

# **CDMHA**



# **POLICIES & PROCEDURES**

# CHETYWND AND DISTRICT MINOR HOCKEY ASSOCIATION POLICIES & PROCEDURES

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# **CHETYWND AND DISTRICT MINOR HOCKEY ASSOCIATION RULES GOVERNING PLAY**

## **RULES GOVERNING OFFICIALS OF CDMHA**

NOTE: Official is defined as anyone involved with the operation of a minor hockey team.  
i.e. coach, assistants, manager, team parent, etc.

1. No smoking by any official in the dressing room, on the ice, or on the bench. The Chetwynd & District Recreational facility is a non- smoking building.
2. Officials shall refrain from using obscene, profane, or abusive language or gestures to any person.
3. Drinking or evidence of having been drinking alcoholic beverages or using illegal drugs while in charge of CDMHA players will not be tolerated.
4. There is no Cell phone usage inside the change rooms – as per Social Media policy.
5. Officials shall take every precaution to ensure the good conduct and safety of players at all times.
6. No official shall allow any player to participate in games or practices without being legally equipped for the position he/she is playing as per the Hockey Canada rule book.
7. The team officials shall be responsible for the return of equipment to the equipment locker after every use.
8. A representative from each team should attend all Minor Hockey General Meetings.
9. In the event that the coach is unable to attend practices or games, he/she shall arrange for his/her assistant or other officials, who must be registered (insured) with CDMHA and Hockey Canada, to attend in his/her place.
10. CDMHA will pay for Ten (10) official's Hockey Canada registration card per team for Pre-novice and Novice. If additional cards are required, it will be the responsibility of the individual team to pay.
11. a) Each team must have a minimum of six (6) separate team executive positions: coach, manager, team parent, safety person, tournament coordinator and jersey parent once the team has been formed. These positions must be filled. Coaches also need to select assistant coaches from names provided by the CDMHA Head Coach.  
  
b) In regards to Provincial teams and Rep teams, teams will have a minimum of two (2) Coaches certified in Development 1, with two (2) separate safety trainers, one (1) manager, team parent, tournament director and jersey parent. These are minimum requirements. \*The number of safety trainers cannot exceed the number of coaches.

c) Teams will not be allowed to card until they have met the minimum requirements. Carding deadline is Dec. 01.

12. Officials will be at the arena early enough to ice their team at the designated time.
13. The coaches must play all player an equal portion of the time during house games, both exhibition and tournament.
14. Any player or official penalized for a major infraction shall be subject to Hockey Canada and BC Hockey rules. Additional penalties may be imposed at the discretion of the executive.
15. Minor penalties in games shall be three minutes for straight time and two minutes for stop time play.
16. Officials must not allow player on the ice unsupervised. When practices or games are over, coaches, or their alternate, must ensure that players leave the ice promptly.
17. All Coaches must wear approved helmets during practice as per BC Hockey regulations.
18. The President has the authority to take immediate corrective action against any official for the infraction of any of the above rules and regulations.
19. The Referee-in-Chief has the same authority over referee and linesman as the President as outlined in Rule 18 above.
20. The CDMHA Executive has authority over all officials in the association in regards to methods of training and coaching, conduct of players while on the ice, during games, practices, and during or attending any Minor Hockey functions.
21. Hockey Canada Injury Reports must be completed and forwarded to the Risk Manager within 72 hours of an injury. This applies to injuries incurred during either a game or a practice.
22. Any infraction of these rules and regulations shall render a member liable for suspension from CDMHA.
23. A referee has the authority to enforce all rules as laid down by the CDMHA pertaining to conduct during a game.
24. The CDMHA executives or a member appointed will be required to report on the operation of the association at the Annual General Meeting.
25. The manager or official acting on his/her behalf must advise the ice coordinator in advance when his/her team will not be utilizing any scheduled ice times. See Managers` package for proper procedure.
26. As per BC Hockey Regulations, all bench staff must be certified with ``Coaches` Respect In Sport``. CDMHA will reimburse all its team bench staff upon successful completion.

Team Executives: Managers, tournament director, team parents, jersey parents do not need the ``Coaches Respect In Sport`` and will not be reimbursed for this course.

27. All teams must have at least one parent per family take or to have taken Respect in Sport (RIS) Parent program. CDMHA will not reimburse the parent RIS program.
28. Team Executive are not allowed to solicit players from one CDMHA team to play on another team without first obtaining permission from the parent or guardian and then from the CDMHA Head Coach and or President.

#### **RULES GOVERNING PLAYERS OF CDMHA**

1. All players on the ice must properly wear the necessary protective equipment as required by BC Hockey. There are no exceptions to this rule.
2. Registration fees must be paid to CDMHA and the Registrar must enter the player into the Hockey Canada Registry so he/she is insured before any players play or practice. All NSF or returned cheques given as registration payment must be honored before players can participate in any practice or game.
3. Medical forms are to be completed before any players participate in any games.
4. No smoking by any players in the dressing rooms, on the ice or in the player`s box.
5. Players shall refrain from using obscene, profane, or abusive language or gestures to any person.
6. Drinking or evidence of having been drinking alcoholic beverages or using illegal drugs while representing CDMHA will not be tolerated.
7. Cell phone use is prohibited in the change rooms – as per CDMHA Media Policy.

#### **RULES GOVERNING PLAY**

1. All players must be registered and begin play in their respective divisions.
2. In order to have player movement, the following steps must be followed:
  - a. Player movement applies to all CDMHA divisions/teams.
  - b. All player movement must be completed in a timely fashion and MUST be completed within 30 days after start of the season. This will enable the player(s) to participate in any available checking clinics.
  - c. All written requests must be acknowledged by the CDMHA Head Coach. The CDMHA head coach will notify both of the affected team`s Head Coaches of the player movement requests.

- d. Any parent of a player requesting movement will be ineligible to fill the position of head coach of either affected team, until after movement has been approved or declined.
3. Female Dual Roster:
    - A written request must be submitted to the Executive head coach.
    - Player must indicate the preferred team that they wish to play with.
    - A `shared` player must have the approval from the preferred team`s head coach in order to play with the 2<sup>nd</sup> team.
    - Additional registration will be half the full division cost of the 2<sup>nd</sup> team, less administration fee.
  4. To move a player Up or Down a division:
    - A written request must be submitted to the Executive Head Coach, along with a \$50 fee.
    - A player moving up must be a second year player.
    - A player moving down must be a first year player.
    - The player will be re-evaluated mid-December.
  5. In the level the player(s) are moving from, there must be at least 13 remaining players. This leaves the team with two full lines, plus a goalie and two (2) spares.
  6. In the level the player(s) are moving to, the players cannot exceed 15 skaters - three (3) lines and two (2) goalies.
  7. Player movement will not occur if it leaves a team with no goalie.
  8. Player movement will not occur if it creates a team with three (3) goalies.  
Movement that creates two goalies per team is supported.
  9. Player movement will be supported if it helps to create two (2) recreational teams, providing that coaching requirements are met and team executive is in place.
  10. Player(s) will be evaluated prior to movement by the CDMHA Head Coach, one coach from an unrelated team and one neutral person. The neutral person must not have any connection to either affected team. An effort should be made to have the evaluators attend the same practices.
  11. Player(s) should be evaluated at one practice of each affected teams.
  12. The CDMHA Head Coach must present ALL evaluations to the Executive board for approval and final vote.
  13. Player divisional registration fees will not be adjusted if movement occurs.
  14. 14. If CDMHA does not have a Rep team players will be allowed to try out for Rep teams at boarding associations. If those associations open up there try outs to all divisions.
  15. All team decisions that our made by vote must have 70% to pass.

16. CDMHA players and coaches will follow CDMHA IP program with discretion and consideration of coaching capacity

## CDMHA AFFILIATED PLAYER POLICY

The goal of the CDMHA on affiliation use is to provide all our teams with enough players to play competitively in their respected divisions.

### 1. Selection of Affiliated Players

#### a.) Atom to Pee-Wee

Atom players are only to be affiliated with the Pee-Wee division when numbers are low and there is a need for it.

Atom players are not to be affiliated with the Pee-Wee Rep/Carded team if there is a Pee-Wee Recreational team to affiliate from.

Atom players can be affiliated to a Pee-Wee Recreational team.

The Coach of the Pee-Wee Recreational team will ultimately decide how many affiliates he/she needs.

The coach of the Atom team will submit a list to the head coach of the CDMHA of who he/she feels is ready to play Pee-Wee hockey. If needed, the head coach and the coaches of the Atom team and Pee-Wee team will then ultimately decide on which players will be added to the Pee-Wee roster as affiliated players.

#### b.) Pee-Wee to Bantam

The coach of the Pee-Wee Rep/Rec team will submit a list to CDMHA Head Coach of players he/she feels are ready to play Bantam hockey, if needed.

The CDMHA Head Coach and the coaches of the Bantam team and Pee-Wee teams will then ultimately decide on which players will be added to the Bantam roster as affiliated players.

#### c.) Bantam to Midget

The coach of the Bantam Rep/Rec team will submit a list to the head coach of the CDMHA of players he/she feels are ready to play Midget hockey, if needed.

The CDMHA Head Coach and coaches of the Midget team and Bantam team will then ultimately decide on which players will be added to the Midget roster as affiliated players.

### 2. Practicing with the Affiliated Team

a.) Practice with affiliate team up to 20 practices under the discretion of the teams coach and can not interfere with the teams schedule. Extra ice practices excluded.

b.) all team activities such as dry land are up to the coach`s discretion, but cannot interfere with the affiliates` team.

### 3. Affiliated player`s coach must be asked first then the parents if the player can be played.



4. Affiliates must commit to their team first and not leave their team short. Coach decides what is ``short``. No reasonable request for a player should be refused.
5. Novice / Initiation players shall not be used as affiliate players unless approved by the CDMHA Head Coach.
6. Any grievances, please follow the CDMHA`s policy for complaints.

## **AFFILIATION RULES & REGULATIONS**

1. CDMHA will follow BC hockey and Hockey Canada Player affiliation rules and regulations  
Hockey Canada Regulation E35a

## **CDMHA REGISTRATION**

## A. General

No player may participate in Association activities unless he/she is properly registered with the Registrar of the Association and registration fees have been paid in full.

Registration fees are to be set by the CDMHA executive annually. Registration fees include 2 practices per week, 1 home tournament, and Christmas ice.

**FAMILY RATE:** Should a family have 3 or more children registered in CDMHA, the two oldest players shall be charged full fees. The subsequent younger player(s) will be charged half fees. This does not apply for dual roster females.

Goalies will receive 50% off registration for providing their own gear in Atom, Pee-Wee, Bantam, Midget and Girls divisions, for a full season play as goalie.

**NOTE:** Only one discount per player.

## B. Early Registration

Players registering in June will be eligible for early registration fees on the designated registration night(s).

## C. New Players

For players new to the Association, registration will be accepted during registration on the specified dates as set annually by the executive.

The following will be required:

- Player`s Birth Certificate
- Proof of Residence  
(i.e.: Utility bill / Parent`s drivers licence with current physical address)
- Registration Fees

Registration will not be accepted until the Association is provided with all of the above.

## D. Players attending higher category Try-Outs out of town

- **Must be registered with CDMHA.** The Registrar will pre-register them on the Hockey Canada Registry so that the player is insured.
- **Must notify CDMHA of their intent, by notifying the Registrar** at time of registration or with-in a week prior to tryouts.
- Players wishing to try-out after participating on CDMHA ice must have the approval of the executive.

- Should a player wish to return to CDMHA, they must do so prior to Jan 1<sup>st</sup>. The executive will review / verify the reasons for the player`s return and, space permitting in the division, approve/disapprove the registration and fees.

#### E. NSF Cheques

- Upon notification in writing, the member has two (2) weeks from the date noted on the letter, or if notified verbally, one (1) week to rectify the situation.
- After this date, the Treasurer will notify the member and his/her coach that the player is ineligible to attend any games or practices until the situation is rectified.
- The Treasurer will inform the member and his/her coach once the player is eligible to play.
- There will be a NSF fee corresponding to current bank charges.
- Two or more NSF cheques will require the member to pay their registration in full by cash, bank draft, or money order.
- Fees payable and outstanding at the end of the season will place the `member family` in bad standing and no registrations will be accepted for any member of the family until the monies owing are paid.

#### F. Late Registration

- Registration received after the September Open House at the Rec Centre are subject to the approval of the executive.
- There will be no registration after January 1<sup>st</sup> without executive approval.

#### G. Registration Refund

- It is the responsibility of the parent of the player to apply in writing for any refund.
- Request for Refund form can be found on the CDMHA website.  
Submit completed form to the Registrar.
- There will be no refunds for any players currently serving a suspension from Chetwynd and District Minor Hockey Association (CDMHA), Peace River District Minor Hockey Association (PRDMHA), BC Hockey or Hockey Canada.
- There will be no refunds for any players whose applicable fees have not been paid in full or have monies owing to the Association.

- Please allow two (2) weeks for processing of the refund. After that period, any inquires regarding payment or refund should be directed to the Treasurer. All refunds will be delivered by mail.
- Once the request for a refund of the registration fees is received by the registrar, the amount of the refund will be determined as follows:
  - 100% fees refunded before October 01.
  - A \$50 administration fee will be assessed to ALL registration refunds after October 01. This is to cover the player`s insurance, BC Hockey memberships, and PRDMHA membership costs which are charged to CDMHA one the player is rostered to a team.
  - 75% fees refunded (minus administration fee) before November 15.
  - 50% fees refunded (minus administration fee) before December 15.
  - No refunds after December 15<sup>th</sup> of current season. Exceptions may be granted for those players who resign because of illness/injury or moving out of the Chetwynd and District Minor Hockey District. In the case of illness/injury, a letter from the family physician will be requested.
  - No refunds for Rep Try-outs.

ALL refunds need to be completed on the refund request form and must be either mailed to CDMHA at Box 911, Chetwynd c/o Registrar, or emailed to the Registrar. NO EXCEPTIONS.

#### H. Reissuing Receipts

- There will be a \$5 charge to reissue receipts for player registration.

## CDMHA TEAM SELECTION CRITERIA

### HOUSE LEAGUE

- Coaches and Head Coach form the Selection Committee.
- An assessment schedule 1 – 5 {1 will be considered the better skilled and 5 the less skilled player(s)}.
- Evaluation period should encompass a two-week period.
- Teams are to be determined by October 15<sup>th</sup> of each year.
- After a game series is completed, a re-evaluation may be required to balance the teams.
- This process should be completed by no later than end of October.

### DEVELOPMENT TEAM

- Teams do not card at the Atom level, and is not considered a Rep team.
- Atom Development team will follow Equal Ice Rules for play.
- An Atom development team may be considered if there are more players registered for that division than can be rostered on one team ( >19 ).
- Try-out procedures for Atom Development will be followed the same as for Rep try-outs.

### REP TEAMS

Rep try-outs in the Pee-Wee, Bantam, and Midget divisions, as well as Development try-outs in the Atom division will be offered provided the following criteria is met:

- Pee-Wee, Bantam, Midgets:
  - A minimum of 23 players have registered in the division by the last registration date.
  - The minimum number of players on a rep team is 12 (for carding purposes)
  - This cannot leave the House team with less than 11 players.  
NOTE: These numbers are minimums and become less optimum as the division gets higher.
- Atom:
  - More than 19 players have registered in the division by the last registration date.
- A Head Coach has been selected with the necessary qualifications (or willing/able to attain them in the current season).
- A minimum of 60% of the registrants express interest in Rep/Development hockey. (There must be enough players interested to warrant try-outs; without try-outs it is not a Rep team).
- There may be additional Rep/Development team registration fees for each player, payable upon notification of successful qualification. This fee will be implemented should the

Rep/Development team receive preferential ice (i.e.: full ice or preferred times) as compared to the house team. This fee will be set annually by the executive.

- All players in the division will be provided the opportunity for Rep team try-outs.
- Rep try-outs will be coordinated by a Rep tryout committee, appointed by the executive, in conjunction with the Rep team's head coach.
- Rep try-outs will be held in September prior to the start of regular CDMHA practices. In conjunction with the executive, the Rep team's selected Head Coach will ensure all eligible players are provided with preliminary information regarding rep hockey on his team and Rep try-outs. The executive will ensure the tryout dates and times are well advertised.
- The Coach shall hold a Rep try-out meeting with all parents and players to outline what type of team the Coach is attempting to assemble, hockey philosophy, how players will be evaluated, and what drills or games will be used during evaluation. The parent meeting can occur prior to or during the first Rep try-out session.
- Each player shall be guaranteed a minimum of 3 tryout ice sessions.
- The Rep try-out committee will select a non-biased panel of three (3) evaluators with sufficient hockey knowledge for the division in question. Players will be evaluated on such things as ability, skills, size, hockey sense, work ethic, etc. The Rep head coach will also evaluate the players and include such things as attitude, desire and coach-ability. The team will be selected based on the evaluations of the three (3) evaluators and the Rep Head Coach.
- The number of players/goaltenders making up the Rep team will be determined by the executive based on total number of players in the division and what is best for the development of each player and the division as a whole.
- All releases shall be done by the Coach in private. The Coach shall explain in person to each player as to why the player is being released, and offer constructive criticism as to which areas the player must concentrate on in order to improve to a level required for competitive hockey. A member of the executive must be present for all releases. The player's parent(s) may be present if they desire.
- Initially, all players shall be selected from the evaluation try-out process. Any player unable to attend the set try-out dates due to extenuating circumstances (i.e.: injury, sickness, vacation etc.) may notify the CDMHA Head Coach and upon approval, arrange a later evaluation. Coaches who wish to select players from House ice sessions later in the year must first consult with the CDMHA Head Coach to receive approval. The CDMHA Head Coach would then notify the player's coach before setting up a meeting with the player's parents, the player and the Rep coach.
- The initial evaluation will be based on the above mentioned criteria and players must maintain these criteria throughout the season. Players must be informed that the Rep team is a privilege,

not a right. Documented incidents of attitude deficiencies will be maintained with notification to the executive, players and parents.

- No player shall be cut after November 15<sup>th</sup> unless for disciplinary reasons. All cuts must have executive approval.
- All players must be carded through BC Hockey.
- Any coach not willing to abide by the rules will be replaced.

### **RULES GOVERNING PROVINCIAL TEAMS (CARDED)**

1. Provincial teams are not Rep teams unless try-outs have occurred.
2. The standard applies for fair ice distribution. Fair ice meaning the coach can use power play and penalty kill units.
3. With two goaltenders, the coach can use a 40/40 split and the remaining 20% at the coach's discretion.
4. Earned ice does not apply to House teams or Carded teams.
5. Players must receive regular rotation of shifts with the exception of power plays and penalty kill.
6. CDMHA recognizes the fact of competitive play for Provincial Championships and will allow the coach some discretion in length of shifts in a competitive game.
7. Coaches can only restrict ice time for disciplinary reasons.
8. Coaches must strive to play all players as fairly as they can on all CDMHA teams, with the exception of Rep teams.
9. Any deliberate infraction of this rule shall render a coach liable for discipline.



# CDMHA SOCIAL MEDIA AND NETWORKING POLICY

## 1. INTRODUCTION

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, MySpace, LinkedIn, Foursquare and any other social media network that allows users to communicate online.

The policy will be applicable to all members of the CDMHA Community, including Directors, Teams, CDMHA members and staff, on-ice and off-ice officials, players, players' family members and supporters.

The CDMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. The CDMHA also respects the right of all Teams and Association personnel to express their views publicly. At the same time we must be aware of the dangers of social media and networking can present.

The purpose of this policy is to educate the CDMHA members on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject disciplinary action by the **Team, League and/or CDMHA or BC Hockey**.

## 2. SOCIAL MEDIA GUIDELINES

- a) The CDMHA holds the entire CDMHA membership who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- b) Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.
- c) It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- d) Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- e) Use your best judgement at all times – pause before posting. Once your comments are posted they cannot be retracted. **Ultimately, you are solely responsible for your comments** and they are published for the public record.

- f) Players or hockey operations staff are not permitted to participate in social media or networking two (2) hours prior to the start of a CDMHA game and at least one (1) hour following the completion of a CDMHA game.

### 3) SOCIAL MEDIA VIOLATIONS

The following are examples of conduct through social media and networking mediums that are considered violations of the CDMHA Social Media and Networking Policy and may be subject to disciplinary action by the Team, CDMHA, League and/or BC Hockey.

- a) Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
- b) Divulging confidential information that may include, but is not limited to the following:
- Player injuries;
  - Player movement;
  - Game strategies; or
  - Any other matter of a sensitive nature to a member Team, the Association or an individual.
- c) Negative or derogatory comments towards on-ice officials, teammates, coaching staffs, team executive member, CDMHA Executive, supporters, sponsors.  
Pause before posting. These types of comments WILL result in discipline.
- d) **Any form of bullying, harassment or threats against players or officials.**
- e) Photographs, video or comments promoting negative influences or criminal behaviour, including but not limited to:
- Drug use,
  - Alcohol abuse,
  - Public intoxication,
  - Hazing,
  - Sexual exploitation, etc.
- f) Online activity that contradicts the current policies of the CDMHA or BC Hockey.
- g) Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with BC Hockey policies and regulations on these matters.
- h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

#### **4) DISCIPLINE**

Any infraction of this policy will be dealt with by CDMHAs' executive and/or discipline committee. Depending on the nature of the infraction and the content that was posted may be further dealt with by BC Hockey.

#### **5) SUMMARY**

When using social media and networking mediums, the CDMHA members should assume at all times they are representing the CDMHA and/or Teams. All members of the CDMHA should remember to use the same discretion with social media and networking as they do with other traditional forms of media. Should the identity or image of any member of the CDMHA be used in Social Media and Networking without the Individual, Team or Association authorization will be considered to be identity theft. Please notify your CDMHA Team management or the CDMHA Executive immediately.

Any use of a player or team member's image or likeness without the written consent of the CDMHA is strictly prohibited.

### **POLICY REVISION PROCEDURE**

Any section(s) of the Policy and Procedures Manual can be revised, edited or deleted by majority vote of the board of directors at any Executive meeting. There must be a notice of motion given 14 days prior to the vote. The notice of motion must be in writing with the proposed wording of the revision section.

Any substantive change in the manual will be communicated to the membership by posting on the CDMHA Bulletin board and/or on the CDMHA website.

Any member wishing to initiate a revision of the Policy and Procedures manual may do so by providing a copy of the proposed revision to CDMHA Executive via a General Meeting.

Executive may review and the policy above followed.

## **CDMHA EXECUTIVE JOB DESCRIPTIONS**

### **PRESIDENT**

The term of the President is one year and to be eligible for election as President, candidates must have been members of the Executive for at least one previous year.

- Complete criminal record check and submit it to the Executive.
- Forward copy of President's Criminal record check to the PRDMHA.
- Ensure that all CDMHA Executive complete their criminal record checks.
- To set agenda for meetings with the secretary.
- To hold and chair regular meetings and any emergency meetings that are called.
- To help pick up and distribute mail.
- Draw up budget with the Treasurer.
- Will enforce approved motions.
- Supervise and follow up on any duties other executive members are responsible for.
- Establish other association committees not necessarily listed in executive job descriptions.
- To make decisions in an unbiased manner.
- To have the ability to resolve problems at short notice.
- To be on-call throughout the entire hockey season.
- To attend all Peace River Regional District Minor Hockey Association meetings.
- Working with the Secretary and Treasurer, initiate corporate sponsor letters for CDMHA and maintain sponsor letters.
- Working with the Secretary and Treasurer, coordinate other grant-in-aid funding applications.
- To ensure fund raising events are coordinated by each division.
- To assist in the organizing of the year-end Minor Hockey Banquet and awards.
- To report at meetings.
- The President shall act as the official representative of Chetwynd Minor Hockey.

### **VICE PRESIDENT**

The term of the Vice President is one year, and to be eligible for election as Vice President candidates must have been members of the Executive for at least one previous year.

- Complete criminal record check and submit to the executive.
- To support the President in duties listed above.
- To attend all PRDMHA meetings with the President.
- To act as President when the President is unable to do so.
- Will chair Discipline Committee should the need arise unless directly involved.
- Record pertinent data on players and players' penalties.
- Record pertinent data on coaches and coaches' penalties.
- Establish a committee and coordinate year-end Minor Hockey Banquet.
- To report at meetings.

## **PAST PRESIDENT**

- Complete criminal record check and submit to the executive.
- To support the President in the duties listed above.
- To act as advisor for current executive.
- To report at meetings.

## **SECRETARY**

- Complete criminal record check and submit to the executive.
- To set agenda for meetings with President.
- To book meeting place of all general and executive meetings.
- To record and distribute minutes of meetings.
- To be responsible for correspondence including drafting letters as necessary.
- Have custody of all records and documents of the association.
- Maintain and update as necessary CDMHA Constitution & Bylaws.
- Have custody of the common seal of the society.
- Submit list of CDMHA executive to BCAHA and PRRDMHA.
- Order current BCAHA & CHA Bylaws and Constitutions.
- To report at meetings

## **TREASURER**

- Complete criminal record check and submit to the executive.
- Draw up a budget with the President.
- Arrange signing authorities on CDMHA bank accounts.
- To receive all monies and make bank deposits.
- To issue cheques for Accounts payable.
- To do bank reconciliations.
- To draw up financial statements.
- Keep financial records necessary to comply with the society's act.
- To present a treasurer's report at meetings
- Work with the President to coordinate other grant and funding applications.
- Accounting experience is an asset

## **REGISTRAR**

- Complete criminal record check and submit to the executive.
- To organize registration
- Submit registration to BC Hockey for each player, coach and assistant.
- Provide list of players to all coaches and Head Coach
- To assist with carding players.
- To report to executive on membership.
- To report to teams on all outstanding dues.

- Work with the Treasurer to make sure that all deposits match registration dues.
- Work with Head Coach and Risk Manager to ensure all Bench Staff have valid certifications.
- To report at meetings.

### **ICE COORDINATOR**

- Complete criminal record check and submit to the executive.
- Responsible for notifying the Rec Centre at start of season of your official status and informing them that all ice cancellations and extra ice time bookings must come from you directly, if they are being billed to CDMHA.
- Responsible for attending all Rec Centre ice user meetings.
- Responsible for making and posting monthly ice schedules.
- Responsible for bookings of all ice, tournaments, and additional ice times.
- Notify coaches of ice schedules and any changes.
- To send out list of Chetwynd Minor Hockey Tournament dates to PRDMHA prior to the beginning of the season.
- To work with the Treasurer with monthly billings.
- To report at meetings.

### **HEAD COACH**

- Complete criminal record check and submit to the executive.
- The Head Coach will not coach a team unless it is a last option situation, and must have Executive approval.
- To provide direction to all coaches via regular coaches' meetings.
- Ensure that each teams' coach receives a CDMHA Coach's Manual.
- To act as liaison between coaches and executive.
- Institute and maintain a high calibre of coaching ability in all teams.
- To be involved in setting up coaches application forms annually.
- To organized coach and assistants application process.
- To set up and organize Coaching Clinics
- To follow-up on Coach's completion of post task assessments and submission to BC Hockey.
- Will head committee to assess player movement requests.
- To call previous years coaches to invite them to apply for the current season.
- To report at meetings.

### **REFEREE COORDINATOR**

- Complete criminal record check and submit to the executive.
- To coordinate referee's schedule for all divisions.
- To coordinate referee's schedules for tournaments and liaise with tournament directors.
- To coordinate referee's schedules for APL games and NERHL games and liaise with managers.
- Ensure that a high standard of officiating is maintained.
- Ensure that all referees and linesmen in CDMHA are registered with BCAHA.

- To notify Executive in all cases of Gross Misconduct.
- To set up and organize Referee Clinic.
- Has authority over all referees.
- Ensure all rules for BC and Alberta are accessible in Ref Room.
- Ensure there is no game conflict when scheduling Junior refs.
- To report at meetings.

### **EQUIPMENT MANAGER**

- Complete criminal record check and submit to the executive.
- To maintain a complete inventory of all Minor Hockey equipment.
- Ensure all coaches have access to equipment lockers.
- Ensure all equipment is well maintained and replaced when needed.
- To maintain first aid supplies.
- Ensure all jerseys have been returned at the end of the season.
- To review condition of equipment and Jerseys prior to end of season.
- Purchasing agent for equipment.
- Sign out equipment to goalies attending hockey school.
- To report at meetings.

### **PUBLICITY**

- Complete criminal record check and submit to the executive.
- To be in charge of all advertising with the various media sources.
- Maintain a positive image of Minor Hockey within the community.
- Maintain Minor Hockey Bulletin Board in the arena lobby.
- Maintain Minor Hockey Trophy Case in arena lobby.
- Promote Minor Hockey week (3<sup>rd</sup> week of January).
- Establish a committee and coordinate year-end Minor Hockey awards.
- Work with President to initiate corporate sponsor letters for CDMHA and maintain sponsor records.
- To report at meetings.

### **HEAD TEAM COORDINATOR**

- Complete criminal record check and submit to the executive.
- To act as liaison between Executive and Coaches/Team Managers/Team Parent in order to keep them informed of all pertinent information for players and teams.
- Meet with Team Parent and Team Managers at the beginning of the year to give an overview of the role of Team Executive positions.
- To coordinate Minor Hockey team/individual photo dates and times.
- Contact coaches, team managers, team parents, players and parents for special events.
- To report at meetings.

## **FUNDRAISING**

- Complete criminal record check and submit to the executive.
- To coordinate all association fundraisers and fundraising committees.
- Contact coaches, team parent, players/parents for fundraising events.
- To keep an up-to-date financial accounting of all fundraising activities.
- To report at meetings.

## **RISK MANAGER**

- Complete criminal record check and submit to the executive.
- To become knowledgeable in the BC Hockey Risk Management Program.
- To create and maintain a risk management file for CDMHA.
- To promote effective risk management within CDMHA.
- To work with minor hockey executive and local Recreation Centre to help identify major risks and make recommendations to reduce or manage those risks.
- To report all accidents to BC Hockey.
- To file any necessary claims.
- Distribute team/player medical forms to team safety trainers.
- To ensure Bench Staff and Team Executives have completed appropriate Respect in Sport courses and Criminal Checks, and that all qualifications are still current.
- To ensure at least one parent of each registered CDMHA player has completed their Parent Respect in Sport and/or are still current.
- To report at meetings.

## **TOURNAMENT DIRECTOR**

- Complete criminal record check and submit to the executive.
- Apply for tournament sanctions when team are made.
- Set up tournament meeting at the beginning of the year.
- Prepare a tournament director booklet with all pertinent information.
- Order the Most Sportsmanlike Trophies.
- Collect tournament financials from teams.
- Regulate the sign in/sign out of all tournament items located in Minor Hockey office.
- Order games sheets.
- Send tournament sanction report to BC Hockey when completed.
- Report at meetings.

## **LEAGUE REPRESENTATIVE – APHL, NERHL, FEMALE**

- Complete criminal record check and submit to the executive.



- Attend all APHL and NERHL meetings on behalf of CDMHA
- Liaison between the APHL, the NERHL, and CDMHA executive and Teams.
- To report at meeting.

#### **WEB SITE COORDINATOR**

- Complete criminal record check and submit to the executive.
- Overall maintenance of the CDMHA website.
- To ensure all new CDMHA policies, forms, and information is updated on the website.
- To assist Team Managers with uploading team pictures and information.
- To report at meetings.

All Executive members are required to attend and report at all CDMHA General and Executive meetings. If any Executive member misses more than three (3) non-excusable meetings during the year, they will forfeit their Executive position.

### **COMMITTEES AND COORDINATORS**

The following is to be established at the first Executive Minor Hockey Meeting of the year:

- Coaches Selection Committee:  
Head Coach plus 4 Executive Members
- Player Movement Committee:  
Head Coach plus 4 others
- Discipline Committee:  
Vice President (Chairman) plus 4 members appointed by the Executive
- Appeals Committee:  
Chairman plus 2 Executive members, all of which are appointed by the President
- Hockey Parent Handbook Coordinator:  
Publicity
- CDMHA Policies & Procedures Manual Coordinator:  
Secretary
- Grants-In-Aid Coordinators:  
Treasurer, President, Secretary
- Hockey Team Photos Coordinator:

Head Team Person

- Year-End Minor Hockey Banquet Committee:  
Vice President + 2 Executive Members
- Year-End Minor Hockey Awards Committee:  
Publicity + 4 Executive Members

## **CDMHA TEAM OFFICIALS JOB DESCRIPTIONS**

The make-up of each team will be slightly different and the Team Executive may decide which duties will be the responsibility of which member. The following is provided as a guideline to advise what the CDMHA Executive expects from each team.

### **COACH**

- Complete criminal record check and submit to CDMHA Risk Manager.
- Must maintain appropriate Coach's Level of certification for division/category of team.
- Must complete/have valid Coach's Respect in Sport certification.
- Must be in attendance at every game and practice or appoint someone to take his/her place that is eligible.
- Select his/her assistant coaches from names provided by CDMHA Head Coach.
- Make certain that all BC Hockey and CDMHA rules and league rules that apply to that particular team are strictly adhered to.
- Provide a good role model and adhere to the Coach's Code of Conduct.
- Make certain that the players do not step on the ice before the arena buzzer sounds, or before the Referee officials in a game situation.
- Call a team parent meeting at the beginning of the season and delegate team officials: Team manager, Team Parent, Jersey Parent, Safety Trainer, Tournament Director, Team Publicity.
- Make certain team executive is present in the dressing room and that absolutely no form of hazing occurs.
- Attend all meetings that the CDMHA Head Coach may call, and pass along information to the team.
- Select Award recipients for the Year End Hockey Banquet and Awards Night: Most Dedicated, Most Improved, Most Sportsmanship and Leadership.
- File nominations for other player awards for the Minor Hockey Banquet and Awards Night.
- CDMHA will cover 100% of the registration cost of the coaching clinics and Coach's RIS for all volunteer coaches.

### **ASSISTANT COACHES**

- Complete criminal record check and submit to CDMHA Risk Manager.
- Step in and take over when the Coach is absent.
- Assist coach during practices and games.
- Must maintain appropriate Coaches Level of certification.
- Must complete/have valid Coach's Respect In Sport certification.
- Provide a good role model and adhere to the Coach's Code of Conduct.
- Assist in the selection of recipients of the Year End Award selection.
- CDMHA will cover 100% of the registration cost of the coaching clinics and Coach's RIS for volunteer coaches.

## **TEAM MANAGER**

- Complete criminal record check and submit to CDMHA Risk Manager.
- Make certain that all coaching staff are approved by CDMHA to go on to the ice.
- Maintain updated team rosters, complete with registration numbers, birthdates and Jersey numbers.
- Arrange for games, both home and out of town.
- Book referees with Head Ref for home games.
- Liaison with the Ice Coordinator for extra practice times, home games and ice cancellations. Teams are not to contact the Rec Centre staff directly concerning ice times.
- Advise the Ice Coordinator when they will not be requiring any previously scheduled ice time. Ice Coordinator must be given the required amount of notice, as set annually from the Rec Centre, for cancellation.
- Either attend or appoint a parent to attend CDMHA General meetings. Report on tournaments, games home and out of town.
- Share responsibility for the care of the equipment and jerseys.
- Obtain needed equipment, first aid supplies, etc.
- Complete inter-district form minimum one (1) week prior to all out of province games and tournaments.
- Communicate with CDMHA Vice President and League Commissioners on penalties.

## **TEAM PARENT**

- Complete criminal record check and submit to CDMHA Risk Manager.
- Advise all parents/guardians of registered player that the parents are automatically a Member of the Minor Hockey Association and are able to attend all general meetings.
- Act as a liaison between their team and the CDMHA executive regarding fundraising, team photos, special events, etc.
- Responsible for phoning team members and advising of games, schedule changes, etc.
- Open and maintain team bank account. Act as one (1) of three (3) signers.
- Responsible for collection of team dues, out of town tournament fees, and advising coach and manager of members in good/not good standing. Provide financial information to coach and manager.
- Schedule team parents for 50/50 fundraisers, scorekeeper, timekeeper and security jobs for all home games.
- Responsible for paying of referees at all home games.
- Organize and collect fees for year-end awards banquet tickets for players and parents.
- Organize a team wind up party for the team if appropriate.
- Attend CDMHA general meetings or find a parent who can attend.

### **TEAM JERSEY PARENT**

- Complete criminal record check and submit to CDMHA Risk Manager.
- Ensure that the uniforms are washed and hung to dry (Do NOT put them in the dryer!!) Mend regularly.
- Responsible for transporting team jerseys to and from games.
- Responsible to maintain a jersey inventory at the beginning and end of the hockey season.
- Ensure proper attachment of 'C' and 'A's on jerseys.  
To be basted on only – NO speed sew, or machine sewing.
- Report to CDMHA Equipment Manager of any lost/missing or damaged jerseys.

### **TEAM PUBLICITY PARENT**

- Advertise team's home games with posters at Recreation Centre and local businesses.
- Publish team photos and articles of game and tournament results in local newspapers.
- Provide team game and tournament results to local radio for sports news.
- Team publicity can also be done by team parent if you are unable to find a volunteer.

### **TEAM SAFETY PARENT**

- Complete criminal record check and submit to CDMHA Risk Manager.
- Adhere to and enforce all rules and regulations as stated in the Canadian Hockey Safety Program.
- Educate all parents and team officials of all rules and regulations as stated in the Canadian Hockey Safety Program.
- Ensure that the all player medical information sheets are filled out and with the team at every game played.
- Ensure the team First Aid Kit is adequately stocked and with the team at every game played.  
The team is responsible for any supplies that are needed to be purchased throughout the year.
- Establish an Emergency Action Plan for the team incase the need arises.
- Team Safety Manager must be insured through CDMHA to be able to go on the ice or bench as needed. Must complete Coach's Respect in Sport certification to be on the BC Hockey/Hockey Canada Team Roster.
- Ensure player equipment check is completed at the beginning of the season.

### **TOURNAMENT DIRECTOR**

- Obtain home tournament date from the Head Tournament Director.
- Call a tournament meeting and delegate home tournament jobs as outlined.
- Make up and send out invitations for home tournament.
- Work with hosting coaches and managers on tournament rules and games schedule.
- Notify Ice Coordinator of all ice times required for tournament as well as any changes that may occur.

- A tournament checklist is available to assist the tournament directors.
- Provide Head Referee with tournament schedule in advance to ensure referees are scheduled for your games.
- Provide Recreation Centre with tournament schedule in advance to confirm your flood schedule.
- Provide Rec Centre Concession with tournament schedule in advance to ensure that they have adequate staff.
- Follow up that jobs are being done by parent volunteers.
- Will be available during tournament weekend to settle any disputes, and ensure things run smoothly.
- Will generally do the welcoming ceremonies speech to the visiting teams.
- Hand out trophies and make closing remarks at end of tournament.
- Responsible for counting tournament proceeds and paying bills along with other volunteers.
- Provide a team financial statement to team coaches, parents and CDMHA Executive.

## **SECURITY**

Role is to try and help CDMHA provide a safe and fun atmosphere for players, officials and fans to enjoy the game of hockey.

- Atoms division and up must have two (2) security personnel at all home games.
- These positions are normally rotated amongst the team's parents and is not an individual position on the team.
- Must wear security vests to be clearly visible as security people. Vest can be obtained from the team locker.
- Designate one security for home side and one for the visitor's side.
- Majority of time should be spent at top railing above each player's entrance as you are clearly visible and it provides a good vantage point of the crowd and the players as they enter/exit the ice surface.
- Occasionally walk through the stands to ensure your presence is known.
- Do a quick sweep of the tunnels to ensure they are clear prior to players entering/exiting the ice.
- At the end of the game, be present and visible, ensuring the tunnels stay clear and the lobby is safe until all players have left the arena.
- Any verbal abuse of the referees, players or other spectators should result in a warning or a possible ejection, depending on the severity. Second offenses should be an automatic ejection.
- Any physical altercation is an automatic ejection from the arena. If the guilty person(s) do not leave willfully, contact the RCMP. Do not try to remove anyone physically yourself.
- Any incident that results in an ejection should be documented by the team and forwarded to the CDMHA Executive.

## CRIMINAL RECORD CHECK

Chetwynd & District Minor Hockey Association mandates that all volunteers who directly or potentially have unsupervised access to hockey participants (less than 19 years of age) in the ordinary course of carrying out their duties/functions/responsibilities shall undergo a criminal record check before being selected as a volunteer.

- Head Coach, Assistant Coach, Safety Persons, Manager and On-ice helpers fall in this category. Criminal record checks are good for two (2) seasons and expire on November 1<sup>st</sup> of the third (3<sup>rd</sup>) season.
- Executive members are also required to submit a completed criminal record check every two (2) seasons.

Individuals of the requirement to undergo criminal record checks are to obtain the form, fill out the information and submit to the RCMP.

The individual must then submit the processed form from the RCMP to the CDMHA Risk Manager or President.

### **May or May Not Exist**

In the event any of the 'may or may not exist' boxes are ticked off by the RCMP and the individual is still interest in applying for a position the following may happen:

- The individual **MUST** obtain a copy of their criminal record. To do this they will need to attend the RCMP to have fingerprints taken and then forward them with a fee made payable to the Receiver General.
- Once the individual received a copy of their criminal record and they still want to be considered for a volunteer position, they are to appear before the Minor Hockey Executive Committee with a copy of the criminal record to discuss eligibility. The individual **MUST** call the Secretary of the Executive to be put on the agenda for the next meeting.
- Depending on the crime and the time elapsed since the conviction; the Minor Hockey Executive will look at each individual case. They may allow the individual to volunteer for the current season only.

## **EQUIPMENT USAGE**

Each player must wear CDMHA approved equipment at all times. This means both in games and at practices. Any violation of this rule could result in suspension of the player, coach and/or manager. Helmets must be worn whenever a player is on the ice; there is no exception to this rule.

- CDMHA will supply one goalie stick per team per year. If a team requires additional sticks the team must purchase them.
- Goalie pads are the property of the association and must be in the team locker when not being used at CDMHA approved activities.
- Jerseys are the property of the association. Please do not allow players to stuff the jersey into their hockey bags. A team official should be put in charge of jerseys during tournament play. The players are not allowed to wear their team jerseys to practice. Jerseys are to worn only at minor hockey functions.
- If minor hockey permits the sewing of personal name bars on jerseys, the stop sign must not be covered and the seamstress must use a large zigzag stitch so the fabric will not be damaged when removing the name bar at the end of the season.
- All jerseys worn by the CDMHA players during games and tournament must be official Chetwynd Minor Hockey jerseys, as sanctioned by the Minor Hockey executive.

## **EQUIPMENT PURCHASES**

The Equipment Manager is the only person authorized to purchase equipment on behalf of the Association. If you require equipment please advise him/her. If you require new equipment in an emergency situation (i.e.: while away at a tournament etc.) please phone the Equipment Manager and obtain permission to purchase same. If the Equipment Manager is not available, phone the President or Vice-President.

All jerseys must be purchased with the direct assistance of the Equipment Manager and/or executive, and are to be in Chetwynd Minor Hockey colours with the Chetwynd Minor Hockey logo on the front.

Please do not speed-sew name bars on jerseys. Any person who damages a jersey will be responsible for replacing it with a new jersey.

The Equipment Manager will provide practice and game pucks for each team.



## **EQUIPMENT LOAN POLICY**

1. Should a coach within CDMHA wish to rent the Chetwynd ice on their own, during regular hockey season, they will be permitted to use Minor Hockey equipment with the knowledge and permission of the Equipment Manager and/or permission of the coach of the equipment being used.
2. The CDMHA agrees to lend goalie gear to any minor hockey player attending a Registered hockey School provided they are registered with CDMHA for the upcoming season, sign an Equipment Loan Agreement and provide a \$400.00 cash deposit in case of theft or damage.

The member will be liable for any theft/damage that occurs. The cash deposit and the players' registration fees will be used if necessary for repair/replacement costs. The player will not be allowed on CDMHA ice until their account is in good standing.

Deposits will be refunded upon return of the equipment in good repair.

# TOURNAMENTS

## Home Tournaments

- Each team has been assigned a weekend to host their own tournament. Please check the CDMHA web site or with the Head Tournament Director for your dates.
- All team Tournament Directors are required to attend the tournament meeting at the beginning of the year. Team managers are also encouraged to attend.
- **Refer to the Tournament Package that will be handed to each Team Tournament Director for assistance in hosting your team's tournament.**
- Each team is responsible for paying the referees during their tournament and CDMHA will reimburse each team for referee fees.
- CDMHA will provide the Sportsmanlike Trophy for each home tournament.
- Tournament Director and Manager are responsible for submitting financials to the CDMHA Executive

## Away Tournaments

- Each team is responsible for paying for all away tournament registration fees.
- Each team is responsible for covering their tournament travel costs, ect.
- The exception to the above rule is if a team is involved in Provincial competitions. Requests for financial assistance must be made to the executive in writing, stating the reason for the request and the amount required.
- The number of tournaments a team attends is up to the parents and coaching staff.
- When there are two or more teams in the same division, out-of-town tournament invitations will be divided equally.
- Prior to attending any out of Province tournaments, the Team Manager must complete the Inter District Form and submit to CDMHA President.

## **REFEREES**

Referees are a vital part of our Minor Hockey Association. Without them we would not be able to play games or host tournaments.

All referees are registered with the Head Referee and must hold a current certificate.

When your team require referees, please advise the Head Referee at least three (3) weeks in advance. This is particularly important for tournament and league play. The Head Referee will schedule all referees for games.

Each team is responsible for the referee fees for all home exhibition and league games.

Each team manager or other official is to pay the referees after the second period. A list of the current Referee fees are available on the CDMHA Website, a copy should also be posted on the Referee door at the Rec Centre.

## **TRAVEL POLICY**

### **PLAYER TRAVEL**

Transportation to/from Games:

- No player will drive him/herself or any of his/her team mates to an out-of-town game or team function unless the town is less than 100 km from Chetwynd and the travel takes place in normal daylight hours, unless the player(s) is accompanied by a licensed driver 25 years of age or older.
- The exception to the rule is when a team is out of town for a tournament, Provincial Championship, or similar event and staying in a different town or hotel or other approved accommodation, then the player(s) may drive if the rest of the policy is followed.
- Players may drive themselves and teammates to and from practices and home games.

### **TRAVEL ON ASSOCIATION BUSINESS**

Association Executive Members and delegates that travel out of town on official Association business shall receive reimbursement for fuel costs provided that they submit a gas receipt to the Treasurer at a CDMHA Executive meeting.

### **TRAVEL RATES FOR OUT-OF TOWN REFEREES**

- Return Mileage - At the current District rate
- Meals - As per PRDMHA

### **TRAVEL FOR EXECUTIVE MEMBERS**

- Association Executive Members and delegates that travel out of town on official Association business shall receive reimbursement for Mileage as per the district of Chetwynd travel claim expense report. And will also be reimbursed for 1 meal provided no meal was supplied at the meeting and a receipt is handed into the treasurer

# FUNDRAISING POLICY

## 1. Association Fundraising

The CDMHA is committed to ensure that its public image, membership and conduct are above reproach. Fund raising activities are intended to provide a source of revenue to augment registration fees and ensure that all ice costs and other operational expenses are funded. In undertaking these activities, the CDMHA will ensure that there is no undue pressure placed on parents, families, friends or community businesses.

**All players and their parents/guardians are expected to assist CDMHA in meeting expenses through appropriate fund raising efforts.** Any player/parent refusing to do their share will be considered "not in good standing: and denied access to CDMHA ice until the situation is rectified.

In order to ensure that all regulations are met and that CDMHA's lottery licenses remain in good standing, all fund raising must be in keeping with this policy.

The Fund Raising Coordinator will recommend to the Executive annually, various Association-wide activities to generate revenue.

## 2. Team Fundraising

- All team fund raising events must be pre-approved by the Executive. A fundraising plan must be submitted prior to an executive meeting.
- No team may directly solicit an area business. The exception, with executive approval, is carded teams that have successfully qualified to attend provincials and are raising extra funds for that purpose.
- Team fundraising can in no way conflict with any Association fundraising. I.e.: If CDMHA is holding a raffle in December, any teams wishing to hold a raffle may be denied.
- Direct public support can be requested through activities such as candy sale, 50/50 draws, bottle drives, etc. Alcoholic beverages may not be used as prizes.
- Team fundraising may not commence until completion of Rep/Team selection.
- All fundraising programs must be well supervised and controlled.
- Team management is responsible for ensuring that Association guidelines and Municipal bylaws are followed.
- If a team wishes to make a team purchase, the decision must be handled democratically.
- Teams have the right to exclude players and/or parent/guardians that have not participated in team fundraising and/or collected fees, from any financial allocation determined as a result of fundraising and/or collected fees.
- Provincial teams may request a grant from CDMHA for travel assistance. The amount of assistance to be granted will be determined by the executive based on the current year's budget. The minimum will be \$500 from CDMHA General account. CDMHA will also pay an additional \$2.00 per km, one way, from the Provincial account.
- If at the end of the hockey season if there is any money left over in the team account, it should be disbursed equally to the parents. Funds disbursed to parents cannot exceed the total amount of

dues collected. Any monies in excess of this will revert to the CDMHA General account. Accounts must be emptied by the end of May.

- At the end of the season, the Team Manager will provide a copy of the team's financial report to each family and to the Executive.
- CDMHA reserves the right to request a financial report at any time during the season.
- Financial reports must be supported by receipts and bank statements.

### **50/50 or Raffle Gaming Licence**

All teams who wish to sell 50/50 tickets during any event (games, tournaments, fundraisers) MUST apply to the BC Ministry of Public Safety and Solicitor General Gaming Policy and Enforcement Branch for a "Class D Gaming Licence" before participating in any 50/50 draws or raffles. Once the season is completed the Gaming Report must be completed.

Failure to meet these requirements may result in suspension or revocation of a gaming event Licence, refusal of future gaming event Licences and/or denial of future access to gaming grants or funds for the entire Association.

For gaming guidelines, ticket raffle procedures and application forms, please visit:

<http://www.pssg.gov.bc.ca/gaming/licences/classD.htm> or call 250-387-5311

### **Corporate Sponsors**

Each year CDMHA relies on the generosity of the local merchants and businesses to help offset the cost of running minor hockey. Corporate sponsors make a donation directly to the association for help fund equipment costs, ice costs, coach/referee clinics.

We request that all parents involved in fundraising be aware of our sponsors. We have promised these businesses that they would not be asked for any further donations from any teams for their year of sponsorship.

CDMHA will accept cash donations voluntarily offered by corporations to be disbursed per board decision.

## **ALL PEACE LEAGUE (APL)**

### **APL PEACE LEAGUE BOND ISSUE**

- Any team joining the All-Peace League is required to pay CDMHA a \$500 Performance Bond prior to league play.
- This bond will be reimbursed following the year-end APL meeting, providing the All Peace has confirmed that the team is in good standing.
- Reimbursement cheques will be mailed/delivered to each team's manager.
- It is the responsibility of the Team Executive to ensure each player/parent receives their refund.

### **RULE FOR APL PLAY-OFF SCHEDULE**

When more than one Chetwynd team has home venue for APL playoffs, the following will be used to settle ice conflicts:

1. Teams competing for "A" Banner will receive preference over "B" Banners.
2. If more than one (1) team is competing for "A" Banners, then seniority will be given preference.
3. Managers should notify the Ice Coordinator as soon as they know of playoff situation.
4. The Ice Coordinator will work with managers considering all factors, age group. Travel distance, banner type.
5. The Ice Coordinator has the final say on the schedules.

### **NORHT EAST REGIONAL HOCKEY LEAGUE - NERHL**

Teams entering the NERHL will follow the same CDMHA policies and guidelines as for the APL.

## CRITERIA FOR SELECTING TEAMS FOR APL

Scoring will be on the basis of 1 through 5, with the highest scores selected for the APL.

**A) Seniority**

Midgets	5
Girls	5
Bantams	4
Pee-Wee	3
Atom	2

**B) Number of Coaches and Team Officials**

Three coaches and three safety trainers, full team executive	5
Two coaches and two safety trainers, full team executive	4
Anything less than above	3

**C) Team is Carding**      2  
Development team      2

**D) Recruitment of Refs**

Supplying two or more Level2 Refs	5
Supplying four or more Level1 Refs	4
Supplying any level of Refs	3

**TOTALS**

	<u>Midgets</u>	<u>Girls</u>	<u>Bantams</u>	<u>Pee-Wees</u>	<u>Atoms</u>
A)	_____				
B)	_____				
C)	_____				
D)	_____				

The only time this policy would come into use is if we face a referee shortage and/or an ice shortage.



## CDMHA COMPLAINT PROCEDURE

The CDMHA recognizes that given the competitive nature of the hockey game, the expectations of its participants, the individuality of players and coaches, and the various coaching styles and methods, issues and concerns will undoubtedly arise prior, during and following the season.

As communication is often a primary issue in these differences, the following procedures have been approved by the Executive for disputes that may arise.

- 1) Where a dispute arises concerning the operation of a team, every attempt possible should be made to resolve the issue at the team level using the following process:
  - a) To prevent further escalation and poor communication, parents and team officials must observe a 24 hour "cooling off" period before discussing a grievance.
  - b) Speak to the team manager. If this fails to satisfactorily resolve the issue, then
  - c) Ask the team manager to set up a meeting with the Coach. If this fails to satisfactorily resolve the issue, then
  - d) Forward the issue in writing to the CDMHA Executive for final resolution on this matter.
- 2) Where a Team or Team official has an issue that requires resolution, the following process will be strictly followed:
  - a) Observe a 24 hour "cooling off" period before discussing the grievance.
  - b) Speak to an individual executive member whom might be able to address your concerns.
  - c) If the situation cannot be resolved at a team level, forward the issue in writing to the CDMHA Executive for final resolution on this matter.
- 3) All grievances concerning coaching must be submitted through the CDMHA Head Coach.
- 4) In general, Association members should attempt to resolve all concerns and complaints at the association level. Accordingly, letters of complaint, protest or appeal should not be written to the PRDMHA, BC Hockey or any other leagues without first seeking resolution through the channels listed above.
- 5) Failure to follow this procedure will result in a disciplinary committee review.

## **ABUSE, BULLYING HARASSMENT and HAZING POLICY**

CDMHA fully supports the efforts of Hockey Canada and BC Minor Hockey Association in developing abuse, bullying, and harassment policies. CDMHA incorporates BC Hockey Abuse and Harassment policy and any subsequent revision to it.

Incidents brought to CDMHA will be addressed in an expeditious, sensitive and confidential manner, with no reprisals to the concerned individual. Names of the concerned and the circumstances will not be disclosed to any person except for the purpose of investigating the complaint.

*The following is taken from BC Hockey*

### **Definition of Harassment**

Harassment is offensive behaviour – emotional, physical, and/or sexual – that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment occurs when someone attempts to negatively control influence or embarrass another person based on a prohibited ground of discrimination.

Examples of Harassment:

Unwelcome remarks, slurs, jokes, taunts, or suggestions about a person's body, clothing, race, national or ethnic origin, colour, religion, age, sex, marital status, family status, physical or mental disability, sexual orientation, pardoned conviction, or other personal characteristics;

- Unwelcomed sexual remarks, invitations or requests;
- Displays of sexually explicit, sexist, racist, or other offensive or derogatory material;
- Written or verbal abuse or threats;
- Practical jokes that embarrass or insult someone;
- Any form of hazing;
- Leering (suggestive staring) or other offensive gestures;
- Unwelcome physical contact such as patting, touching, pinching, or hitting;
- Patronizing or condescending behaviour;
- Humiliating someone in front of their peers;
- Abuse of authority that undermines someone's performance or threatens his or her position;
- Physical or sexual assault.

## Definition of Abuse

Child abuse is any form of physical, emotional and/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.

### Emotional Abuse:

Emotional abuse is chronic attack on a child or youth's self-esteem; it is psychologically destructive behaviour 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 the child's or youth's needs.

### Physical Abuse:

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

### Neglect:

A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. Neglect may apply in a hockey setting where there is a chronic inattention in the hockey context (i.e.: when a player is made to play with injuries).

### Sexual Abuse:

Sexual abuse is when a child or youth is used by a child or use with more power, or an adult for his or her own sexual stimulation or gratification.

There are two categories of sexual abuse:

#### 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;
- Vaginal or anal intercourse;
- Vaginal or anal penetration with an object or body part;
- Sexually oriented hazing.
- 

#### Non Contact:

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

## **Definition of Bullying**

Bullying describes behaviours that are similar to harassment, but occur between children under the age of twelve (12) or behaviours between youth or between adults that are not addressed under human rights laws.

Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Bullying can be broken down into four (4) categories: physical, verbal, relational (i.e.: trying to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive (i.e.: engaging in bullying as well as provoking bullies to attack by taunting them).

## **Duty to Report**

Abuse and neglect are community problems requiring urgent attention. BC Hockey is committed to help reduce and prevent the abuse and neglect of participants. BC Hockey realizes that persons working closely with children and youths have a special awareness of abusive situations. Therefore, these people have a particular reporting responsibility to ensure the safety of Canada's young, by knowing their provincial protection acts and following through as required.

The province of BC has mandatory reporting laws regarding the abuse and neglect of children and youth. Consequently it is the policy of BC Hockey that any BC Hockey personnel (part-time and full-time staff, volunteer, participant, team official, on-ice official) or BC Hockey partner (parent, guardian) who has reasonable grounds to suspect that a participant is or may be or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. In BC a person is concerned to be a child until s/he has reached the age of nineteen (19). The local child protection agency and/or the local police detachment may request the local Association to deal with the matter reported.

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

## CDMHA DISCIPLINE POLICY

### Discipline Committee

1. Shall consist of the Vice President, who shall be the chairman and four (4) other members appointed by the Executive Committee, of which at least three (3) member shall be required to attend each hearing.
2. This committee should consist of a mixture of male and female members, and they should represent a wide range of divisions within the Association and one (1) member from the professional community at large (i.e.: teacher, police officer).
3. Should any member of the Discipline Committee be directly involved (personally, parent of player, ect) the President shall fill in for the Vice President and the Executive Committee shall appoint another Association Member to fill in for any of the others. Should the President not be able to fill in for the Vice President because he/she is directly involved, another Executive Committee Member will then be appointed.
4. The Discipline Committee shall call a meeting within three (3) days of the notification of a discipline problem.
5. The Discipline Committee shall be charged with the responsibility of receiving and investigating written reports brought to them by the executive member that was best fit to deal with the complaint.
6. The committee will review the incident and interview the person(s) involved. Appearance before the committee for the purpose of an interview must be conducted prior to the player returning to the ice for practice or games.
7. Minutes will be recorded at each meeting and given to the Secretary of the Association for filing.
8. The Discipline Committee shall deliver its findings to the appropriate parties within tow (2) days of the hearing. Followed up in writing within seven (7) days of delivery of written findings.

## **Discipline Procedure**

1. Discipline can be applied by any official through the coach; however any suspension after one ice time must be applied by the Discipline Committee.
2. Any incident to be handled by the Discipline committee must be in the form of a written submission handed to an Executive member that is best fit to deal with the complaint within seven (7) days of the alleged incident.
3. BC Hockey suspensions are minimum suspensions and may be added to by the discipline committee as per the Discipline Guide.
4. All written records other than the final decision of the Discipline Committee shall be held in confidence on file.
5. Appeals may be applied for in writing to the President of CDMHA within seven (7) days of the receipt of the communicated decision of the Discipline Committee. Under no circumstances will such documentation be copied or communicated in any way other than what is required to further the appeals procedure.
6. The Appeals Committee is appointed by the President and comprises a Chairperson and two members; the majority of whom must be members of the Executive and none of whom served on the Discipline committee in this case.

## **Recommended Discipline Guide**

It should be noted that the best discipline can be achieved through positive reinforcement. This guide should be used only when positive avenues have been exhausted.

*These are only guidelines*

### **1. First Level Offence**

- a. Horse play
- b. Refusing to participate
- c. Lateness
- d. Messing up the Dressing Room
- e. Swearing
- f. Other minor transgressions

For the first level offences, it is expected that the team officials will deal with their players using the theory of progressive discipline as a guiding principle.

I.e.: If a player is late:

First – He will be warned;

Second – He will be sat for a period;

Third – He will be sat for two periods;

Forth – He will be sat a game.

In which case where the individual loses more than one ice time it will be referred to the Head Coach of CDMHA.

### **2. Second Level Offence**

- a. Fighting
- b. Insubordination to Coaching Staff
- c. Harassment to Arena Staff
- d. Hindering others from participating
- e. Harassment of others
- f. Other major transgressions

For the Second Level offense, it is expected that the team officials will refer to CDMHA Head Coach, whom will forward it to the Discipline Committee.

1<sup>st</sup> offence: Dismissal from ice and next three (3) ice times;

2<sup>nd</sup> offence: Dismissal from ice and a two (2) week suspension;

3<sup>rd</sup> offence: Dismissal from ice and a one (1) month suspension;

4<sup>th</sup> offence: Dismissal from ice and a four (4) month suspension.

### 3. Third Level Offence

a. Alcohol

Any player found with alcohol on his/her possession or any player under the influence of alcohol while participating in a CDMHA sponsored event will be suspended from further play and practice as follows:

- 1<sup>st</sup> offence: Dismissal from ice and a minimum fourteen (14) day suspension;
- 2<sup>nd</sup> offence: Dismissal from ice and a one (1) year suspension.

b. Theft

Any player proven to have engaged in thievery while participating in a CDMHA sponsored activity will be suspended as follows:

- 1<sup>st</sup> offence: Dismissal from ice and a minimum fourteen (14) day suspension;
- 2<sup>nd</sup> offence: Dismissal from ice and a one (1) year suspension from date of incident.

Before re-instatement, the player must reimburse the injured party (i.e.: store owner, other player) the cost of the stolen item(s) and offer a personal written apology.

c. Vandalism or Other illegal transgressions

- 1<sup>st</sup> offence: Dismissal from ice and a minimum fourteen (14) day suspension;
- 2<sup>nd</sup> offence: Dismissal from ice and a suspension for the remainder of the season.

The cost of any damage done by coaches, team official, player or parent may result in not being accepted as a member of the following season.

d. Illegal Drugs

Any player found with illegal drugs on his/her possession or any player under the influence of illegal drugs while participating in a CDMHA sponsored event will be suspended from further play and practice as follows:

- 1<sup>st</sup> offence: Dismissal from ice and a one (1) year suspension from date of incident;
- 2<sup>nd</sup> offence: Lifetime suspension.

NOTE: Each 1<sup>st</sup> or 2<sup>nd</sup> Offence shall be dealt with on an individual basis, given regard to the circumstances.



## **Recommended Discipline Guide for Coaches and Team Officials**

- A. Coaches must endeavor to not exhibit any disorderly conduct before, during, or after any Hockey games involving CDMHA Teams. Coaches and Team officials may be disciplined for improper or harassing behavior such as:
- Use of obscene or profane language or abusive gestures to players, fellow coaches, team officials, parents and/or ice officials;
  - Unwelcomed jokes, innuendo or teasing about a person's body, looks, race, or sexual orientation;
  - Condescending, patronizing, threatening or punishing actions which undermine self esteem;
  - Any form of hazing;
  - Unwanted or unnecessary physical conduct, including touching, patting, or pinching;
  - Unwanted conduct, comments, gestures, or invitations of a sexual nature which are likely to cause offense or humiliation.
- B. Team Officials (coaches, assistant coaches, trainers, managers) shall be responsible for supervising and controlling the conduct of their players before, during and after each game, whether it is home or away, for the entire event. Failure by Team Officials to control the conduct of their players before, during or after each game (i.e.: dressing rooms vandalism, bench brawls) may result in suspension and/or other disciplinary action to the player(s) and team official(s) responsible. In addition, the cost of any damages shall be paid by CDMHA and subsequently recovered from those involved.

*These are only guidelines*

### **1. First Level Offense**

All listed offense under (1) other than physical and sexual harassment.

1<sup>st</sup> offense: Written letter on file;

2<sup>nd</sup> offence: Dismissal from next ice time

3<sup>rd</sup> offence: Dismissal from next three ice times

4<sup>th</sup> offence: dismissal from next two weeks ice times

### **2. Second Level Offense**

Physical and sexual harassment

These offences will be directed to BC Minor Hockey due to the severity of issue, and will determine the outcome needed.

These offenses will be retained on record for no less than two calendar years.

## **Recommended Discipline Guide for Parents and Spectators**

- A. Parents and spectators at CDMHA games and functions are responsible for their own conduct. They must endeavour to NOT exhibit any disorderly conduct before, during, or after any hockey games involving CDMHA teams.

Parents or spectators may be ejected from any game by and on-ice official if they display the following conduct:

1. Uses obscene or profane language or abusive gestures to ANY person on or off the ice surface.
2. Persists in disrupting or showing repeated disrespect for any ruling of any official.

Any parent or spectator who, after one (1) warning by an off-ice official, persists in abusive conduct shall be ordered to leave the arena premises.

- B. Where a parent has been ejected from a game for abusive conduct, the on-ice or off-ice official shall report said incident to the President and Discipline Committee, who may then assess further penalties to the parent or spectator.
- C. Offences covering the abuse of on-ice or off-ice officials by any parent or spectator of a CDMHA event may result in the following recommended penalties to that person or persons as recommended by the Discipline Committee:

1<sup>st</sup> offence: Game ejection and removal from the arena with a report sent to the Executive Committee and the Discipline Committee.

- Minimum one (1) game to Maximum three (3) months game suspension involving all CDMHA teams.

2<sup>nd</sup> offence: Game ejection and removal from the arena and prohibited to attend any game for a minimum three (3) month to maximum two (2) years game suspension involving all CDMHA teams.

- D. First offences will be erased from Parent or Spectator records after one (1) calendar year of completion of suspension, at the request of the individual.

## CDMHA YEAR-END AWARDS

### Welcome to Minor Hockey Medals

- Each 'new to hockey' player signed up with CDMHA receives a medallion
- CDMHA provides welcome medals
- Presented by CDMHA President

### Farewell from Minor Hockey Awards

- Each 3<sup>rd</sup> year Midget player receives this award
- Players are acknowledged for their love of the game and their years of dedication to the sport
- CDMHA provides farewell plaques
- Presented by CDMHA President

### CDMHA Bursary Award

- A bursary awarded to all Chetwynd Minor Hockey player who continue on with their post-secondary education
- Must have completed Grade 12 in Chetwynd
- Must have completed the last year of minor hockey available to them in Chetwynd
- Must be registered for the entire season
- One year grace period permitted between Grade 12 graduation and post-secondary education, in order for player to work to save finances for higher learning
- Minor hockey releases funds upon proof of enrollment three (3) months after post-education start date
- \$250.00 Bursary
- Recipients acknowledged by CDMHA President or MC

### Esso Medals of Achievement

- Selected by coach(s) of each team
  1. Most Improved
  2. Most Sportsmanlike
  3. Most Dedicated
- Esso provides medals

### CDMHA Leadership Awards

- Selected by coach(s) of each team
- Awarded to the player who provides inspiration and encouragement to his/her team
- Show outstanding leadership qualities on and off the ice
- CDMHA provides trophies
- Presented by team coach(s) {Esso Medal & Leadership Awards}

*Coaches do not need to submit award recipient names to CDMHA Awards Committee for the Esso Medal & Leadership Awards. They do need to bring the names of recipients to the Award Banquet.*

### **Wally Gayse Jr. Memorial**

#### **Awarded for Outstanding Sportsmanship**

- Written nomination from each coach of each team
- Players from all divisions eligible
- Award Committee selects recipient
- Awarded to the player who exemplifies outstanding sportsmanship
- Must be registered for entire season
- Name on trophy case annual
- CDMHA provides keeper trophy/plaque
- Presented by MC and members of the Gayse Family

### **Ryley Cardinal Memorial**

#### **Presented to the Most Entertaining Player of the Year**

- Nominated and voted by the team players
- Must be a Bantam aged player
- Awarded for the most entertaining player
- Must be registered for the entire season
- Name on trophy case annual
- CDMHA provides keeper trophy/plaque
- Presented by CDMHA Bantam Coach

### **Dan Mosher Memorial**

#### **Awarded to the Player that plays with Heart & Soul**

- Written nominations from any minor hockey parent, team player or member
- Must be a Bantam age or Midget age player
- Awards Committee selects recipient
- Must be registered for entire season
- Exemplifies a true love for the game
- Respects other players
- Tries hard and most importantly plays the game with the biggest heart
- Name on trophy case annual
- CDMHA provides keeper trophy/plaque
- Presented by MC and members of the Mosher family

### **Double B Trucking**

#### **Goalie of the Year**

- Written nominations from any minor hockey parent, team player or member
- Goalie from any division eligible
- Awards committee selects recipient
- Must be registered for the entire season
- Shows outstanding dedication to the team
- Shows outstanding sportsmanship on ice
- CDMHA provides keeper trophy/plaque
- Presented by MC

## **Chetwynd Oldtimers Hockey**

### **Coach of the Year**

- Written nominations from any minor hockey parent or member
- Selected by Awards Committee
- Outstanding volunteer coach
- Demonstrates concern for all-round development of players
- Creates a fun team atmosphere
- Exhibits fair play and adheres to the coaches code of conduct
- Shows respect for officials, opponents, parents
- Presents a positive public image of coaching in the Chetwynd Minor Hockey
- Any coach (head or assistant) of any team of any division eligible
- Name on trophy case annual
- Oldtimers provide keeper plaque
- Presented by Chetwynd Oldtimers Hockey Player or CDMHA Head Coach

### **CDMHA Service Award**

- Selected by President
- Awarded for outstanding executive volunteer
- Dedicated service to Chetwynd Minor Hockey
- Name on Trophy case annual
- CDMHA provides keeper plaque
- Presented by CDMHA President

### **CDMHA Business of the Year**

- Written nominations from minor hockey executive
- Selected by Awards Committee
- Awarded for outstanding contributions to Chetwynd Minor Hockey
- No annual
- CDMHA provides keeper plaque
- Presented by CDMHA President

### **CDMHA Referee Certificates**

- Names of all Chetwynd Minor Hockey Refs submitted by Head Referee
- Acknowledged for contributions to Chetwynd Minor Hockey
- CDMHA provides certificates
- Presented by CDMHA Head Ref

## **Trent Richardson Award**

### **Referee of the Year**

- Written nominations from minor hockey executive or hockey parent
- Selected by Awards Committee
- Awarded for outstanding service to Chetwynd Minor Hockey
- Name on trophy case annual
- CDMHA provides keeper plaque
- Presented by CDMHA Head Ref

**CDMHA Junior Referee of the Year**

- Written nominations from minor hockey executive or hockey parent
- Selected by awards committee
- Awarded for outstanding service to Chetwynd Minor Hockey
- Name on trophy case annual
- CDMHA provides keeper plaque
- Presented by CDMHA Head Ref

**CDMHA Volunteer of the Year Award**

- Written nominations from any minor hockey parent, volunteer or executive member
- Must be a member in good standing with CDMHA
- Selected by Awards Committee
- Outstanding volunteer service for the season within the entire organization
- Presents a positive overall public image of Chetwynd Minor Hockey
- Name on trophy case annual
- CDMHA provides keeper plaque
- Presented by MC

**CDMHA Junior Volunteer Award**

- Written nominations from any minor hockey parent, volunteer, or executive member
- Selected by Award Committee
- Awarded to a young person for outstanding volunteer service in our community (this is not limited to just hockey)
- Presents a positive overall public image of Chetwynd Minor Hockey
- Name on trophy case annual
- CDMHA provides keeper plaque
- Presented by MC

# EQUIPMENT LOAN APPLICATION

Chetwynd District Minor Hockey Association's "Equipment Policy" states:

The CDMHA agrees to lend goalie gear to any minor hockey player attending a Registered hockey School provided they are registered with CDMHA for the upcoming season, sign an Equipment Loan Agreement and provide a \$400.00 cash deposit in case of theft or damage.

The member will be liable for any theft/damage that occurs. The cash deposit and the players' registration fees will be used if necessary for repair/replacement costs. The player will not be allowed on CDMHA ice until their account is in good standing.

Deposits will be refunded upon return of the equipment in good repair.

I, \_\_\_\_\_ am a member of CDMHA and

would like to borrow the following equipment for the following purpose:

Equipment:

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Purpose:

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The Equipment will be returned:

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

Place: \_\_\_\_\_

Describe the condition of the equipment prior to being loaned: (to be completed by the Equipment Manager)

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Equipment Manager: \_\_\_\_\_  
Printed Name Signature

I have completed the application carefully. I understand and accept the documented information inclusive of equipment condition.

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
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