leadership role ensure the safety of the officials with whom they work.
2. At no time become intimately and/or sexually involved with other officials. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect participants' dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs or other banned substances.
5. Never provide under age participants with alcohol; never encourage its use.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the officiating code of conduct.

Name of Official: \_\_\_\_\_

Signed: \_\_\_\_\_

Association/Organization \_\_\_\_\_

Date: \_\_\_\_\_

## VOLUNTEER CODE OF CONDUCT

Volunteers play a critical role in the operation of sport organizations and their activities. Through their responsibilities the volunteer receives rewards such as a personal development, recognition, feedback, a tie to family and community and the personal satisfaction of helping others. In return the volunteer must be expected to conduct their efforts in a manner that will allow the values and goals of the sport organization to be achieved. Thus how a participant regards his/her sport is often dependent on the leadership of the volunteer. The following Code of Conduct has been developed to assist volunteers in achieving a level of behaviour that will allow sport participants to become well-rounded, self confident and productive human beings.

### **VOLUNTEERS HAVE A RESPONSIBILITY TO:**

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the person.
3. Consistently display high personal standards and project a favourable image of their sport and volunteering.
  - a) Refrain from public criticism of fellow volunteers, athletes and officials.
  - b) Abstain from the use of tobacco products while in the presence of children.
  - c) Abstain from drinking alcoholic beverages when performing your volunteer duties.
  - d) Discourage the use of alcohol in conjunction with athletic events or other activities at the playing site.
  - e) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
4. Through proper risk management practices ensure that the activity being undertaken by both volunteers and participants is suitable for the age, experience, ability and fitness level of the individual and educate them as to their responsibilities in contributing to a safe environment.
5. Take the personal initiative to learn, respect, communicate and adhere to the rules and regulations established for the sport.
6. Regularly seek ways of increasing professional development and self-awareness.
7. Treat members of other sport organizations with respect, both in victory and defeat and encourage all participants to act accordingly. Actively encourage all participants to uphold the rules of their sport and the spirit of such rules.
8. Attend to your volunteer duties, as directed, in a timely manner.
9. In the case of minors, communicate and cooperate with the parents or legal guardians, involving them in management decisions pertaining to their child's development.
10. Be aware of the role sport plays in everyone's lives and respect the pressures that may be placed on all participants including volunteers as they strive to balance the physical, mental, emotional and spiritual aspects of their lives.

### **VOLUNTEERS MUST:**

1. Ensure the safety of the people with whom they work.
2. Abide by the sexual abuse policy of your sport.
3. Respect the dignity of others; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never provide under age participants with alcohol.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Volunteer Code of Conduct.

Name of Volunteer \_\_\_\_\_.  
Signed \_\_\_\_\_.  
Association/Organization \_\_\_\_\_.  
Date: \_\_\_\_\_.

## Appendix II – Player Development Criteria

The CRMHA Player Development Criteria complements the following programs:

- CHA Initiation Program for Pre-Novice and Novice Division players.
- CHA Program for Atom Division players.
- CHA Program for Pee-Wee Division players.

Practice plans and game sessions are designed around a skills outline developed at the beginning of the season. The emphasis of skills introduced to our players is guided by the following illustration:

**Technical skills** are fundamental skills that are required to play the game (e.g., skating, shooting, passing and checking).

**Individual tactics** are actions by one player, using one or a combination of technical skills, in order to



create an advantage or take away the advantage of an opponent. A tactic may be classified as offensive or defensive (e.g., one on one, offensive fake and driving to the net).

**Team tactics** are collective actions of two or more players using technical skills and/or individual tactics in order to create an advantage or take the advantage of an opponent (e.g., 3 vs. 2). Team coaches introduce team tactics in conjunction with the skills outline.

The skills outline is used in conjunction with practice and game schedules to focus coaches on upcoming sessions, as well as for player evaluation and recognition.

# PRE-NOVICE (INITIATION)

## Technical Skills (A&B Lesson Plans)

100%

### Balance/Agility

- Get-up.....introduce
- Proper stance .....introduce
- Balance/Agility.....introduce
- Edge control.....introduce

### Forward Skating

- Gliding on 2-skates .....introduce
- Gliding on 1-skate.....introduce
- Push and glide (stride) .....introduce

### Backward Skating

- Backward stance.....introduce
- Walking backwards.....introduce
- Gliding 2-skate .....introduce
- C-cut .....introduce
- Gliding 1-skate .....introduce
- 1-foot stop and t-push.....introduce
- Push and glide (stride) .....introduce

### Starting

- T-Push .....introduce
- Front V start .....introduce

### Stopping

- V-stop (backward) .....introduce
- Two-foot stop .....introduce
- Reverse direction and t-push.....introduce

### Turning

- Moving sideways.....introduce
- Glide turns .....introduce
- Scooting.....introduce
- Scooting on circles.....introduce
- Cross-over pumping .....introduce
- Tight turns .....introduce

### Pivots

- Backward to forward .....introduce
- Forward to backward .....introduce

### Puck Handling

- Puck handling stance .....introduce
- Stationary puck handling .....introduce
- Skating with puck .....introduce
- Open ice carry .....introduce
- Starting with puck.....introduce
- Weaving with puck .....introduce
- Use of feet to control puck .....introduce
- Puck handling combinations.....introduce
- Stopping with puck .....introduce

### Passing and Receiving

- Forehand sweep pass.....introduce
- Receiving pass (forehand).....introduce
- Backhand sweep pass.....introduce
- Receiving pass (backhand).....introduce
- Skating and passing .....introduce
- Lead pass to moving target .....introduce
- Bank pass to partner.....introduce

### Shooting

- Forehand sweep shot.....introduce
- Backhand sweep shot .....introduce
- Skating and shooting .....introduce
- Use of wrists in shooting.....introduce

## Individual Tactics

0%

## Team Tactics

0%

## Team Play Systems

0%

## Strategy

0%

# NOVICE (INITIATION)

---

## Technical Skills (C&D Lesson Plans)

75%

### Balance/Agility

- Proper stance ..... review
- Edge control ..... review
- Balance/Agility .....emphasize
- Lateral movement ..... introduce

### Forward Skating

- Gliding on 2-skates ..... review
- Gliding on 1-skate ..... review
- Push and glide (stride) ..... review
- Skating fake .....introduce

### Backward Skating

- Backward stance..... review
- Gliding 2-skate ..... review
- C-cut ..... review
- Gliding 1-skate ..... review
- 1-foot stop and t-push..... review
- Push and glide (stride) ..... review

### Starting

- T-Push ..... review
- Front V start ..... review
- Forward cross-over start ..... introduce
- Backward cross-over start..... introduce

### Stopping

- V-stop (backward) ..... review
- Two-foot stop ..... review
- Front foot stop (forward) ..... introduce
- One-foot stop (backward) ..... introduce
- Reverse direction (2-foot stop and t-push)  
..... review
- Two-foot parallel backward stop.....introduce

### Turning

- Lateral cross-overs ..... review
- Glide turns ..... review
- Scooting..... review
- Cross-over pumping ..... review
- Cross-over turns ..... introduce
- Tight turns ..... review
- Backward lateral cross-over turns.. introduce

### Pivots

- Backward to forward .....review
- Forward to backward .....review

### Puck Handling

- Puck handling stance .....review
- Stationary puck handling .....review
- Skating with puck .....review
- Open ice carry .....review
- Weaving with puck .....review
- Use of feet to control puck .....review
- Puck handling combinations.....review
- Stopping with puck .....review
- Faking .....introduce

### Passing and Receiving

- Forehand sweep pass/receive .....review
- Backhand sweep pass/receive.....review
- Skating and passing .....review
- Lead pass to moving target .....review
- Bank pass to partner.....review
- Flip pass .....introduce
- Receive pass in skates .....introduce

### Shooting

- Forehand sweep shot .....review
- Backhand sweep shot .....review
- Skating and shooting .....review
- Flip shot .....introduce
- Wrist shot .....introduce
- Backhand flip shot .....introduce

### Checking

- Stick checks .....introduce
  - poke
  - sweep
  - lift
  - press

---

## Individual Tactics

15%

### Offensive

- 1-on-1 skills..... introduce
- Net drive ..... introduce
- Angling and positioning ..... introduce

### Defensive

- 1-on-1 skills .....introduce
- Gap control .....introduce
- Body positioning .....introduce
- Angling and positioning .....introduce

---

## ***Team Tactics*** **5%**

### **Offensive**

- 2-on-1 ..... introduce
  - give-and-go
  - give-and-follow
  - moving to space

### **Defensive**

- 2-on-1 ..... introduce
  - middle
  - outside
  - prime scoring area

---

## ***Team Play Systems*** **5%**

### **Attacking Zone**

- Positional play ..... introduce

### **Defensive Zone**

- Positional play ..... introduce

---

## ***Strategy*** **0%**

# ATOM

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## Technical Skills

**50%**

### Balance/Agility

- Edge control .....emphasize
- Balance/Agility .....emphasize
- Lateral movement ..... review

### Skating

- Forward/Backward stride ..... review
- Forward/Backward cross-overs.... review
- Starts and Stops ..... review
- Tight turns ..... review
- Pivots ..... review

### Puck Handling

- Open ice ..... review
- Stick Handling ..... review
  - weaving
  - faking

### Passing and Receiving

- Fore-/Backhand pass/receive ..... review
- Flip pass ..... review
- Board pass ..... review
- Drop pass..... introduce
- Pass reception ..... introduce
  - use of skates
  - airborne passes

### Shooting

- Forehand/Backhand shot .....review
  - quick release
  - rapid fire
  - evasive moves
- Flip shot .....review
- Tip-in .....introduce
- Slap shot .....introduce

### Checking

- Stick checks ..... review
  - poke
  - sweep
  - lift
  - press

### Face-Offs

- Forehand draw techniques .....introduce
- Backhand draw techniques .....introduce

### Goaltending Basics

- Stance .....introduce
- Use of equipment .....introduce
  - stick
  - gloves (catching/blocking)
  - skates
- Telescoping.....introduce
- Shuffling .....introduce
- Angles .....introduce

---

## Individual Tactics

**20%**

### Offensive

- 1-on-1 skills..... review
- Net drive ..... review
- Drive delay.....introduce
- Walk-out..... introduce
- Turn-up.....introduce
- Angling and positioning ..... introduce

### Defensive

- 1-on-1 skills.....review
- Gap control ..... review
- Body positioning .....review
- Pressure vs. contain.....introduce
- Back-Checking.....introduce
- Angling and positioning .....introduce
- Individual penalty kill skills .....introduce



---

## **Team Tactics**

**15%**

### **Offensive**

- 2-on-1 & 2-on-2..... review
  - give-and-go
  - give-and-follow
  - moving to space
  - cross
  - headman
- 3-on-1 & 3-on-2..... introduce
- Pressure vs. contain ..... introduce
  - read and react
- 3-on-3 low ..... introduce
- 1-2-3 Attack Principle ..... introduce
  - 3-on-0, 3-on-1, 3-on-2

### **Defensive**

- 2-on-1 .....review
  - middle
  - outside
  - prime scoring area
- 2-on-2 .....introduce
  - switching
  - man-to-man
- 1-on-2 .....introduce
  - overplay
  - middle

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## **Team Play Systems**

**10%**

### **Attacking Zone**

- Positional play ..... review

### **Neutral Zone**

- Transition..... introduce
  - offence to defence
  - defence to offence
  - timing

### **Defensive Zone**

- Positional play ..... review

### **Face Off**

- Offensive zone position .....introduce
- Defensive zone position.....introduce

### **Breakout Options**

- Go.....introduce
- Up.....introduce
- Over .....introduce
- Low support .....introduce

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## **Strategy**

**5%**

### **Role and Responsibilities of Positions**

- Goaltender ..... introduce
- Defence ..... introduce
- Forward ..... introduce

# PEE-WEE

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## **Technical Skills**

**35%**

### **Skating**

- Forward/Backward stride .....emphasize
- Turns.....emphasize
- Pivots .....emphasize

### **Puck Handling**

- Open ice .....emphasize
- Stick Handling ..... review
  - weaving
  - faking
  - use of feet

### **Passing and Receiving**

- Fore-/Backhand pass/receive ..... review
  - flip
  - drop
  - board
- Pass reception ..... review
  - use of skates
  - airborne passes

### **Shooting**

- Forehand/Backhand shot ..... review
  - flip, slap, snap
  - quick release
  - rapid fire
  - evasive moves
- Tip-in.....review

### **Checking**

- Stick checks ..... review
  - poke
  - sweep
  - lift
  - press
- Body positioning .....introduce

### **Face-Offs**

- Forehand draw techniques .....review
- Backhand draw techniques .....review

### **Goaltending Basics**

- Stance .....review
- Use of equipment .....review
  - stick
  - gloves (catching/blocking)
  - skates
- Telescoping .....introduce
- Shuffling .....introduce
- Angles .....introduce

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## **Individual Tactics**

**25%**

### **Offensive**

- 1-on-1 skills..... review
- Net drive ..... review
- Drive delay ..... review
- Walk-out ..... review
- Turn-up ..... review
- Angling and positioning ..... review

### **Defensive**

- 1-on-1 skills.....review
- Gap control .....review
- Body positioning .....review
- Pressure vs. contain.....review
- Back-Checking.....review
- Angling and positioning .....review
- Individual penalty kill skills .....review

---

## Team Tactics

20%

### Offensive

- 2-on-1 & 2-on-2..... review
  - give-and-go
  - give-and-follow
  - moving to space
  - cross
  - headman
- 3-on-1 & 3-on-2..... review
- Pressure vs. contain ..... review
  - read and react
- 3-on-3 low ..... review
- 1-2-3 Attack Principle ..... review
  - 3-on-0, 3-on-1, 3-on-2
  - attack options
  - read and react
- Wide rim.....introduce
- Quiet zones .....introduce
- Open ice tactics .....introduce
  - headman
  - wideman
  - backman
  - decoy skating

### Defensive

- 2-on-1 .....review
  - middle
  - outside
  - prime scoring area
- 2-on-2 .....review
  - switching
  - man-to-man
- 1-on-2 .....review
  - overplay
  - middle
- Second wave.....introduce
- Riding your check .....introduce

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## Team Play Systems

10%

### Face Off

- Offensive zone position .....review
- Defensive zone position.....review

### Breakout Options

- Go.....review
- Up.....review
- Over .....review
- Low support .....review
- 5-0 Break-outs.....introduce
- 5-3 Break-outs.....introduce

### Attacking Zone

- Attacking zone play .....introduce

### Neutral Zone

- Transition.....review
  - offence to defence
  - defence to offence
  - timing
- Neutral zone play.....introduce

### Defensive Zone

- Defensive zone play.....introduce
- Man-to-man.....introduce
- Positional play .....introduce
- Making adjustments.....introduce

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## Strategy

5%

### Role and Responsibilities of Positions

- Goaltender .....review
- Defence .....review
- Forward .....review

### Penalty Killing

- Defensive zone positions.....introduce
- Responsibilities.....introduce

# BANTAM

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## Technical Skills

20%

### Skating

- Forward/Backward stride .....emphasize
- Turns.....emphasize
- Pivots .....emphasize

### Puck Handling

- Open ice .....emphasize
- Stick Handling ..... review
  - weaving
  - faking
  - use of feet

### Passing and Receiving

- Fore-/Backhand pass/receive ..... review
  - flip
  - drop
  - board
- Pass reception ..... review
  - use of skates
  - airborne passes

### Shooting

- Forehand/Backhand shot ..... review
  - flip, slap, snap
  - quick release
  - rapid fire
  - evasive moves
- Tip-in.....review

### Checking

- Stick checks ..... review
  - poke
  - sweep
  - lift
  - press
- Body positioning .....review
- Angling.....review

### Face-Offs

- Forehand draw techniques .....review
- Backhand draw techniques .....review

### Goaltending Basics

- Stance .....review
- Use of equipment .....review
  - stick
  - gloves (catching/blocking)
  - skates
- Telescoping .....introduce
- Shuffling .....introduce
- Angles .....introduce

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## Individual Tactics

40%

### Offensive

- Read and react.....introduce
- Support.....introduce
- 1-on-1 skills..... review
- Net drive ..... review
- Drive delay ..... review
- Walk-out ..... review
- Turn-up ..... review
- Angling and positioning ..... review

- Read and react.....introduce
- Support.....introduce
- 1-on-1 skills.....review
- Gap control .....review
- Body positioning .....review
- Pressure vs. contain.....review
- Back-Checking.....review
- Angling and positioning .....review
- Individual penalty kill skills .....review

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### Defensive

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## **Team Tactics**

**20%**

### **Offensive**

- 2-on-1 & 2-on-2..... review
  - give-and-go
  - give-and-follow
  - moving to space
  - cross
  - headman
- 3-on-1 & 3-on-2..... review
- Pressure vs. contain ..... review
  - read and react
- 3-on-3 low ..... review
- 1-2-3 Attack Principle ..... review
  - 3-on-0, 3-on-1, 3-on-2
  - attack options
  - read and react
- Wide rim.....introduce
- Quiet zones .....introduce
- Open ice tactics .....introduce
  - headman
  - wideman
  - backman
  - decoy skating

### **Defensive**

- 2-on-1 .....review
  - middle
  - outside
  - prime scoring area
- 2-on-2 .....review
  - switching
  - man-to-man
- 1-on-2 .....review
  - overplay
  - middle
- Second wave.....introduce
- Riding your check .....introduce

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## **Team Play Systems**

**10%**

### **Face Off**

- Offensive zone position .....review
- Defensive zone position.....review

### **Breakout Options**

- Go.....review
- Up.....review
- Over .....review
- Low support .....review
- 5-0 Break-outs.....introduce
- 5-3 Break-outs.....introduce

### **Attacking Zone**

- Attacking zone play .....introduce

### **Neutral Zone**

- Transition.....review
  - offence to defence
  - defence to offence
  - timing
- Neutral zone play.....introduce

### **Defensive Zone**

- Defensive zone play.....introduce
- Man-to-man.....introduce
- Positional play .....introduce
- Making adjustments.....introduce

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## **Strategy**

**10%**

### **Role and Responsibilities of Positions**

- Goaltender .....review
- Defence .....review
- Forward .....review

### **Penalty Killing**

- Defensive zone positions.....introduce
- Responsibilities.....introduce
