

# Canora Minor Hockey Association

## Constitution

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### Article 1.

This organization shall be called the Canora Minor Hockey Association. The abbreviated title is CMHA.

### Article 2.

This Association shall be the governing body of hockey for Canora and the Canora area and shall operate within the framework of the Saskatchewan Hockey Association.

### Article 3.

Canora Minor Hockey shall operate in such a manner as to meet the following mission statement:

It is the mission of the Canora Minor Hockey Association to:

- 1. To promote wellness and fairness in Canora Minor Hockey;**
- 2. To give an opportunity for every child to play hockey with Canora Minor Hockey;**
- 3. To make all hockey players, parents and guardians aware of their responsibilities to their team, coaches and Canora Minor Hockey.**
- 4. To promote dedication by hockey players, parents, guardians and coaches to Canora Minor Hockey.**
- 5. To foster and promote sportsmanship, citizenship and leadership.**

## Bylaws

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### **Bylaw 1                      MEMBERSHIP**

**1.01.1** Membership to Canora Minor Hockey shall be available to any hockey team or individual from the Canora area as defined by Saskatchewan Hockey Association.

**1.01.2** Any violation of the Constitution, Bylaws, or regulations of the CMHA or of decisions of the Board of Directors by any member of the CMHA shall render such member liable to suspension and/or disciplinary action that may be deemed necessary.

**1.01.3** No member shall be entitled to enter competition or be represented at the Annual General Meeting of the CMHA unless its financial commitments to the CMHA are in good standing.

### **Bylaw 2                      BOARD OF DIRECTORS AND OFFICERS**

**1.02.1** The Board of Directors of Canora Minor Hockey shall consist of:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Registrar
6. Web Master

Any one Board Member will assume the SHA/League Represent position

The Officers of Canora Minor Hockey shall consist of:

1. Team Directors (1 per registered team)
2. Referee in Chief
3. Fund Raising Coordinators (Trip of the Month)
4. Tournament Advisor
5. Ice Scheduling Coordinator and Canora Civic Centre (CCC) Advertising Manager

**1.02.2** a) The election of the Board of Directors shall take place at the Annual General Meeting in April or September of each year where an election is required.

The terms of the offices held by the Board of Directors are:

President	2 Year term with a maximum of 2 consecutive terms.
Vice President	1 Year minimum term with a commitment to stand as President.
Secretary	2 Year term.
Treasurer	2 Year term.
Registrar	2 Year term.
Web Master	2 Year term.

b) Each team affiliated with Canora Minor Hockey shall elect a team director to sit as an officer of the Board of Directors. The Team Directors do not sit as members of the Board of Directors. However, they are considered Officers of the Board of Directors.

c) An individual shall be elected as Team Director for each team at the fall team meeting to be held within 30 days after the Fall Annual General Meeting of Canora Minor Hockey. All parents of Canora Minor Hockey players in attendance at the fall team meeting shall have a vote in the election of the Team Director. A majority vote shall determine the individual to be team director for the given year.

**1.02.3** A Board member or his/her spouse must not be an employee of the CMHA.

**1.02.4** Each Board position will be a two (2) year term on a rotation basis. No more than 50% of Board positions will run for re-election each year.

**1.02.5** The President will be elected by the membership at the Spring or Fall Annual General Meeting in September. Nominees must have served on the Board during the prior year.

**1.02.6** Vice President, Secretary, Treasurer, Registrar, Web Master and Fund Raising Coordinators will be elected by the members at the Spring or Fall Annual General Meetings and then appoint a Referee-in-Chief, Tournament Advisor and Ice Scheduling and CCC Advertising Manager after the annual general meeting.

**1.02.7** The President will serve one 2-year term with a maximum of 2 consecutive terms. All other Board positions will be elected for two-year terms.

**1.02.8** The Board will have authorization to appoint vacant positions as necessary.

**1.02.9** The Board members will establish and maintain CMHA policies and procedures.

**1.02.10** The voting members of CMHA will include:

- i.** President
- ii.** Vice President
- iii.** Secretary
- iv.** Treasurer
- v.** Registrar
- vi.** Web Master
- vii.** Referee-In-Chief

**1.02.11** The non-voting members of CMHA will include:

- i.** Recreation Director (if applicable).
- ii.** Team Directors (please refer to 1.04.2 for expenditures over \$5000.00.)
- iii.** Fundraising Coordinators
- iv.** Tournament Advisor
- v.** Ice Scheduling Coordinator and CCC Advertising Manager

Non-voting members of CMHA are invited to attend CMHA Meetings, any items they request to have addressed must be sent to the Secretary and President to be added to the Agenda.

### **Bylaws 3                      DUTIES AND POWERS**

**1.03.1** Board of Directors (Hereinafter called the “Board”)

- a) To administer and conduct the affairs of the CMHA
- b) To authorize all major expenditures, other than current minor expenses, within the approved policy limits
- c) To suspend, expel or take such disciplinary action as deemed necessary against any team, player, coach, manager, referee or individual for any breach of the Bylaws or Regulations of the CMHA, or of any decision or ruling of the Board.
- d) To suspend, expel or take such disciplinary action as deemed necessary against any team, player, coach, manager, referee or official for unsportsmanlike conduct or for abusive language to any recognized official.
- e) To develop, institute and maintain clinic programs for the development of players, coaches, managers, referee and other game officials.
- f) No Director shall be eligible to vote on any financial request, protest or suspensions involving a team or individual with which that are associated with nor will they be eligible to serve on any special committee investigating such matters.
- g) Shall have the right to ask for the resignation of any Director who:
  - i.** Has committed and been convicted of a criminal offence while in office.
  - ii.** Has consistently failed to perform his/her duties of office, or
  - iii.** Has knowingly violated the governing laws of the CMHA
  - iv.** Has missed three (3) consecutive Board of Director Meetings.

**1.03.2** President

- i.** Preside at all meetings of the CMHA or its Board.
- ii.** Give notice of special meetings.
- iii.** Perform such duties as normally pertain to the office of the President and will generally oversee the business of CMHA.
- iv.** Be an ex-officio member of all committees.
- v.** Work with the Recreation Director (if applicable) and/or ice coordinator to schedule ice time and to assign open ice equally among all teams.
- vi.** Ensure that CMHA is represented at all league meetings by at least two representatives.

- vii. Ensure that the schedule of CMHA games is followed.
- viii. Ensure there are sufficient and suitable coaches and assistant coaches.
- ix. Ensure all teams are registered with their leagues prior to the deadline date.
- x. Assign committee chairman and members to special projects.
- xi. Arrange, along with the Recreation Director (if applicable) and team managers, registrations for teams entering Provincial Play-offs.

### 1.03.3

#### Vice President

- i. Assist the President at all meetings.
- ii. The Vice President shall assist the President in the day-to-day operation of Canora Minor Hockey.
- iii. Assume the duties of the President in his absence.
- iv. Assume the President's duties upon his resignation.

### 1.03.4

#### Secretary

- i. The Secretary shall assist the President and Vice President in the day-to-day operation of Canora Minor Hockey.
- ii. Communicate date, time and location of all meetings 7 days prior to the meeting or alternatively advertise Annual General meetings by email to all members. Monthly CMHA meetings will be set and scheduled for each season.
- iii. Record minutes for all general meetings and Board meetings.
- iv. Email minutes of meetings and all other literature as required to all Board members.
- v. Forward minutes of general meetings to the Web Master to be posted on the association web site.
- vi. Have CMHA policies and procedures made available upon request.
- vii. Install and date changes made to CMHA policy and procedures within one month of the change.
- viii. Maintain CMHA files and records and file all SHA required documentation.
- ix. Manage clothing, name bar, sock and picture orders as well as be responsible for equipment purchasing when needed.
- x. Ensure that team pictures are displayed in the rink lobby.

### 1.03.5

#### Treasurer

- i. The Treasurer shall assist the President and Vice President in the day-to-day operation of Canora Minor Hockey.
- ii. Receive all funds of CMHA and issue receipts
- iii. Deposit and disburse such funds in the manner prescribed by the Board members.
- iv. Be responsible for maintaining acceptable financial records.
- v. Deposit all monies in a bank of the Board's choice.
- vi. Prepare a statement of receipts and payments for information at each meeting.
- vii. Submit the financial records for annual independent audit upon request by the Board.
- viii. Be responsible for collection of CMHA gate admissions from team managers.
- ix. Provide a current financial statement at the annual meeting.
- x. Pay all team officials monthly as per instructions from Referee-in-Chief.
- xi. CMHA signing authority for all bank accounts rests with the President, Secretary, and Treasurer. CMHA requires at least two signatures on all monies paid out two (2) members of the Board.

**1.03.6****Secretary/Treasurer**

- i. When the position is combined the Secretary/Treasurer will perform both the duties of Secretary and Treasurer as listed above.

**1.03.7****Registrar**

- i. Maintain the registration binder with all current and released players of CMHA.
- ii. Email CMHA member's pre-registration forms in April.
- iii. Attend mass-registration and pre-registration meeting.
- iv. Register all players and teams with Hockey Canada.
- v. Communicate to the Trip of the Month Committee the number of families and players registered in CMH.
- vi. Provide and request releases as required.
- vii. Provide coaches with a list of affiliate players.
- viii. Provide team directors with a team roster for registration with MHL.
- ix. Update the executive with coach and manager certifications.
- x. Update the executive with registered players and predicted player numbers for team discussions and player releases.
- xi. Work with the Treasurer to pay all registration fees to SHA and MHL.

**1.03.8****Web Master**

- i. Shall be responsible for entering and linking all rosters and League Game Schedules on the canoraminorhockey.com website.
- ii. Responsible for updating CMHA executive contact information.
- iii. Responsible for posting CMHA meeting minutes
- iv. Responsible for updating Trip of the Month winners.
- v. Responsible for posting yearly registration form, ref schedule and list of officials from Referee-in-Chief.
- vi. Responsible for Posting Upcoming Events on the home page.

**1.03.9****Team Directors (1 per registered team in the CMHA)**

- i. The Team Directors shall be elected for each team at the fall meeting to be held within 30 days after the Fall Annual General Meeting of CMHA. One parent of each team player in attendance at the meeting shall have a vote in the election of the Team Director. A majority vote shall determine the individual to be Team Director for the given year.
- ii. Team Directors will sit as an officer of the Board and can attend CMHA Board Meetings.
- iii. The Board will consult with the Team Directors, and will include the Team Directors in any vote prior to making any expenditure over \$5000.00.
- iv. The Team Director will request any concerns or questions from his/her team to be added to the agenda by notifying the Secretary and President.

**1.03.10****Referee-In-Chief**

- i. Will be elected by the CMHA Board.
- ii. Will provide a list of certified referee's to each division's Team Director, allowing them to book officials for their team's home games.
- iii. Will arrange referee clinics for local referees.
- iv. Will arrange and coordinate on-ice officiating workshops prior to November 15<sup>th</sup> and January 15<sup>th</sup> each season. The workshops will be run either internally or by an SHA representative.
- v. Will promote, encourage and aid in the development of referees and linesman.
- vi. Will receive questions or complaints regarding officials and will attempt to resolve same.

- 1.03.11** Recreation Director (if applicable)
- i. Post all rink schedules.
  - ii. Act as advisor to CMHA coaches and Board members.
  - iii. Be the representative of the Town of Canora and the liaison between the Town of Canora and CMHA.
- 1.03.12** SHA/League Represent
- i. Shall be responsible of the liaison of hockey with the Saskatchewan Hockey Association
  - ii. Shall be responsible for the liaison of hockey with the League(s) that a team from the CMHA is associated with.
- 1.03.13** Tournament Advisor
- i. Shall be available for the Team Managers and their Tournament Committees (if applicable).
  - ii. Will aid in preparing if requested a Tournament Budget which will/may include: tournament fees, ice time required, official costs, entrance fees, snacks/food tokens, raffle table, shootouts, etc.
  - iii. Will discuss tournament rules (length of games, tie breakers, periods, goal caps and suspensions), draw preparation, worker lists, medals/plaques and awards, sanctioning the tournament, programs and decorations, etc.
  - iv. Will be responsible for maintaining Tournament Supply Inventory (medals, awards, raffle tickets, etc.) and purchasing supplies as approved by the Board.
- 1.03.14** Ice Scheduling Coordinator and Canora Civic Centre (CCC) Advertising Manager
- i. Shall be responsible for attending the Fall Annual General Meeting and any Board Meetings needed to determine team numbers and ice requirements for the given season.
  - ii. Work with the Town of Canora Director of Leisure Services and attend the Town of Canora Ice Scheduling Meeting as a representative of CMHA.
  - iii. Develop a monthly calendar for CMHA teams including practice times, game slot options, tournaments, Canora Minor Hockey Day, officiating workshops, power skating and any clinics to be distributed to all team managers and coaches before the League Scheduling Meeting.
  - iv. Be the sole contact between the Town of Canora Director of Leisure Services for practice, game and tournament scheduling and cancellations. Confirm next week's schedules with the Town of Canora Director of Leisure Services before Friday at noon weekly throughout the season. Communicate the importance to all team staff to give at least 7 days' notice for cancellations of scheduled ice time.
  - v. The CCC Advertising is the responsibility of CMHA every second year as it is alternated with the Canora Skating Club. Advertising fee scale and structure is be discussed and decided by both groups.
  - vi. Responsible for contacting past advertisers about the current seasons advertising options, collecting their fees, sending invoices, and communicating with the Town of Canora Director of Leisure Services regarding new businesses wishing to advertise and businesses no longer wishing to advertise. Sufficient notice and patience must be given to the Town of Canora to complete work orders regarding sign delivery, hanging and removal.

**Bylaw 4 VOTING OF THE BOARD OF DIRECTORS AND TEAM DIRECTORS**

- 1.04.1** A quorum of 4 members of the Board of Directors is required in order for a meeting of the Board of Directors to be held. A majority vote will determine any issue with a minimum of 4 votes required to form a majority.
- 1.04.2** The Board of Directors will consult with the Team Directors, and will include the Team

Directors in any vote prior to making any expenditure over \$5000.00

**1.04.3** A majority vote will determine any issue.

**Bylaw 5 ANNUAL GENERAL MEETING**

**1.05.1** There will be an annual general meeting held in Canora after April 1<sup>st</sup> and before September 30th each year.

**1.05.2** The business at the annual meeting will include:

- i.** Reading of minutes of the previous membership meeting
- ii.** President's address
- iii.** Previous Minutes
- iv.** Presidents Report
- v.** Treasurer's report
- vi.** New business
- vii.** Amendments to the constitution
- viii.** Election of Board members
- ix.** Board announcement of player divisions for upcoming season
- x.** Adjournment

Note: Robert's Rules of Order shall be followed

**1.05.3** Board members, other than the Recreation Director (if Applicable) will be elected by secret ballot if more than the six (6) rotating members are nominated for the Board committee. If six or less rotating members are nominated, those members shall be elected by acclamation.

**1.05.4** Any current member of Canora Minor Hockey, in attendance at a general meeting, shall be entitled to vote at the meeting. A current member includes: any individual over 18 years of age who was registered to play, or who is the parent or guardian of an individual who was registered to play in the previous hockey year. There will be one vote per family unit.

**1.05.5** THERE SHALL BE NO PROXY VOTES.

**Bylaw 6 ANNUAL REGISTRATION MEETING**

**1.06.1** There will be an annual registration meeting held in conjunction with the Fall Annual General Meeting between September 1 and September 30th in each year at the Canora Civic Centre, Commencing at 7:00 pm.

**1.06.2** The business at the annual registration meeting will include:

- i.** Player and team registration
- ii.** Reading of minutes of the previous membership meeting
- iii.** President's address
- iv.** Previous Minutes
- v.** Presidents Report
- vi.** Treasurer's report
- vii.** New business
- viii.** Amendments to the constitution
- ix.** Election of Board members
- x.** Board announcement of player divisions for upcoming season
- xi.** Adjournment

- 1.06.3** Voting privileges at the annual registration meeting will be limited to all parents of duly registered children or parents who are in the process of registering children, appointed coaches, managers and Board members. There is one vote per family unit.

**Bylaw 7                      BOARD MEETINGS**

- 1.07.1** There will be a Board pre-registration meeting held in the last week of August in Canora.
- 1.07.2** The business at the Board pre-registration meeting will include:
- i.** Reading of minutes of the previous Board meeting
  - ii.** President's address
  - iii.** Correspondence
  - iv.** Treasurer's report
  - v.** Review potential players and announce offered age and class divisions
  - vi.** Elect head coach and managers for offered age and class divisions
  - vii.** Set annual registration fees
  - viii.** New Business
  - ix.** Adjournment
- 1.07.3** Voting privileges at Board meetings will be limited to Board members only. The President will vote only in the case of a tie.
- 1.07.4** The Board members will meet quarterly during the hockey season with special meetings as required.
- 1.07.5** All meetings will be held with at least 7 days notification to all Board members.
- 1.07.6** All Board meetings must have at least 2/3 of the voting members present.
- 1.07.7** Delegates/delegations must be added to the agenda of Board meetings at least 48 hours before the meeting.
- 1.07.8** All discussions at Board meetings are confidential.

**Bylaw 8                      AMENDMENTS TO THE BYLAWS**

- 1.08.1**
- i.** Motions to amend or alter the Constitution and Bylaws can only be approved at the Spring or Fall Annual General Meeting of the CMHA. Notices of proposed amendments to the constitution will be sent to the secretary 14 days prior to the annual meeting.
  - iii.** The Board of Directors may amend or alter the Policies and Regulations for the betterment of Hockey in the CMHA, including, without limiting the foregoing, the better government, organization and administration of Hockey, as the Board, in its sole and absolute opinion and discretion, may consider desirable.
  - iv.** Upon the Board approving and adopting a Rule and /or Regulation, the President shall forthwith give notice in writing of said rule and/or regulation to the CMHA membership
- 1.08.2** Upon this Constitution being adopted, motions to amend or alter this Constitution and/or bylaws can only be approved at the Spring or Fall Annual General Meeting of the CMHA.
- 1.08.3** Notice of any proposed amendment must be provided to the Secretary by March 31<sup>st</sup> and September 15, respectively, of the year in which the proposed change is to be voted on.
- 1.08.4** Any proposed amendment shall be advertised in the Canora Courier two weeks prior to the Spring or Fall Annual General Meeting and be posted on the canoraminorhockey.com website.



**1.08.5** For any amendment to be passed there must be a 75% majority vote of current members present at the Spring or Fall Annual Meeting.

**1.08.6** Any amendments or changes in the Constitution and Bylaws of the CMHA which are adopted at the Spring or Fall Annual General Meeting shall take effect immediately.

**Bylaw 9 GOVERNANCE**

**1.09.1** Canora Minor Hockey Association meetings will be conducted using Robert's Rules of Order.

**Bylaw 10 FINANCES**

**1.10.1** The signing officers of the CMHA shall be 2 members of the Board as approved by the board from time to time.

**Bylaw 11 ALLOWANCES AND EXPENDITURES**

**1.11.1** The allowance in connection with all meetings pertaining to CMHA business shall be established on the following basis:

- i. A car allowance of \$0.45 per kilometer shall be paid
- ii. A \$10 per Diem while travelling and a \$40.00 per meeting day.

**1.11.2** All expenditures to be approved by the President.

**Bylaw 12 COMMITTEES**

**1.12.1** The President of the CMHA shall appoint committees annually to address the following areas; Sponsorship, Advertising, Special Events, Fundraising.

**Bylaw 13 WINDING UP OR DISSOLUTION**

**1.13.1** In the event of dissolution of the CMHA its property and assets shall, after payment of all liabilities will be donated to one or more organizations in the Canora area, as decided by the CMHA in a general meeting.

**Canora Minor**  
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**Hockey**

Updated September 2018  
**Board 2022/2023**

POSITION	INCUMBENT	ELECTED	TERM ENDS
<b>President</b>	Stacy Vangen	2022	2024
<b>Vice President</b>	Parker Rice	2022	2024
<b>Secretary</b>	LizeMari Menton	2022	2024
<b>Treasurer</b>	Crystal Reine	2022	2024
<b>Registrar</b>	Sherri Roebuck	2023	2025
<b>Web Master</b>	Amy Nordin	2023	2025
<b>Hockey Sask/League Represent</b>	Stacy Vangen		
<b>Referee-In-Chief</b>	Damon Paley		
<b>Ice Scheduler</b>	Stacy Vangen		
<b>Tournament Advisor</b>	<b>Not required for this season</b>		
<b>U7 Director</b>	TBA		
<b>U9 Director</b>	Darren Godhe		
<b>U11 Director</b>	TBA		
<b>U13 Director</b>	Ryan Coleman		
<b>U15 Director</b>	Dwayne Wolkowski		
<b>U15 Prairie Ice Director</b>	Jess Harper		
<b>U18 Director</b>	Kelly Beblow		
<b>U18 Prairie Ice Director</b>	TBA		
<b>Trip of the Month Fund Raising Coordinators</b>			
	Treasurer	Cindy Wolkowski	
		Kelly Strelloff	

# Canora Minor Hockey Association

## Policies and Regulations

### 1. EXPECTATIONS

- .01 All CMHA members will have access to the CMHA Constitution and Policies and Regulations.
- .02 All Board members, coaches and managers will be familiar with the constitution, policies and regulations.
- .03 With the exception of those policy and regulations specifically mentioned and covered herein, the SHA rules and regulations will prevail.
- .04 Any actions of a team regarding fundraising, communications, etc. that may or will contravene policy must be presented to and be approved by the Board before proceeding.
- .05 CMHA and associated teams will purchase locally whenever practical.
- .06 It is understood that minor hockey is for the equal participation of all registrants.

### 2. SCHEDULING AND CANCELLATION OF GAMES

- .01 League game scheduling: every effort will be made to schedule league games around regular scheduled practices.
- .02 League games cannot be canceled for tournaments or exhibition games.
- .03 Every effort will be made to post ice schedules one week in advance.
- .04 All out of town ice scheduling must have prior approval by CMHA.
- .05 Justified home game cancellations must be reported immediately to the Recreation Director (if applicable) and/or ice coordinator, to the Referee-in-Chief and to the Major Hockey League.
- .06 Each team will be responsible for the advertisement of games. The Town of Canora Digital Sign Advertising Form is posted on the [canoraminorhockey.com](http://canoraminorhockey.com) website.
- .07 Teams registered with CMHA having players from adjoining Minor Hockey Associations will share games based on percentages of players from that community, upon request. Non-center players will be counted as Canora players. In a split team, percentages will be based on total number of games prior to the team being split. In addition, all playoff and provincial games will be held in Canora.
- .08 Canora Minor Hockey is committed to providing adequate practice ice time to each team affiliated with Canora Minor Hockey. If no practice ice time is available at the Canora Recreational Centre, Canora Minor Hockey will pay for teams to arrange practice ice time in other local rinks (Springside, Sturgis, Preeceville, Norquay, etc.)

### 3. REGISTRATION

- .01 Registration fee rates and deadlines will be set by the Board.
- .02 The Hockey Saskatchewan insurance fee is not refundable. The season refund will be prorated on a six month basis. Registration would be divided by 6 and prorated for the

refund.

- .03 Hockey Saskatchewan and league registrations will be paid by CMHA from player registration fees.
- .04 All players must be registered prior to participation in try-outs or camps.
- .05 Each player must be properly registered with fees paid before being allowed on the ice, unless alternate payment arrangements have been approved by CMHA.
- .06 Spring registrations will open June 1<sup>st</sup> via RAMP Registrations. The website for registrations can be found at <http://canoramha.rampregistrations.com/> also there will be a link at <http://canoraminorhockey.com> that participants can use to access the registration system. Early registration will be open from June 1<sup>st</sup> until August 15<sup>th</sup> and there will be an option to pay in split payments for early registrations. Regular registration will open from August 16<sup>th</sup> to September 15<sup>th</sup>, and there will not be an option for split payments. It is a requirement that all registrations be paid by credit card through the RAMP Registration website. Team managers will collect the \$150.00 caution fee for fundraising once teams are selected.
- .07 Late registration will be available from September 16<sup>th</sup> until September 30<sup>th</sup>. The \$100 late fee applies to all players on MHL teams (U9 and higher). Letters of Intent for AA tryouts will be considered a commitment to register once tryouts are over; depending on results and no late fee is applicable. Registrations received after October 1st will not be accepted by CMHA unless approved by the CMHA Board.
- .08 Special requests and payment plans can be arranged upon approval by the CMHA Board.
- .09 Other Minor Hockey Associations have until one week prior to the League Meeting to register with CMHA before late fees will apply.
- .10 Registration fees from players of other communities will stay with the CMHA team if the team is registered in Canora. If Canora players are registered with another Minor Hockey Association, we will not request any money that might be left over. If the team is registered with CMHA, CMHA will pay referee fees for regular season games.
- .11 When registering players, it is the guardian's responsibility to update contact information as necessary to receive needed information and schedules. CMHA will not be responsible for updating profiles or registration contacts/information.

#### **4. ADMISSIONS**

- .01 Game admission fees and season ticket rates will be set by the Board.
- .02 Each team will be responsible for admission collections as per CMHA guidelines.

#### **5. REFEREE-IN-CHIEF**

- .01 Will be elected by the CMHA Board.
- .02 Will provide a list of certified referee's to each division Team Manager, allowing them to book officials for their teams games.
- .03 Will arrange and coordinate on-ice officiating workshops prior to November 15<sup>th</sup> and January 15<sup>th</sup> each season. The workshops will be run either internally or by a Hockey Sask representative.
- .04 Will arrange referee clinics for local referees.
- .05 Will promote, encourage and aid in the development of new referees and linesmen.
- .06 Will receive questions or complaints regarding officials and will attempt to resolve same.

#### **6. EQUIPMENT**

- .01 All equipment must be purchased on the advice of the Team equipment manager on approval

of the Board.

- .02 All unusable equipment will be disposed of by the equipment manager on approval of the Board.
- .03 Each team will be provided with a locker that is stocked as per equipment guidelines.

## **7. TOURNAMENTS**

- .01 Rules will be governed by HC and Hockey Sask regulations.
- .02 Each team will be allowed an allotted time to host a tournament.
- .03 All teams will work with the Tournament Advisor and team managers will assist in organizing their tournament and select a tournament chairperson and/or committee.
- .04 The tournament chairperson will be responsible for advertising, securing the sanction, scheduling games, notifying the referee-in-chief, entrance fees, providing minor officials, gate admission, and submitting all game sheets to Hockey Sask. Raffle Table Ticket sheets and Number Containers are stored in the CMHA storage room.
- .05 A financial statement will be presented to the CMHA Board no later than 10 days following the completion of the tournament.
- .06 Tournament gate admissions will be set at the discretion of the tournament committee.
- .07 If the team managers have to assign non-CMHA out-of-town officials for any tournament games then CMHA will pay any mileage costs incurred by the tournament committee for those officials.
- .08 CMHA will advance each Tournament \$500 to go towards Raffle items, snacks and trophies if chosen.
- .09 CMHA will pay for away tournaments for each team registered, up to \$800 for U9 and Lower, \$1250 for U11 and \$1500 for U13, U15 and U18. Teams must host a tournament in Canora to have access to any tournament money available. CMHA will write cheques for all away Tournament Fees. If a team goes over their allotted budget by attending more tournaments than CMHA is covering, reimbursement of tournament fees must be made to CMHA within one week of the Tournament. Each year additional funds may be available for away tournaments pending budget review.
- .10 Home tournament fees will be set by the Tournament Advisor by making a budget for each team's tournament taking into consideration ice fees and officials costs. Any questions must be directed to the Tournament Advisor and/or CMHA Board.
- .11 No member of Canora Minor Hockey shall participate in any tournament that is not sanctioned by the Saskatchewan Hockey Association.

## **8. FUNDRAISING**

- .01 50/50 tickets must be sold at all home games for the home team's benefit.
- .02 All other fund-raising must be approved by the Board.
- .03 Teams will not solicit donations unless approved by CMHA.
- .04 As fundraising is necessary in order to keep Canora Minor Hockey operational, all fundraising proceeds, from any team within Canora Minor Hockey shall be the property of Canora Minor Hockey.
- .05 An exception is allowed by Canora Minor Hockey that if any team within Canora Minor Hockey is in Provincial playoffs, that team can fundraise for travel costs of the hockey players and coaches and the proceeds of that fundraising will remain with the team.
- .06 In addition to 8.05, All CMHA teams that are participating in provincial Playoffs will receive funding towards bus transportation for each provincial round, excluding the first round,

subject to board approval and pending quotes. 50/50 and gate admission must continue to be collected at every home provincial game and proceeds will remain with CMHA.

- .07 Any fundraising for provincials will not be carried forward to the next season. If there are funds remaining, the funds will become revenue for CMHA.

## 9. AWARDS

- .01 CMHA may purchase a banner for display in the rink recognizing a team's achievement(s) for the then current year.
- .02 Awards of recognition may be made for special occasions.
- .03 Team pictures will be provided by CMHA and displayed in the rink lobby.

## 10. COACHES

- .01 Each team in Canora Minor Hockey shall appoint, or elect a coach at the team fall meeting.
- .02 It is open for any team in Canora Minor Hockey to select a coach from within or outside of Canora Minor Hockey, in order to meet that team's goals for the hockey season.
- .03 Coaching application deadline will coincide with the closure of regular player registration unless the position is unfilled. If more than one individual allows his/her name to stand for the coaching position, a written ballot vote will be taken. A majority vote of the parents of hockey players on that team, present at the fall team meeting, is required.
- .04 **FAIR PLAY POLICIES:** It is in the best interest of player development and for the betterment of minor hockey that every player registered in the CMHA receives an equal share of ice time (no stopwatches). Coaches are responsible to ensure that each player receives a fair share of ice time during games and practices. Coaches may deviate from this guideline during approximately the last 20 minutes of a game if absolutely necessary or for the following reasons:
  - a) Discipline
  - b) Playoffs and carded teams
  - c) Lack of commitment to games and practices.
- .05
  - a) All coaches/managers must be familiar with the CMHA "Buddy System." (See Officiating)
  - b) Harassment of game officials by coaches or managers will not be tolerated and will be dealt with by the CMHA.
  - c) CMHA coaches/managers must address concerns about junior officials with a senior official of the Buddy System assigned to that division. No CMHA coach is permitted to directly address concerns with junior officials at any time.
- .06 The appointment and dismissal of coaches will be made by the CMHA Board.
- .07 The CMHA will advertise the need for coaches in the local newspaper and on the website.
- .08 Applicants for coaching and management positions will be required to complete and submit a resume and Criminal Record Check (good for 5 years) to CMHA.
- .09 Head Coaches will assist in selection of assistant coaches
- .10 Coaches and managers must comply with Hockey Sask, HC and CMHA rules and regulations.
- .11 Coaches' actions and their instructions to players must be tempered toward good conduct

and the welfare of the players. Coaches are responsible for the conduct of their players and themselves on and off the ice and will display gentlemanly conduct, good sportsmanship and good manners at all times.

- .12 Coaches will not allow head-shaving or horseplay by players.
- .13 The coach or manager with the Hockey University Safety Program Certification is responsible for ensuring that every player is dressed in CSA approved equipment while on the ice.
- .14 Coaches must ensure that players keep their dressing rooms clean and un-abused. An adult must be present at the dressing room with players at all times.
- .15 Coaches and/or Managers must ensure that game sheets are completed properly and are faxed to the league statistician or uploaded to the MHL website before noon the day following.
- .16 Coaches and/or managers are responsible for obtaining timekeepers and goal judges.
- .17 Coaches and managers will attend clinics sponsored by CMHA.
- .18 It is the coaches' responsibility to ensure that no profane language is used.
- .19 Coaches and/or managers must schedule league and play-off games during allotted times.
- .20 The coach and/or manager must approve the arrangements for each vehicle transporting players to out of town games.
- .21 The coach and/or manager must complete and acknowledge the appropriate equipment forms and be responsible for distributing CMHA equipment and collecting and returning that equipment after the completion of the last game for the season.
- .22 Coaches and/or managers do not have the authority to charge any equipment or related items to CMHA unless approved by the CMHA Board.
- .23 Concerns or questions must be discussed first with the Team Director.
- .24 Disciplines of coaches will be dealt with by the CMHA on an individual case basis.
- .25 CMHA will cover prearranged expenses for non-parent coaches selected by CMHA.
- .26 CMHA will provide an up to date rule/casebook for every CMHA head coach.

## **11. DRESSING ROOMS / ARENA**

- .01 An adult must be present at the dressing room with the team at all times.
- .02 NO SMOKING is allowed anywhere in the arena.
- .03 No puck shooting in dressing rooms, hallways, or waiting area.
- .04 No spitting on walls or floors.
- .05 Do not use walls, doors or floors as chalkboards.
- .06 Garbage cans are provided. Please use them appropriately.
- .07 Make sure all sink and shower taps have been turned off and all toilets and urinals are flushing properly before leaving the dressing room.
- .08 Leave dressing rooms clean and un-abused.
- .09 When finished using the dressing room, check that all garbage is disposed of, leave the key on the bench by the door, turn off the lights, and lock the door. (Rink staff will pick up the keys and check the condition of these rooms the next morning.)
- .10 Scorekeeping/Sound booth:
  - a) An adult must be present in the sound booth at any time that the sound booth is occupied.
  - b) No smoking in the sound booth.
  - c) Do not tamper with equipment in any way.
  - d) Make sure all sound equipment is turned off after use.

- e) Turn off heater and lights before leaving.
- f) Lock the door when finished using the sound booth.

.11 Ice surface:

- a) Players are responsible for removing all pucks and debris from the ice surface before leaving.
- b) Absolutely NO ONE is allowed on the ice surface during flooding nor until the ice has set and a member of their coaching staff has given permission.

## 12. PLAYERS

- .01 Players will notify the team coach or manager in advance if they are unable to attend games or practices.
- .02 All players must be fully equipped while on the ice with CSA approved equipment.
- .03 Players are responsible for CMHA equipment assigned to them.
- .04 Players are responsible for keeping their dressing rooms clean and un-abused.
- .05 Teams who abuse or damage arena facilities will be liable and disciplined by CMHA.
- .06 Harassment of game officials by players will not be tolerated and will be dealt with by CMHA.
- .07 Players will comply with their coaches' rules as approved by CMHA. Failure to adhere to the rules may constitute removal from the team.
- .08 A player's first commitment will be to his/her regular team.
- .09 The following affiliations must be adhered to as designated by a fair draft procedure and approved by the appropriate CMHA coordinator:
  - o U18 will AP from U15
  - o U15 will AP from U13
  - o U13 will AP from U11
  - o U11 will AP from U9
  - o U9 will AP from U7
- .10 A coach has the right to refuse a request to affiliate any of his players within 36 hours before a game or a practice of his team. It is the right of every player to play in a higher division of hockey when offered within CMHA.
- .11 If there is a surplus of players at the goalie position for a team the following selection method will be used:
  - a) Residency not seniority will be the first priority.
  - b) Tryouts for the team will be employed with the assistance of an impartial selector if the coach requests one.
- .12 Players trying out for a higher-level team must register with CMHA on the registration date in order to maintain their eligibility to be on a CMHA team in the event that the tryout is unsuccessful.
- .13 Goalies will be selected on the recommendation of the coaches involved.
- .14 Two goalies will be selected per team and will be rotated as equally as possible.
- .15 The CMHA Board must receive a letter from a player/parents stating an intention to discontinue participation in the CMHA.
- .16 CMHA will rebate a player's registration fee up to January 1<sup>st</sup> only. The rebate will be prorated to the date that the coach was notified of the player's intention to quit the team (Hockey Sask insurance exempt).
- .17 Rebates will not be granted to any player after January 1<sup>st</sup> for any reason other than injury or change of center. Any rebates will be prorated
- .18 Players traveling to an away game must be accompanied by a parent or guardian or a team official.



### **13. PLAYER RELEASES FROM CMHA**

- .01 The CMHA Board will approve and grant player releases under CMHA and SHA guidelines. Any two CMHA Executive members may sign releases within specified guidelines. All release requests must be submitted in writing prior to September 1.
- .02 A request for a release outside of these guidelines must be made in writing and submitted to CMHA prior to September 1. The Board will review, vote on and grant the release only for a valid reason (i.e., personal hardship). Voting will be subject to quorum as detailed in Bylaw 4, 2.04.01 of the Constitution.
- .03 **Release Guidelines for U7, U9 and U11 Age Groups.**
  - a) Player releases will only be granted where there is no team available in the home center. Releases will be granted based on the current season.
- .04 **Release Guidelines for U13, U15 and U18 Age Groups.**
  - a) Player releases will be granted for any player qualifying for a Tier 1 “AA” competitive team.
  - b) Player releases will be granted for players wishing to play on a larger center’s “A” team as long as there remains enough players to constitute a team or teams in the home center, excluding the player requesting the release.
  - c) Players intending to try out for a Tier 1 “AA” or an “A” team are required to provide the CMHA Board a letter of intent to try out for another team no later than September 1 of each year.
  - d) Written confirmation of acceptance to Tier 1 “AA” or to “A” team must be provided and release will be provided by October 15.
  - e) A release form needs to be requested each and every year played away; approval guidelines apply annually.
  - f) If a player release is declined by the executive, parties who disagree with the decision will be required to contact Hockey Saskatchewan to further request the player’s release. They must follow the requirements of Hockey Saskatchewan when requesting the release and behave in respectful way as they are representing our community. Canora Minor Hockey will honor all decisions of Hockey Saskatchewan.
- .05 **Release Guidelines for Female Player – All Age Groups**
  - o Player releases will be granted for female players to play on an all girls’ team, where CMHA cannot provide a girls’ team to play on. Above guidelines will be followed otherwise. Above guidelines will be followed otherwise.
- .06 **Changes to Player Release Policy must be ratified by the general membership at the general meeting in April or at a special general meeting of the membership subject to the voting restrictions as outlined in paragraph 6 (Amendments to The Constitution) of the constitution. As well, all proposed changes must be submitted to the Secretary at least 14 days prior to any general meeting.**

### **14. DIVIDING TEAMS OF SAME CATEGORY**

- .01 When CMHA divides its players in any one division into two or more teams of the same category, the first priority will be to make the teams equally competitive.
- .02 The following procedure will be used:

- a) CMHA will select coaches to divide the teams. The Board may use a neutral coach at their discretion.
  - b) The players to be divided will have a minimum of three practices together at the start of the season.
  - c) The coaches involved will use these practices to evaluate players.
  - d) The coaches and division coordinators will meet together after evaluation and then divide teams by draft procedure.
  - e) The teams selected from this meeting will be scrimmaged by the coaches to be evaluated for even split by coordinators and/or a neutral coach.
  - f) Coaches and coordinators will not announce teams until all player movements are final.
- .03 There will be no tiering in any division for regular season play.

## 15. EXHIBITION TEAMS

- .01 Exhibition team are defined as any carded Provincial or tournament team.
- .02 Teams outside of Geographic Subdivisions 2 to 6 who are registered with the Hockey Sask may combine to form a team for tournament/exhibition game purposes.
  - a. These teams may apply to register the team as of January 10th using the form Hockey Sask Tournament (Carded) Team Certification Form.
    - i. Ensure all players reside within the applicable radius from the sponsoring center. U13 and below – 80 kms, U15 – 120 km, U18 – 160 km.
    - ii. Written permission from the minor hockey association that each player is registered in MUST be obtained and kept on file.
    - iii. Teams can begin practice once their roster is approved.
  - b. These teams must be registered by February 10<sup>th</sup> and may begin playing games on March 1<sup>st</sup>.
  - c. They may begin practicing as of January 10<sup>th</sup> provided it does not conflict with their registered team.
  - d.
    - i. Players who are registered on Tier 1 teams within an Association are not eligible to be registered on a carded team.
    - ii. Players registered on a Provincial Playoff Team are not eligible to register on a carded team.
- .03 Coordinators will have parents' meeting before December 1<sup>st</sup> to discuss tournament teams and provincial playoffs.
- .04 All parents will fill out an CMHA provided form stating **YES** or **NO** to whether their child is interested in trying out for such a team. No player will be granted permission to play with another team for any reason should they vote **NO** or abstain from voting.
- .05 If there is interest in a team, coaches must apply before December 1<sup>st</sup>.
- .06 The coach will:
  - a. select a manager and an assistant coach.
  - b. explain to parents how they intend to select players and state if they intend to select players from outside the center of Canora.
  - c. ensure that regular team games and practices have priority over exhibition teams (exception will be provincial games as per Hockey Sask guidelines).
  - d. Selection of players will follow as per "AA" guidelines set out by Hockey Sask.
  - e. follow CMHA policy and procedure.
  - f. Ensure that such teams (with the exception of Provincials) will pay for all expenses. This includes tournament fees, practice and game ice time, officials, jerseys, socks and

goalie equipment.

## **16. DISCIPLINARY ACTIONS**

- .01 The Hockey Sask and leagues will deal with all violations of Hockey Sask or HC rules of play.
- .02 The Board will address formal and informal complaints and concerns violating CMHA Policies and Regulations to discuss whether disciplinary action will occur. If the party/parties are determined to have violated the Policies and Regulations, the following can occur:
  - 1. a warning and review of disciplinary actions and appropriate and acceptable behavior;
  - 2. a three (3) game suspension, or any number of games suspension as deemed appropriate for the situation;
  - 3. a suspension from team staff for the balance of the season, year, or indefinitely;
  - 4. or an indefinite suspension from CMHA events
- .03 Board members have the authority to request CMHA coaches, players or fans to leave the rink for abusive behavior.
- .04 Teams are responsible for any fines and money owed.

## **17. COORDINATORS**

- .01 Two non-parent Board members will serve in each division as coordinators.
- .02 The coordinators' duties include:
  - a) informing their division of CMHA and Hockey Sask guidelines.
  - b) chairing meetings upon the request of teams or CMHA.
  - c) being involved with the dividing of teams.
  - d) dealing with concerns or complaints in their division.
  - e) procure their division's roster for the next hockey season
- .03 Complaints:
  - a) It will be recognized that team complaints should first be dealt with internally.
  - b) Unresolved complaints may be forwarded to the division coordinators in writing.
  - c) The coordinators will then decide whether the complaint is valid.
    - i) If invalid, the complaint will not be pursued any further.
    - ii) If valid, the complaint will then be investigated and dealt with promptly and appropriately by the coordinators, ensuring that all sides have been heard.
  - e) Team concerns should be dealt with at a neutral time agreed upon by the parties involved. During games or practices is not favorable.
  - f) Unresolved complaints at this stage will then be forwarded to Board for review.

## **18. OFFICIATING**

- .01 CMHA will decide the rate of pay for referees, linesmen and evaluations. For the current season, rates of pay are posted on the Hockey Saskatchewan webpage under Officials.
- .02 CMHA referees will be reimbursed for travel costs as set by Hockey Sask per km based on total distance traveled from their home to the arena (round trip).
- .03 Officials will be scheduled for all CMHA games two weeks in advance where possible.
- .04 CMHA will supply a minimum of three officiating sweaters for officials that will be located in

the referee storage locker. CMHA will reimburse Canora Minor Hockey players registered and playing with Canora Minor Hockey who complete the officials course and work two (2) games in Canora. They must submit the receipt of fees paid for the officials clinic to the treasurer to receive reimbursement. Payment will be made when the official receives his or her officiating pay cheque.

- .05 All CMHA game officials will practice ZERO TOLERANCE. Any fan, team official or player, at the discretion of the referee, will be ejected from the game for unacceptable or offensive behavior.
- .06 Appointments of Officials:
  - a) A senior official is an adult referee selected by CMHA.
  - b) A referee must be at least two years older than players in the division he/she referees.
  - c) Linesmen must be at least one year older than the players in the division he/she referees. For the U18 division only, linesmen may be the same age as the players in that division.
  - d) A player or team official's immediate family is not permitted to referee any games which they are rostered. Unless, when absolutely necessary, it is discussed and agreed upon by the opposing team staff.
- .07 CMHA officials will participate in evaluation programs when requested. The CMHA "Buddy System" will be used to develop and evaluate all CMHA officials under the direction of the referee-in-chief.
- .08 CMHA coaches/managers must address concerns about junior officials with a senior official of the Buddy System assigned to that division. No CMHA coach is permitted to directly address concerns with junior officials at any time.
- .09 Any referee or official who is not at the rink 30 minutes before game time will be given a warning (1<sup>st</sup> offence) then penalized \$10 from their pay.
- .10 Any CMHA officials not wearing proper equipment will be penalized one-half of his/her pay for the game.
- .11 All CMHA officials must be at least 10 years old as of December 31<sup>st</sup> of the season that they are to officiate. First criteria the official must be in one age group higher than they are officiating. Second criteria the official may do games at the same age level if they are approved by a senior official or evaluator.
- .12 Managers will ensure that officials complete the Officials Payment Form. This will then be submitted to the treasurer. All our of town and senior officials will be paid by etransfer at the end of the game. If the official would like to be paid by cheque, they can request to be paid by cheque and will be paid every 2 weeks. Students grade 12 and under will complete the ref payment slip, have it signed by a team official and place it in the mailbox in the ref room. Student refs will have the option to be paid by cheque or etransfer once a month.

## **19. PARENTS**

- .01 All CMHA parents will be familiar with CMHA Constitution, Policies and Regulations.
- .02 Parent responsibilities:
  - 1. To act in a proper and respectful manner during games and toward players, team personnel, officials and Board members.
  - 2. To assist in any CMHA fund raising when required.
  - 3. To perform duties such as time keeping, announcing, gate collections, goal judging, 50/50 ticket selling and other duties when requested by team personnel.
- .03 Parent concerns:
  - a) Team concerns should be dealt with internally first. It is not favorable to deal with any concern during game or practice times. Concerns should be dealt with at a neutral time agreed upon by those involved. The 24-hour rule will be observed when

addressing team officials after any game.

- b) Should the concern be unresolved, parents must obtain further assistance from the division coordinators.
- c) Issues and concerns should be raised and dealt with promptly.

# Canora Minor Hockey Association

## 50/50 & Door Collection Guidelines

1. Each team must appoint a person responsible for setting up a collection schedule for all league, exhibition, and play-off games.
2. U7, U9 and U11 teams will be given a \$150.00 float and U13 and higher a \$300.00 float at the beginning of the season which will be returned to the treasurer no later than April 1<sup>st</sup> of the then current season. After each event, the cash proceeds must be counted, documented, and initialed by two separate individuals before forwarding the proceeds (net of float) to the treasurer for deposit. Standardized forms will be provided by the treasurer to account for all proceeds. Pee wee and higher Senior or out-of-town officials will be paid in cash at the end of games. All CMHA officials will be paid monthly by submitting time cards.
3. Collectors for each game must set up the collection booth at least 30 minutes prior to game time and must continue to collect until completion of the first period. For playoff games collection will continue until the end of the second period.
4. All CMHA players and immediate family are allowed free access to all CMHA games. No admission charges are to be collected.
5. Only Five team officials are exempt from paying admission. This applies to the home team as well as to the visiting team.
6. Admission for all minor hockey games **other than Provincial Playoffs** is as follows:
  7. Major Hockey League controls fees for all league games for adults.  
**Adult - ..... \$5.00**  
**Students 17 & Under ... \$2.00**  
**Children 12 & Under ... Free**
8. Admission for **Provincial Playoff games** is as follows:  
**Adults .....\$5.00**  
**Students 17 & Under .... \$3.00**  
**Children 12 & Under .... Free**
9. **Tournament Admission:**  
**To be set at the discretion of the tournament committee**

If you have any questions please contact the CMHA.

# Canora Minor Hockey Association

## Equipment Guidelines

Each team will be provided with a lockable locker that is equipped with the following:

### Home

- 20 sweaters
- 1 set of goalie pads (U9, U11)
- 1 goalie blocker (U9, U11)
- 1 goalie glove (U9, U11)
- 1 chest protector (U9, U11)

### Away

- 20 sweaters
- 2 sweater bags
- 1 clip board
- 1 first aid kit
- 2 captain letters ("C")
- 6 assistant letters ("A")
- 1 goalie stick per team (Beginner to peewee only)
- 2 tagged sets of keys which include locker key, equipment room key

## SWEATERS

1. CMHA sweaters are not to be worn for practices under any circumstances.
2. Team sweaters are the responsibility of each team's equipment manager.
3. Use provided sweater bags for storage when traveling to out of town games.
4. Sweaters are not to be kept by players. Sweaters must be collected by a designated Team Official after every game. Ensure that the sweaters are washed. Players, however, may take their sweaters home to have name bars sewn on if they wish. Do not glue name bars to sweaters.
5. Team sweaters are not to be traded to other teams without the approval of the equipment manager.

## KEYS

1. Head coaches and Managers are responsible for keys. A \$10 key deposit from each set of keys will be required at the beginning of each season and refunded at the end of season when all keys are returned.
2. The head coach and Manager are each responsible for returning them to the Treasurer at the end of the season.
3. Keys (with tags) must be returned and signed off by March 30<sup>th</sup>.

## OTHER EQUIPMENT

1. Keep equipment clean and in good repair.
2. Report the need for any equipment repair as soon as possible.
3. Keep equipment room and dressing rooms tidy and un-abused.
4. Keep locker and equipment door locked at all times.
5. Keep first aid kits fully stocked. See the equipment manager for supplies.
6. Each team will be given practice and warm up pucks at the beginning of the season. If pucks are lost or misplaced they must purchase their own pucks at their own expense.

# Canora Minor Hockey Association

## Game Day Duties

### Admission Collector

- a) must be a minimum of 18 years of age. 15 years of age may assist
- b) see *CMHA Collection Guidelines*.

### Scorekeeper/Announcer

1. Must be a minimum of 18 years old. Registered CMHA officials who are a minimum of 15 years or older may assist. Game officials are permitted in penalty box only.
2. Clipboard and game sheets are stored in team locker.
3. Ensure both home and visiting team players and numbers are listed on game sheet.
4. Use appropriately labeled game sheets. (For example, Major Hockey League game sheets have a Major Hockey League letterhead; Hockey Sask Provincial game sheets have a Hockey Sask letterhead, etc.)
5. When marking time of goals and penalties, use actual clock time (not elapsed time).
6. When marking type of penalty, use abbreviations as noted on game sheet cover.
7. Referee and linesmen must sign game sheet after the game.
8. The second copy of game sheet should be given to the coach of the visiting team after the game.
9. Return clipboard to home team coach/manager after the game.

### Timekeeper

1. Pick up frozen puck(s) from referee room freezer before game. Replace with fresh pucks each period.
2. Ensure scoreboard is set up.
3. Return pucks to the freezer after the game.

### 50/50 Fundraising

1. Pick up tickets and bucket from cupboard in the concession.
2. Tickets will be sold as: one colour for \$5.00, 3 colours for \$10.00. Draw winning ticket about 10 minutes into the third period and have announcer announce the winning ticket number.
3. Half of proceeds are given to the winner.
4. Remaining half of proceeds is given to the team treasurer.