



Table of Contents

1	INTRODUCTION.....	7
1.1	WELCOME	7
1.2	PHILOSOPHY	8
1.3	GOALS.....	8
1.4	CMHA CODE	10
2	GOVERNANCE	11
2.1	STRUCTURE.....	11
2.2	PARENT INVOLVEMENT	12
2.3	EXECUTIVE COMMITTEE	12
2.3.1	PRESIDENT	13
2.3.2	FIRST VICE PRESIDENT	14
2.3.3	SECOND VICE PRESIDENT	15
2.3.4	TREASURER	16
2.3.5	SECRETARY.....	17
2.3.6	DIVISION DIRECTOR.....	18
2.3.7	DIRECTOR AT LARGE	20
2.3.8	PUBLIC RELATIONS DIRECTOR	21
2.3.9	PLAYER AND COACH DEVELOPMENT DIRECTOR	22
2.4	APPOINTED MEMBERS	23
2.4.1	REGISTRAR.....	23
2.4.2	COACH COORDINATOR.....	24
2.4.3	REFEREE-IN-CHIEF	25
2.4.4	ICE COORDINATOR	27
2.4.5	EQUIPMENT MANAGER	28
2.4.6	PICTURE DAY COORDINATOR.....	29
2.4.7	DIVISION COORDINATORS	30
2.4.8	RISK MANAGER.....	31
2.4.9	TOURNAMENT COORDINATOR.....	32
2.4.10	WEBSITE COORDINATOR	33
2.4.11	REFEREE ASSIGNOR	34



Chilliwack Bruins Minor Hockey

Policy Manual

Page

3 of 102

Revised: 2013-May-15

2.5	TEAM PERSONNEL	35
2.6	PAID OFFICE ADMINISTRATOR.....	35
2.7	PAID CONTRACTORS.....	35
3	ADMINISTRATION AND FINANCE	36
3.1	COMMUNICATION.....	36
3.2	CMHA OFFICE.....	36
3.2.1	HOCKEY CANADA INSURANCE PROGRAM.....	37
3.3	PRIVACY AND SAFETY.....	37
3.3.1	OFFICE VOLUNTEER POLICY	37
3.3.2	PRIVACY POLICY	38
3.3.3	PUBLICATION POLICY	45
3.3.4	CRIMINAL RECORD CHECK POLICY	45
3.3.5	MEDICAL AND FIRST AID POLICY	47
3.3.6	FIRE AND EMERGENCY EVACUATION PROCEDURES.....	47
3.4	FUNDRAISING AND FINANCIALS.....	48
3.4.1	FUNDING AND FEES	48
3.4.2	FUNDRAISING POLICY.....	49
3.4.3	TEAM FINANCIAL REPORTING POLICY	50
3.4.4	SPONSORSHIP POLICY	51
3.4.5	REGISTRATION POLICY.....	51
3.4.6	TEAM ROSTERS.....	54
3.4.7	SCHOLARSHIP POLICY.....	54
3.4.8	ICE SCHEDULE	56
3.4.9	TOURNAMENT POLICY.....	56
3.4.10	PICTURE DAY.....	57
3.4.11	EQUIPMENT POLICY	57
4	DISCIPLINE	60
4.1	GENERAL INFORMATION.....	60
4.1.1	DISCIPLINARY COMMITTEE	60
4.1.2	GAME PENALTIES	60
4.1.3	POLICY VIOLATIONS	60
4.2	POLICIES.....	60
4.2.1	TEAM DISCIPLINE POLICY	60



Chilliwack Bruins Minor Hockey

Policy Manual

Page

4 of 102

Revised: 2013-May-15

4.2.2	PENALTY POLICY.....	61
4.2.3	ARENA POLICY	63
4.2.4	GRIEVANCE COMMUNICATION POLICY.....	63
4.2.5	SPECTATOR CONDUCT POLICY	64
4.2.6	ABUSE POLICY	67
4.2.7	ALCOHOL AND DRUG POLICY	68
4.3	CODE OF CONDUCT POLICIES.....	70
4.3.1	COACHES CODE	70
4.3.2	PLAYERS CODE	71
4.3.3	PARENTS CODE.....	72
4.3.4	ON-ICE OFFICIAL CODE.....	72
5	PROGRAMS	74
5.1	PROGRAM GUIDELINES.....	74
5.1.1	FEMALE HOCKEY	74
5.1.2	INITIATION HOCKEY 1 – 4	77
5.1.3	RECREATIONAL “C” DIVISION.....	79
5.1.4	REPRESENTATIVE PROGRAM	80
5.1.5	REFEREE PROGRAM.....	82
5.1.6	ON ICE HELPERS POLICY.....	83
5.1.7	BC HOCKEY HIGH PERFORMANCE PROGRAM	83
5.2	PROGRAM POLICIES	83
5.2.1	CMHA “C” DIVISION TEAM DRAFT POLICY.....	83
5.2.2	HOCKEY DAY IN CHILLIWACK CUP GAME POLICY	86
5.2.3	REP EVALUATION POLICY	88
5.2.4	REP AFFILIATION POLICY	92
5.2.5	DRESS CODE POLICY.....	97
5.2.6	DRESSING ROOM POLICY	98
5.3	PLAYER MOVEMENT	99
5.3.1	“C” PLAYER MOVEMENT.....	99
5.3.2	REP TEAM PLAYER MOVEMENT	99
5.4	COACHES PROGRAM	100
5.4.1	COACHING APPLICATIONS.....	100
5.4.2	COACH SELECTION	101



Chilliwack Bruins Minor Hockey

Policy Manual


Page

5 of 102

Revised: 2013-May-15

Glossary

AGM	Annual General Meeting
BCH	British Columbia Hockey
CMHA	Chilliwack Minor Hockey Association
HC	Hockey Canada
HCR	Hockey Canada Registry
PCAHA	Pacific Coast Amateur Hockey Association
PEC	Player Evaluation Committee
RFP	Request for Proposal

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	7 of 102

1 INTRODUCTION

1.1 WELCOME

Hockey presents our youth with an exciting challenge that will serve them well throughout their lives. A remarkable sport demanding unparalleled quickness, endurance, character, effort, commitment and teamwork, hockey focuses on developing mind, body and spirit in a healthy, cooperative, physically demanding lifestyle. These are among the finest traits adults can endeavour to transfer to youth.


The beginning of a new hockey season brings excitement and anticipation of great things to come. **Please review the policies and procedures regarding the Chilliwack Minor Hockey Association program.** In order to participate in the Chilliwack Minor Hockey Association (CMHA), all players, families and volunteers must adhere to the rules as set forth in this handbook.

These policies and procedures are intended to provide guidance and solutions to CMHA members. Please keep in mind that in any situation where a rule of a governing body above CMHA (PCAHA, BCH, HC, etc. ...) conflicts or differs from these policies and procedures the rule of the higher body will always apply and supersede.

Our policies improve and allow our CMHA program to develop. A volunteer Association requires patience, commitment, sacrifice, civility, courtesy, caring and kindness. CMHA expects that all participants strive towards developing our Association. Please help build CMHA into an ideal Association.

The Chilliwack Minor Hockey Board welcomes you to another hockey season. We hope that you find your participation rewarding.

The intent of these policies and rules is to provide the best structure for children and the program we have built to serve these children. Please use common sense when interpreting this document. Your Divisional Coordinator or Divisional Director can answer most questions you may have. The Board, however, declares the final interpretation.

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	8 of 102

Please notify the CMHA Secretary of any errors in this Policy Book so that we may correct or refine them for future editions.

If you have any suggestions for improvements or additions to this manual, please forward them, in writing, to the CMHA Secretary secretary@chilliwackminorhockey.com.

USE OF CMHA LOGO AND TRADEMARK

Chilliwack Minor Hockey Association Logo may NOT be used without the express written consent of the Chilliwack Minor Hockey Association. This includes the Chilliwack Minor Hockey Association name, acronym "CMHA", as well as, but not limited to, the Bruins Symbol.

1.2 PHILOSOPHY

Within the limitations of available facilities, financial restrictions and available volunteer coaches, Chilliwack Minor Hockey Association strives to provide all children who desire to learn the skills of hockey an opportunity to do so. As well, CMHA provides an environment in which children can learn hockey skills, play at a level consistent with their aspirations, learn good sportsmanship and develop citizenship.

1.3 GOALS

1.3.1 ASSOCIATION GOALS


Through the effort and commitment of the players, coaches, members, volunteers and Board of Directors, we will achieve CMHA's goal of improving and enjoying our common passion: hockey.

1. PLAYER DEVELOPMENT:

- Provide instruction and leadership that maximizes the athletic potential of all players in a positive and enjoyable atmosphere
- Promote personal growth through team development both on and off the ice.

2. COACHING DEVELOPMENT:

- Provide a program that promotes the coaches' talents in leadership, youth development, and hockey instruction
- Provide ongoing education for coaches in a defined and structured program.

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	9 of 102

3. REFEREE DEVELOPMENT:

- Provide clinics for those who wish to become referees.
- Ensure that all referees develop their skills without undo criticism from coaches, parents and players.
- Foster a desire for referees to continue in the field through mentoring and continued education.

4. PARENTS/GUARDIANS:

- Offer an enjoyable program that includes the involvement of every parent in team and association volunteer positions.
- Provide the energy and enthusiasm needed to help build and strengthen our program.

5. CHILLIWACK MINOR HOCKEY ASSOCIATION "CMHA":

- Provide the stewardship, facilities and financial foundation to direct the efforts of players, coaches, and parents into a proud, ethical and cohesive unit.

1.3.2

INDIVIDUAL GOALS

1. PLAYERS:


- Commit to give 100% mentally and physically of yourself.
- Be a selfless team player,
- Strive to improve as an athlete and as a person.
- Place sportsmanship, safety and fair play first.
- Act in accordance with the CMHA Code.

2. COACHES:

- Commit to improving your ability to educate and instruct the game of hockey.
- First and foremost, promote the mental and physical well-being of the players.
- Work with other volunteers to improve the programs offered by CMHA.
- As a role model, promote sportsmanship, leadership, self-confidence, and healthy habits.
- Act in accordance with the CMHA Code.

3. PARENTS/GUARDIANS:

- Be a positive supporter of your child's efforts during both good times and difficult times.
- Volunteer your time to assist with your child's team, as well as the Association.
- Support the Association that provides your child with the opportunity to play hockey by filling an Association volunteer position for one hockey season.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	10 of 102	Revised: 2013-May-15

- Consider that volunteer power provides 99% of the labour required to operate CMHA.
- Act in accordance with the CMHA Code.

4. CMHA EXECUTIVE/DIRECTORS:

- Provide a financial foundation for the growth and development of CMHA and youth hockey.
- Attract and support the finest youth leaders and hockey coaches.
- Hold the highest ethical standards for all decisions.
- Promote and contribute to the well-being and growth of youth athletics.
- Acknowledge and respond to members' concerns related to CMHA.
- The opportunity to influence the direction CMHA takes is provided at the Annual General Meeting, which all members may and should attend.
- CMHA encourages all members in good standing to exercise their voting privilege and voice their opinions, ideas, and concerns for the benefit of the Association as a whole.
- Act in accordance with the CMHA Code.


5. ASSOCIATION:

- Provide an opportunity for all children aged 5 to 20 years to participate in minor hockey at a level of competition suited to the ability and aspirations of each.
- Provide a safe and controlled environment for children to enjoy the game and advance their hockey skills.
- Provide the opportunity for coaches to advance their coaching skills through coaching clinics, mentorship and a reference library which includes video aids and other information of interest to new and experienced coaches.
- Act in accordance with the CMHA Code.

1.4

CMHA CODE

- Respect and obey the minor hockey rules and officials
- Volunteer
- Work hard
- Persist in the face of difficulties
- Think positive
- Act honestly and unselfishly
- Speak respectfully
- Lose gracefully
- Win humbly
- Endeavour to achieve aspirations
- HAVE FUN!

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	11 of 102	Revised: 2013-May-15

2 GOVERNANCE

CMHA relies on volunteers to operate. The following are a list of some of the critical volunteer positions that must be filled each year in order for the association to function. Other important positions and roles can be found described on the CMHA website. Please get involved.

2.1 STRUCTURE

Chilliwack Minor Hockey Association (CMHA) is a not for profit recreational sport society incorporated under the British Columbia Societies Act, governs all Minor hockey activities within its boundaries. It is governed by three separate parent bodies:

1. PACIFIC COAST AMATEUR HOCKEY ASSOCIATION (PCAHA)

www.pcaha.bc.ca

PCAHA is the governing body for all Lower Mainland Associations. It encompasses multiple minor hockey associations and is one of many amateur hockey associations under BCH. It is the primary governing body for our Association. PCAHA receives its authority from BCH.

2. BC Hockey (BCH)

www.bchockey.net


This is the provincial hockey organization to which our association belongs, and directly or indirectly controls the rules by which all amateur hockey is played in British Columbia. It is the primary governing body for all "A" Rep Teams, PeeWee level and up, in British Columbia.

3. HOCKEY CANADA (HC)

www.hockeycanada.ca

Hockey Canada is composed of ten provincial associations and one territorial association. This organization is the major ruling body covering all amateur hockey played in Canada.

Teams in CHMA may participate at one of the following three playing levels:

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	12 of 102
		Revised: 2013-May-15

1. "A" Representative Teams (Rep Teams) as defined by BCH

Players will play in a league formed by PCAHA. These teams may also compete for the PCAHA Zone and Provincial Championships at the end of each season. Atom Development Teams will play in a league formed by PCAHA in concert with other Associations.

2. "C" Recreational Teams

Recreational players play in the PCAHA Fraser Valley East C league with teams from Abbotsford, Hope and Mission

3. Initiation - Hockey 1 – 4

Hockey 2-4 teams play a limited number of games in the PCAHA Fraser Valley East C league with teams from Abbotsford, Hope and Mission

Divisions within Minor Hockey are set by Hockey Canada according to the player's age as of midnight December 31st:

Hockey 1-4	5 – 8 years
Atom	9 – 10 years
PeeWee	11 – 12 years
Bantam	13 – 14 years
Midget	15 – 17 years
Juvenile	18 – 20 years


CMHA evaluates all players. Please refer to the Rep Evaluation policy and the "C" Draft policy for details on team formation.

2.2 PARENT INVOLVEMENT

Parent involvement stimulates player success. The success of the Chilliwack Minor Hockey Association is directly tied to parental involvement. Parent participation is essential to the success of the season. CMHA relies on volunteers to operate. The following are a list of some of the critical volunteer positions that must be filled each year in order for the association to function. Other important positions and roles are described on the CMHA website. Please get involved.

2.3 EXECUTIVE COMMITTEE

The CMHA board of directors is composed of approximately 15 elected directors and officers responsible for the ongoing operations of the association. The board of

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	13 of 102	Revised: 2013-May-15

directors is governed by the rules laid out in the CMHA Constitution and By-laws. Please see Section 5 of the By-laws for further details.

Directors will at all times, act honestly and in good faith and in the best interests of the Association; and exercise the care, diligence and skill of a reasonably prudent person in exercising the powers and performing their duties.

2.3.1 **PRESIDENT**

Job Description


- Act as the official representative of Association and be the moral authority when upholding all applicable rules and regulations.
- As Chief Executive Officer, oversee the daily operation of the Association.
- Chair monthly Association Board meetings.
- Preside at all Association meetings.
- Attend required PCAHA and BC Hockey meetings and AGM s.
- Act as liaison officer between the City of Chilliwack, BCH and PCAHA.
- Supervise the other Officers and Directors in the execution of their duties.
- Appoint a nominating committee for the purpose of securing nominees for Board positions up for election.
- Immediately suspend any member, player, team official, game official or any other person associated with CMHA from participation or association with any on ice or off ice hockey activities of CMHA for any conduct which has been or may be injurious to a member, player or game official.
- Serve as past-president at the end of two year term.

Time Commitment

- An average of 15 hours per week (August to April) with more time required in August/September (season start-up) including attending evening meetings in Vancouver
- Two year term May to May

Qualifications

- Strong administrative background
- Ability to work with a variety of personnel
- Minimum of one year on the CMHA Board
- Knowledgeable in rules, regulations, administration procedures of the division, association, district
- Have an interest in the Association improving coach and player development
- Member in good standing with CMHA

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	14 of 102	Revised: 2013-May-15

Selection

- Is elected at the AGM after approval of nomination

2.3.2

FIRST VICE PRESIDENT

Job Description


- Serve as Chair of the Discipline Committee and in that role;
- Receive any complaints regarding team officials, Board members, Association members or teams.
- Investigate complaints which may include a meeting of the parties involved with the alleged infractions and the Discipline committee.
- Communicate the investigation results to the Discipline Committee and the CMHA Board.
- In conjunction with the Discipline Committee decide if disciplinary action is needed and if so in what form.
- Act as Risk Manager, or appoint and oversee another Director as Risk Manager.
- Assist the President in the performance of the President's duties.
- Oversee the administration of the Association, including the roles of Secretary, Referee-in-Chief, Equipment Manager and Ice Coordinator.
- Oversee the co-ordination of the coach selection, draft and evaluation processes for the C Divisions and update the CMHA Board
- Attend monthly Board meetings.
- In the absence of the President, assume the President's duties.
- Perform any other duties to be assigned by the President.

Time Commitment

- An average of 10 hours per week (August to March) with 15-20 hours per week required in September/October (season start-up)
- Two year term (May to May)

Qualifications

- Strong administrative background
- Ability to work with a variety of personnel
- Ability to operate word processor and spreadsheet software
- Knowledgeable in rules, regulations, administration procedures of the division, association, district
- Have an interest in the Association improving coach and player development
- Member in good standing with CMHA

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	15 of 102	Revised: 2013-May-15

Selection

- Is elected at the AGM after approval of nomination

2.3.3

SECOND VICE PRESIDENT

Job Description

- Serve as Chair of the Appeals Committee.
- Serve as Chair of the Gaming Committee.
- Attend and represent the Association at all gaming meetings as required.
- Liaise between the Tournament Committee and the Board.
- Serve as a member of the Coach Selection Committee.
- Serve as Chair of the Scholarship Committee.
- Oversee the work of the Registrar.
- Update the Association policy manual annually or as needed.
- Review and monitor fundraising efforts of individual teams.
- May be appointed as Risk Manager.
- Attend monthly Board meetings throughout the year.
- In the absence of the President and First Vice-President, assume their duties.
- Perform any other duties to be assigned by the President.


Time Commitment

- An average of 10 hours per week (August to March) with 15-20 hours per week required in September/October (season start-up)
- Two year term (May to May)

Qualifications

- Strong administrative background
- Ability to work with a variety of personnel
- Ability to operate word processor and spreadsheet software
- Knowledgeable in rules, regulations, administration procedures of the division, association, district
- Have an interest in the Association improving coach and player development
- Member in good standing with CMHA

Selection

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	16 of 102	Revised: 2013-May-15

- Is elected at the AGM after approval of nomination

2.3.4

TREASURER

Job Description


- Keep the financial records, including books of account, necessary to comply with the Society Act.
- Ensure that all cheques issued by the Association contain two signatures.
- Act as a signing officer for the Association.
- Administrate the CMHA Purchasing Policy and all necessary Request for Proposals (RFP's) for purchases over \$5000.
- Provide financial statements to the Board, members and others as required.
- Present to the Board an interim financial report representative of the accounts of the Association as at April 30th each year.
- Circulate the yearly financial report to the membership.
- Compose a financial summary to present to the membership at the Annual General Meeting.
- Deposit all monies to the credit of the Association in a chartered bank, credit union or trust company.
- Check accuracy of team requests for referee funds.
- Issue cheques to teams to cover referee payments.
- Review financial summaries submitted by each team at the end of the season.
- Audit team financial records if complaint submitted.
- Oversee the gaming audit as required including delegating preparation of the required material when necessary.
- Perform any other duties assigned by the President.

Time Commitment

- An average of 5 hours per week (August to March) with 10-15 hours per week required in September/October (season start-up)
- Two year term (May to May)

Qualifications

- Strong administrative background

	Chilliwack Bruins Minor Hockey		
		Policy Manual	
	Page	17 of 102	Revised: 2013-May-15

- Book keeping and/or accounting knowledge
- Ability to work with a variety of personnel
- Ability to operate word processor and spreadsheet software
- Knowledgeable in rules, regulations, administration procedures of the division, association, district
- Have an interest in the Association improving coach and player development
- Member in good standing with CMHA

Selection

- Is elected at the AGM after approval of nomination

2.3.5


SECRETARY

Job Description

- Give notification of meetings of the Association and Board.
- Prepare, circulate and retain custody of minutes or proceedings of the annual general meetings, extraordinary general meetings, Board meetings, and any other meetings of the Association and post on the CMHA website as appropriate.
- Arrange for the composition, distribution and storage of all correspondence of the Association.
- File reports, resolutions and other documents as may be required by the Society Act.
- Read and respond to any correspondence sent to the email address secretary@chilliwackminorhockey.com
- Send communications regarding regular and irregular events to the entire organization and coordinate the responses.
- Respond to all requests within 12-24 hours.
- Compose an agenda (items and time required to discuss) for the monthly Association board meetings.
- Attend monthly Board meetings throughout the year.
- Book all the Association meetings and specials events.
- Collect and distribute to the Board monthly committee updates/reports.
- Receive email, voicemail or spoken communications from the President or other board members. Communicate these topics via email and website to the entire association or members as required.
- Perform any other duties to be assigned by the President.

Time Commitment

- An average of 5 hours per week (August to March) with 10-15 hours per week required in September/October (season start-up)
- Two year term (May to May)

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	18 of 102	Revised: 2013-May-15

Qualifications

- Strong administrative background
- Book keeping and/or accounting knowledge
- Ability to operate word processor and spreadsheet software
- Knowledgeable in rules, regulations, administration procedures of the division, association, district
- Have an interest in the Association improving coach and player development
- Member in good standing with CMHA

Selection


- Is elected at the AGM after approval of nomination

2.3.6

DIVISION DIRECTOR

Job Description

- Understands and upholds the rules and regulations governing the division and acts as the moral authority while representing the interests of players and parents of the division to the Board.
- Maintain timely and effective communication with team managers throughout the season; including the forwarding of important information that may be passed down from the Board from time to time.
- Oversee the operation of teams in the division.
- Communicate and Liaise with the PCAHA Divisional Director assigned to their division.
- With the Player and Coach Development Coordinator and other directors as required, recruit and select coaches for each season.
- Collects proof of qualifications for team officials and supplies the registrar with appropriate information.
- Arrange for player and coach evaluation for each season.
- Arrange for the drafting and allocation of players to teams. This may also involve player movement, addition and deletion during the season.
- Recruit and appoint a Division Coordinator.
- Receive complaints regarding team officials and forward to Discipline Committee if necessary.
- Ensure that team equipment needs (including safety) are fulfilled through the Equipment Manager.
- Ensure that, through the Equipment Manager, teams are provided with and return uniforms.
- Through Divisional Coordinators, provide information on practice and game ice allocation to the division teams including the assignment of game numbers for any ice time that does not constitute a practice.

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	19 of 102

- Ensure team officials are knowledgeable of and adhere to game administration procedures.
- Ensure team officials adhere to association penalty procedure.
- May assist in the development of divisional tournaments.
- Oversee the equitable assignment of exhibition games. Oversee the administration procedures for these games.
- Determine the procedure for Cup games. Ensure that these games are played in an equitable fashion and that all Cup Games are completed by March 15th of each season.
- Attend monthly Board meetings throughout the year.
- Serve as mentor for the upcoming directors of other divisions including advising on the availability and status of coaches for the next season
- During the last year of the term, find and mentor a suitable replacement for the upcoming term of director for the current division.

Time Commitment


- An average of 10 hours per week with more time required in August/September (season start-up) and March (season end)
- Two year term (May to May)

Qualifications

- Strong administrative background
- Ability to work with team personnel
- Ability to act as a liaison with the Association Board
- Knowledgeable in rules, regulations, administration procedures of the division, association, district
- Have an interest in the Association improving coach and player development
- Member in good standing with CMHA

Selection

- Is elected at the AGM after approval of nomination


	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	20 of 102	Revised: 2013-May-15

2.3.7

DIRECTOR AT LARGE

Job Description

- Understands and upholds the rules and regulations governing the division and acts as the moral authority while representing the interests of players and parents of the division to the Board.
- Oversees either the operation of Rep Teams in Divisions Atom to Midget or the Female Hockey Division.
- Inspects local arenas (Prospera and Twin Rinks).
- Collects proof of qualifications for team officials and supplies the registrar with appropriate information.
- Assist the registrar with registration.
- Serve as a member of the Discipline Committee.
- Ensure that team equipment needs (including safety) are fulfilled through the Equipment Manager.
- Ensure that, through the Equipment Manager, teams are provided with and return uniforms.
- Ensure team officials are knowledgeable of and adhere to game administration procedures.
- Ensure team officials adhere to association penalty procedure.
- May assist in the development of divisional tournaments.
- Attend monthly board meetings throughout the year.

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	21 of 102
		Revised: 2013-May-15

- Assume responsibilities of any Division Director on a leave of absence
- Serve as mentor for the upcoming directors of other divisions including advising on the availability and status of coaches for the next season
- During the last year of the term, find and mentor a suitable replacement for the upcoming term of director for the current division.

Time Commitment

- An average of 10 hours per week with more time required in August/September (season start-up) and March (season end)
- Two year term (May to May)

Qualifications

- Strong administrative background
- Ability to work with team personnel
- Ability to act as a liaison with the CMHA Board
- Knowledgeable in rules, regulations, administration procedures of the division, association, district
- Member in good standing with CMHA

Selection


- Is elected at the AGM after approval of nomination

2.3.8

PUBLIC RELATIONS DIRECTOR

Job Description

- Develop and maintain key partnerships with community organizations that provide benefits to CMHA members including, but not limited to, team sponsors
- Organize fundraising programs and develop and maintain all fundraising processes from the team level to the association level
- Liaise with the local media regarding Association and team events.
- Responsible for Association Fundraising and Sponsorship
- Assemble and chair the Fundraising and Sponsorship Committee
- As required, work with the Website Coordinator to update and maintain the website content
- Co-ordinate and circulate to the membership an Association e- newsletter.
- Follow the personal information distribution rules stated in the *Personal Information and Privacy Act*.
- Participate in the coordination of Association special events.
- Update the Association bulletin board.
- Purchase, create, maintain and upgrade the Association trophies and cases.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	22 of 102	Revised: 2013-May-15

- Perform any other duties assigned by the President.

Time Commitment

- An average of 10 hours per week (August to March).
- Two year term

Qualifications

- Strong administrative background
- Ability to work with a variety of personnel
- Member in good standing with CMHA


Selection

- Is elected at the AGM after approval of nomination

2.3.9 **PLAYER AND COACH DEVELOPMENT DIRECTOR**

Job Description

- At all times, act honestly and in good faith and in the best interests of the Association; and exercise the care, diligence and skill of a reasonably prudent person in exercising the powers and performing the functions as a Director.
- Assemble and chair the CMHA Player and Coach Development Committee.
- Liaise between the coaches and the Board of Directors.
- Liaise with BC Hockey regarding coaching clinics and the coach certification process.
- Create, organize and implement coaching programs within the Association.
- Create and implement a player development strategy for the Association.
- Create, organize and implement training programs for team officials.
- Oversee player evaluation processes for placement on teams for all divisions.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	23 of 102	Revised: 2013-May-15

- Assist "C" Division Directors with Coach Selection at the start of each season including review of past performance record and coach observation results for each coach.
- Oversee the Coach Coordinator.
- Follow the personal information distribution rules stated in the *Personal Information and Privacy Act*.
- Attend Monthly Board Meetings
- Perform any duties assigned by the President.

Time Commitment

- An average of 10-15 hours per week
- Two year term

Qualifications

- Strong administrative background
- BC Hockey Coaching Level Developmental 1
- Minimum of three years of coaching experience covering all levels of minor hockey
- Ability to work with a variety of personnel
- Ability to act as a liaison between coaches and CMHA executive
- Knowledgeable in rules, regulations, administration procedures of the division, association, district
- Member in good standing with CMHA and BCH

Selection

- Is elected at the AGM after approval of nomination.

2.4 APPOINTED MEMBERS

2.4.1 REGISTRAR

Job Description

- Maintain the register of players and team officials using the Hockey Canada Registry (HCR).
- Prepare the registration package for the forthcoming season and ensure that registration packages are sent to the parents of all players registered during the previous season.
- Receive registration forms from returning players.
- Conduct an open registration for new registrants.
- Forward all payments received to the Treasurer for processing.



Chilliwack Bruins Minor Hockey

Policy Manual

Page 24 of 102

Revised: 2013-May-15

- Ensure all players are pre-registered in HCR prior to start of evaluation ice times to activate Hockey Canada insurance.
- Ensure that all players and team officials are registered on their respective team roster in HCR prior to the first scheduled league game.
- Ensure all new registrants complete a PCAHA Registration Certificate and provide a birth certificate or, if the player previously played for another Association, ensure that all PCAHA player movement requirements are fulfilled.
- Where required, have the player's parents provide proof of residence to verify compliance with the Residential Qualification.
- Keep and maintain permanent records for all registered players of the Association.
- Maintain team rosters and ensure all roster changes (additions and releases) are recorded in HCR.
- Ensure that the Association complies with the *Personal Information and Privacy Act*.
- Ensure the carding of all Rep players.
- Work under the direction of the 2nd Vice-President.
- Perform any other duties assigned by the President.

Time Commitment

- An average of 5 hours per week (August to March) with 10-15 hours per week required in September/October (season start-up).
- One year term (May to May)

Qualifications

- Strong administrative background
- Ability to operate word processor and spreadsheet software
- Knowledgeable in rules, regulations, administration procedures of the division, association, district
- Have an interest in the Association improving coach and player development
- Member in good standing with CMHA

Selection

- Is appointed by the CMHA President.

2.4.2

COACH COORDINATOR

Job Description

- Assemble and chair the Coach Selection Committee for Rep and "C" division coaches.
- Appoint all team coaches and team officials as recommended by the Coach Selection Committee.
- Liaise between the coaches and the Association.
- Liaise with BC Hockey regarding coaching clinics and the coach certification process.
- Create, organize and implement coaching programs within the Association.



Chilliwack Bruins Minor Hockey

Policy Manual

Page 25 of 102

Revised: 2013-May-15

- Create and implement a player development strategy for the Association.
- Create and implement player and goalie skill development sessions.
- Create, organize and implement training programs for team officials including coach development sessions.
- Create and implement a player evaluation process for each Division from Initiation 4 to Juvenile.
- Create and implement a rep tryout process for each Division from Atom to House.
- Create and implement the CMHA Coach Mentorship Program
- Provide resources for Association coaches who wish to improve their proficiency.
- Monitor the performance of the Association coaches throughout the season.
- Make recommendations for improvement of individual coaching skills.
- Create player and parent coach observation surveys to circulate and collate data from.
- Annually review and improve the team draft process.
- Serve as a member of the Discipline Committee.
- Appoint, with approval of the Director at Large, an Initiation Coach Coordinator to assist with that Division.
- Submit monthly updates to the CMHA Board regarding the status of CMHA coaches.
- Attend CMHA Board meetings if requested.
- Perform any other duties assigned by the President.

Time Commitment

- An average of 10 hours per week (August to March) with more time required in September/October (season start-up)
- One year term

Qualifications

- Strong administrative background
- BC Hockey Coaching Level Developmental 1
- Minimum of three years of coaching experience covering all levels of minor hockey
- Ability to work with a variety of personnel
- Ability to act as a liaison between coaches and CMHA executive
- Knowledgeable in rules, regulations, administration procedures of the division, association, district
- Member in good standing with CMHA and BCH

Selection

- Is appointed by the CMHA President.

2.4.3

REFEREE-IN-CHIEF

Job Description



Chilliwack Bruins Minor Hockey

Policy Manual

Page 26 of 102

Revised: 2013-May-15

- Maintain an effective line of communication between the on-ice officials and the Association.
- Co-ordinate training programs for all on-ice officials.
- Ensure the instruction, support, development and discipline of Association on-ice officials.
- Appoint Referee Assignors to prepare a schedule for on-ice officials for all "C" and Rep team games in conjunction with the Association or PCAHA Referee Assignor.
- Ensure that on-ice officials scheduled for all C and Rep team games are in accordance with PCAHA and BCH rules.
- Liaise with team managers to arrange on-ice officials for exhibition games.
- Schedule on-ice officials for Association tournaments.
- Monitor performance of all on-ice officials and grade their performance to ensure either continued development at lower levels for weak on-ice officials or quicker development for stronger on-ice officials.
- Mentor new on-ice officials to improve their skills as well as encourage their interest and continued participation.
- Ensure that a reasonable standard of officiating is maintained at all times.
- In conjunction with the Association Treasurer, develop a method of payment for on-ice officials.
- Serve as a member of the Discipline Committee as needed.
- Review the performance of each CMHA on-ice official annually.
- Ensure that all on-ice officials are registered and are members in good standing with the BCH.
- Perform any other duties assigned by the President.


Time Commitment

- An average of 10 hours per week (August to March) with more time required in September/October (season start-up)
- One year term

Qualifications

- Strong administrative background
- BC Hockey Level 3 Officiating Certificate
- Minimum of five years officiating experience covering all levels of minor hockey
- Ability to work with referee personnel
- Ability to act as a liaison between on-ice officials and CMHA Board
- Knowledgeable in rules, regulations, administration procedures of the division, association, district
- Member in good standing with CMHA and BCH

Selection

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	27 of 102	Revised: 2013-May-15

- Is appointed by the CMHA President

2.4.4 **ICE COORDINATOR**

Job Description

- Contact the Chilliwack Parks and Recreation Department to procure required ice time for the Association
- Attend and chair all Hockey Operations Committee meetings.
- Create and implement the Association Ice Schedule, including scheduling ice time for Rep tryouts, evaluation sessions and Association tournaments.
- Assign Association ice times to all Divisions.
- Develop, train and mentor Divisional Coordinators with regards to ice scheduling.
- Reschedule ice times as required throughout the season.
- Work under the direction of the 1st Vice President.
- Perform any other duties assigned by the President.

Time Commitment


- An average of 10 hours per week (August to March) with 15+ hours per week required in August/September (season start-up).
- One year term

Qualifications

- Strong administrative background
- Ability to operate spreadsheet software
- Ability to work with a variety of personnel
- Member in good standing with CMHA

Selection

- Is appointed by the CMHA President

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	28 of 102	Revised: 2013-May-15

2.4.5 **EQUIPMENT MANAGER**

Job Description

- Purchase, replace, maintain and upgrade Association jerseys, first aid kits and pucks.
- Ensure that all teams have necessary supplemental equipment like Stop Signs, C's and A's for Captains and assistant Captains as needed
- Acquire, replace, distribute and maintain Association goalie equipment.
- Maintain records of the distribution of Association equipment including sizing and distribution of sizes of each jersey per team
- Work with the Sponsorship and Fundraising Coordinator to ensure that all sponsor patches and sponsor bars are accurate and updated as needed.
- Collect and inventory all Association equipment at the end of each season including the tagging of each set of equipment for easy distribution the following year.
- At season end, present to the Board an account of the condition of the equipment and make recommendations for the replacement of such equipment prior to the following season.
- Advise the Treasurer and Board on the projected replacement cost of equipment before April 10th.
- Implement controls to prevent the loss of Association property.
- Create and implement a process for regular cleaning of conflict jerseys.
- Report to the Board on any matters of replacement of equipment due to loss, deterioration or damage.
- Respond to equipment requests within 24 hours.
- Coordinate the distribution of evaluation jerseys and pinnies for "C" and rep divisions
- Follow the Purchasing Policy when replacing equipment
- Perform any other duties assigned by the President.

Time Commitment


- An average of 4 hours per week (August to March) with 15-20 hours per week required in September/October (season start-up) and April (season end).
- One year term

Qualifications

- Strong administrative background
- Ability to work with a variety of personnel
- Member in good standing with CMHA

Selection

- Is appointed by the CMHA President.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	29 of 102	Revised: 2013-May-15

2.4.6 **PICTURE DAY COORDINATOR**

Job Description

- Solicit and retain the services of a photographic company.
- Schedule a date and location for the Association Picture Day.
- Announce the Picture Day date to the Association membership
- Request ice time schedules for Picture Day from each team.
- Schedule a picture time for each team which does not conflict with ice times.
- Publish the Picture Day schedule and information.
- Distribute picture information packages to team managers.
- Distribute photo packages to team managers.
- Coordinate the team sponsor information with the photography company.
- Order additional team photos as needed to ensure that sponsor appreciation commitments are fulfilled.
- Attend Picture Day to ensure the efficient implementation of the schedule.

Time Commitment


- An average of 2 hours per week (September to December) with 15 hours per week the week before Picture Day.
- One year term

Qualifications

- Strong administrative background
- Ability to work with a variety of personnel
- Member in good standing with CMHA

Selection


- Is appointed by the CMHA President.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	30 of 102	Revised: 2013-May-15

2.4.7 DIVISION COORDINATORS

Job Description

- Oversee the operation of "C" teams in the division.
- Work in conjunction with the Ice Coordinator to utilize all ice as efficiently as possible.
- Check accuracy of team rosters and all required player and parent information once entered into the Hockey Canada registry and CMHA Website.
- In conjunction with the Divisional Director, arrange for player evaluation.
- Arrange for the allocation of players to teams. This may also involve player movement, addition and deletion during the season.
- Attend evaluation sessions.
- Attend the team draft session.
- To oversee creation of teams in the "C" league that are as balanced competitively as possible using an approved CMHA draft system.
- Liaise between rep coaches during evaluations regarding which players are potentially moving to "C" division.
- In conjunction with the Divisional Director, arrange a pre-season coach meeting to discuss the evaluation process.
- Provide information on game ice allocation to PCAHA scheduler and PCAHA Division Manager
- After January 10th, track number of times each C Division player is affiliated to a Rep team or a team in a higher division.
- Schedule practices and "C" Division Cup games.
- Responsible for the re-assigning of ice within their Division to ensure equal access to unused ice by their teams.
- Track and regularly communicate to team managers the results of C Division Cup games.
- Re-schedule any conflict games on PCAHA schedule.
- Enter game and practice schedules into the CMHA website.
- Assist coaches or managers with documentation if required.
- Liaise between Division Director and teams.
- Update Division Director on issues or events in division.
- Attend PCAHA meeting at beginning of season.
- Arrange with Equipment Manager a supply of jerseys and pucks for evaluation.
- Assist Equipment Manager to distribute jerseys, pucks and first aid kits at the beginning of the season.
- Find and ensure the entry of game sheets for games not entered by managers in Teamlink within 48 hours.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	31 of 102	Revised: 2013-May-15

Time Commitment

- An average of 6 hours per week (August to March) with more time required in September/October (season start-up) and February
- One year term

Qualifications

- Strong administrative background
- Ability to work with team personnel
- Ability to act as a liaison with the PCAHA division manager
- Knowledgeable in rules, regulations, administration procedures of the division, association, district
- Member in good standing with CMHA

Selection

- Is appointed by the CMHA division director.


2.4.8

RISK MANAGER

Job Description

- Ensure that all off-ice team officials have completed the Respect in Sports course by December 1st of each season.
- Ensure that all off-ice team officials have current criminal record checks or any other checks required by the Board.
- Devise important safety updates or requirements.
- Using the CMHA website and other appropriate communication tools, notify the Association members of safety updates or requirements.
- Ensure that each team has a certified Hockey Canada Safety Person rostered by December 1st of each season.
- Report and resolve any activities or concerns relating to insurance liability coverage.
- Report to the Board all matters pertaining to Risk Management.
- Identify and resolve any issue or action that may be considered potentially hazardous to the Association or its members.
- Maintain Arena Checklists as required by Chilliwack Parks and Recreation.
- Represent the Association in all matters pertaining to Risk Management.

Time Commitment

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	32 of 102

- An average of 5 hours per week (August to March) with 10-15 hours per week required in September/October (season start-up) and December.
- Two year term (May to May)

Qualifications

- Strong administrative background
- Ability to operate word processor and spreadsheet software
- Knowledgeable in rules, regulations, administration procedures of the division, association, district
- Have an interest in the Association improving coach and player development
- Member in good standing with CMHA

Selection

- Is filled by a member of the Board, usually the Second Vice-President, appointed by the First Vice-President.

2.4.9


TOURNAMENT COORDINATOR

Job Description

- Liaise between the Association and all tournament committees.
- By October 15th, apply for and receive CMHA sanction for each planned tournament for the upcoming season.
- Chair the Tournament Committee.
- In August, set tournament schedule for the upcoming season.
- In the absence of a Division Tournament Committee Coordinator, assume the duties of coordinator.
- Ensure that each tournament committee is aware of the Tournament Policies and Procedures of the Association and ensure that such policies and procedures are enforced.
- Ensure that each tournament is properly sanctioned under the rules of BCH or PCAHA as appropriate.
- Perform any other duties to be assigned by the President.

Time Commitment

- An average of 2 hours per week (August to March) with 10 hours per week in September and the week before each tournament.
- One year term

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	33 of 102	Revised: 2013-May-15

Qualifications

- Strong administrative background
- Ability to work with a variety of personnel
- Have an interest in the Association improving coach and player development
- Member in good standing with CMHA

Selection


- Is appointed by the CMHA President.

2.4.10

WEBSITE COORDINATOR

Job Description

- The Website Coordinator develops and maintains the Chilliwack Minor Hockey Association (CMHA) website.
- Liaise between the Association and all CMHA Board Members
- Liaise with Goalline Web Manager/Host for support and troubleshoot problems.
- Manage the website@chilliwackminorhockey.com address. Check daily.
- Manage the tradingpost@chilliwackminorhockey.com address and post/delete items on the Trading Post web page
- Archive and store CMHA documents/articles/schedules for future reference and to forward to next appointed Website Coordinator
- Update site content on regular intervals as directed by CMHA Administration and Board of Directors
- Post updated By-Laws and Policies for CMHA Members to review
- Distribute and collect results/data for online surveys as directed by the CMHA President or Vice-President
- Monitor site content and documents to ensure all articles posted are relevant and up to date.
- Assist with setting up approved users with access to the CMHA Website and manage appropriate user privileges
- Assist with setting up Board of Directors with a Chilliwack Minor Hockey email address and maintain Gmail Dashboard with a list of updated users
- Send out email notifications to CMHA Members, Parents and Players
- Post CMHA Board of Directors, club officials and coaching staff information
- Post schedule of evaluations, clinics, hockey schools and special events
- Instruct team officials(Coach, Assistant Coaches, Managers) on how to use the CMHA Website
- Create and maintain new CMHA web pages

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	34 of 102	Revised: 2013-May-15

- Perform any other duties to be assigned by the President

Time Commitment

- An average of 2 hours per week (August to March) with 3 hours per week in September
- One year term

Qualifications

- Strong computer and troubleshooting skills in PC, Web
- Knowledge of computer systems, word processing, internet/Email, database and spreadsheet software applications including MS Office (Word, Excel, csv Format, Outlook, PDF)
- Ability to monitor and respond to email requests in a timely manner
- Ability to post time sensitive items on the website in a timely manner
- Member in good standing with CMHA

Selection

- Appointed by the CMHA President

2.4.11

REFEREE ASSIGNOR


Job Description

- Liaise between RIC, Division Coordinators, Coaches, Managers and Officials.
- Compile an email and phone contact list from Goalline, Referee Management System before start of the season.
- Assign League and Playoff games from October through to the end of March.
- Ensure each game in Atom "A" through Bantam "C" is assigned one referee and two linesmen, and Female Atom and Peewee Divisions are assigned 2 officials.
- Ensure each pending assignment is confirmed within 48 hours.
- Make individual game callouts both by phone and email as required.
- Record no show, game declines and lates.
- Liaise with administration periodically to ensure payment of officials.

Time Commitment

- An average of 30 minutes to 1 hour per day as job demands, from September through March.
- One year term

Qualifications

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	35 of 102	Revised: 2013-May-15

- Ability to work with a variety of personnel
- Ability to make callouts on short notice
- Have an interest in officiating
- Good understanding of PCAHA Constitution, By-Laws, Rules & Regulations
- Knowledge of Referee Assigning Centre Grading Levels
- Knowledge of Referee pay scale

Selection

- Is appointed by the CMHA President

2.5 TEAM PERSONNEL


Please refer to CMHA Constitution and By-Laws located in the Policies & Manuals section on the CMHA Website cmha.goalline.ca

2.6 PAID OFFICE ADMINISTRATOR

At the time of writing this version of the policy manual, CMHA employs a paid Office Administrator. This person also carries out the majority of the registrar duties. The position is full time. An employment contract is reviewed annually by the executive committee. The decision to continue to have a paid administrator is one which the executive committee needs to review and vote upon from time to time as required. In the event that the Office Administrator needs to be replaced; the position must be advertised to the public and an open competition.

2.7 PAID CONTRACTORS

From time to time, CMHA hires paid contractors to perform duties that are deemed necessary when it is determined that the use of volunteers will not be as effective as hiring an expert. Examples of paid contractors are bookkeepers/accountants, on ice trainers like goalie coaches and third party evaluators. The decision to use paid contractors is one which the executive committee needs to review and vote upon from time to time as required.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	36 of 102	Revised: 2013-May-15

3 ADMINISTRATION AND FINANCE

3.1 COMMUNICATION

CMHA information is available on our website cmha.goalline.ca. If you have a general suggestion, complaint, improvement or observation about the Association please communicate it in writing. There is a Suggestion Box Tab on the main menu of the website with a form that can be filled out and emailed. Otherwise, email the most appropriate board member as per the addresses found on the executive page of the CMHA website. Please review the Grievance Policy before sending a complaint.

3.2 CMHA OFFICE

Addresses: Mailing: P.O. Box 2416,
Stn Sardis Main
Chilliwack, B.C.
V2R 1A7

Location: Twin Rinks Arenas
5745 Tyson Road
Chilliwack, B.C.
V2R 2L1


Phone: (604) 858-6031
Fax: (604) 858-6015

Website: cmha.goalline.ca

E-Mail: cmha1@telus.net

Registrar's E-Mail: registrar@chilliwackminorhockey.com

Office Hours are posted on the CMHA website.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	37 of 102	Revised: 2013-May-15

3.2.1 HOCKEY CANADA INSURANCE PROGRAM

Insurance coverage for volunteers and players is provided through the Hockey Canada Insurance Program. PCAHA collects the premiums for the insurance program as part of the player assessment fees they charge CMHA per player at the beginning of each season. Full details of the insurance coverage can be found in the Safety Requires Teamwork & Safety for All booklet. A PDF copy of this booklet can be found on the BC Hockey and Hockey Canada Websites.

This insurance offers coverage for liability and injuries. Any claims must be made within 90 days of the date of the accident. If your team is traveling to the United States, it is strongly advised that each player purchase additional insurance. Please note that the team is only covered for sanctioned Minor Hockey events. Sanctioned activities consist of team practices and games under the control of the Association of League, or such other activities as authorized by the Society. Any extra activities organized by the team, whether they are extra ice times, dry land training, team travel to destinations outside B.C. or other such team functions must be approved in writing by use of a BC Hockey Special Event Sanction form.

3.3 PRIVACY AND SAFETY


3.3.1 OFFICE VOLUNTEER POLICY

PURPOSE:

In accordance with the Personal Information and Privacy Act, volunteers working in the Chilliwack Minor Hockey Association (CMHA) office must understand and agree to maintain confidentiality of personal information

PROCESS:

1. All volunteers assisting in the CMHA office must be a member of CMHA.
2. In accordance with the CMHA Criminal Record Check policy, all volunteers assisting in the CMHA office must complete a Criminal Record Check and Vulnerable Sector check every three years.
3. All volunteers assisting in the CMHA office must sign a confidentiality agreement.
4. An Officer Director (President, First Vice-President, Second Vice-President, Treasurer or Secretary) of the CMHA Board must approve the assignment of the volunteer. Approval may be verbal but must be communicated to the other Officer Directors.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	38 of 102	Revised: 2013-May-15

5. Volunteers will conduct financial transactions on behalf of the association only under the direct supervision of the Office Administrator.

3.3.2 **PRIVACY POLICY**


PURPOSE:

The Personal Information Protection Act (PIPA) governs the way private sector organizations within British Columbia collect, use, store, secure and disclose personal information" in a manner that recognizes both the right of individuals to protect their personal information and the need of organizations to collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances." "Personal Information" means information about an identifiable individual. The Chilliwack Minor Hockey Association (CMHA) acknowledges the importance of securely storing personal information received in the process of operating a minor hockey organization. CMHA recognizes the importance of confidentiality of members' information and the requirements concerning the collection, use and disclosure of such information.

PROCESS:

3.3.2.1 **Accountability**


1. The CMHA Secretary will implement and monitor this Privacy Policy. The Secretary will ensure CMHA's compliance with PIPA as well as respond to access requests in accordance with this Policy. The ultimate responsibility for Privacy issues will rest with the CMHA Board of Directors. The Secretary may enlist assistance from other staff members and/or volunteers within the organization. However, the Secretary and Board remain responsible for Privacy issues.
2. The name and title of the Secretary must be publicly accessible to CMHA members and the public in general by posting the Secretary's identity and e-mail address on the CMHA website. The Secretary may be contacted at: secretary@chilliwackminorhockey.com.
3. The Secretary will ensure that CMHA manages all personal information in its possession in accordance with this Policy including that which may be transferred to a third party. Third party organizations who handle information on behalf of CMHA will be contractually obligated to adhere to the standards of CMHA.
4. CMHA will implement internal policies which will facilitate adherence to this Privacy Policy including but not limited to the following:

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	39 of 102
		Revised: 2013-May-15

- a. Security measures at all levels designed to protect personal information in our possession;
- b. Implementing procedures designed to respond to complaints and/or inquiries
- c. Staff training in all facets of information management, including awareness of CMHA's Privacy Policy and policies and procedures developed in accordance with the Policy.

3.3.2.2 Identifying Purposes, Type of Information Collected and Website


1. CMHA will only collect information reasonably necessary to operate and run minor hockey programs.
2. Access to our privacy policies and procedures will be readily available.
3. The process by which challenges may be made to CMHA's compliance and/or adherence to the legislation in question will be readily available and transparent. To obtain further information, contact the Secretary.
4. CMHA collects personal information from prospective players, members, coaches, referees, managers and volunteers for the purposes of conducting Hockey Programming. Specifically:
 - i. A player's name, address and date of birth are collected to determine that the player's geographical, division of play and level of play information are consistent with CMHA, Pacific Coast Amateur Hockey Association (PCAHA) and British Columbia Hockey (BCH) regulations.
 - ii. Historical information concerning past teams played for is collected in order to determine if any transfer regulations may apply.
 - iii. Information concerning an individual's skill level and development and feedback on programs is collected to measure the success of our programs in order that we may better plan future programs.
 - iv. Information as to a player's parents' name, address, telephone numbers and email addresses may be collected in order to facilitate emergency contact information as well as to ensure compliance with CMHA, PCAHA and BCH residency regulations.
 - v. Educational information may be collected in order to ensure all CMHA, PCAHA and BCH residency regulations have been adhered to.
 - vi. E-mail addresses may be collected for the purposes of facilitating membership communication related to upcoming events and programs.
 - vii. Information about skill levels, ability, emergency contacts and health to ensure our activities are carried out in a safe and secure environment.

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	40 of 102

- viii. Personal information collected for the purposes of hockey registrations may also be used for hockey specific research purposes including but not necessarily limited to hockey demographic type research.
 - ix. CMHA has numerous parent organizations under which umbrella CMHA offers hockey programs CMHA discloses the personal information described in above to these organizations in order to facilitate Hockey Programming and ensure compliance with rules and regulations.
 - x. Potential and actual insurance claims and the subsequent investigation thereof.
 - xi. Appeals and regulations challenges as well as information collected to defend CMHA against legal action brought against CMHA.
5. CMHA will endeavor to advise potential registration candidates of the purpose for the collection and use of the data requested at the time of registration or by reference to the web site at cmha.goalline.ca
 6. CMHA will request permission for the use of any personal data collected which is extraneous to that which has been identified above, unless such use is authorized by law.
 7. CMHA may also use information about an individual who accesses secure areas of cmha.goalline.ca. Information requested during use of our web site may include name, address, e-mail address, age, sex [and the other types of personal information listed in above] All such personal information will be treated within the same parameters as other personal information collected by CMHA through other means. Whether or not to provide the information collected will be entirely at the discretion of the user; however failure to complete certain sections may inhibit the ability to fully access all areas of the web site. Our web site also collects non-identifiable information about users such as the users IP address, the sections of the web site visited and the information downloaded. CMHA may use this non-identifiable information and disclose it to service providers, for system administration purposes and to improve the web site.

3.3.2.3 Consent

1. CMHA will use the personal information for the uses specified above in this document. By consenting to provide your information to CMHA, you are deemed to consent to our use of the information for the purposes of Hockey Programming listed in Section 2 of this Privacy Policy and to disclosure of the information to other associated organizations for the same purpose.
2. CMHA will request consent before publishing (paper, electronically or other format) or circulating personal information or photographs of CMHA registrants and members.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	41 of 102	Revised: 2013-May-15


3. In addition to using personal information for Hockey Programming purposes, CMHA may from time to time wish to use member name, address and contact information for the purposes of providing promotional opportunities, including by providing the information to BCH's branches, leagues and associations and other third parties who CMHA believes provide services or goods that may be of interest to you. CMHA and any such third parties may contact you with promotions [or to provide further hockey specific communications and association/league Branch information updates]. CMHA will provide an opportunity for the member to consent to these opportunities during the registration process. If you consent but later wish to opt out of this use of information later, you may do so by contacting CMHA.
4. CMHA recognizes that hockey by its nature is a contact sport and injuries are to a certain extent inherent in the game. We believe medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and therefore we may request them. While our members and prospective members are under no obligation whatsoever to supply this information and may refuse to do so without penalty, CMHA will consider receipt of this information as consent for its subsequent use in an emergency medical situation.
5. If at any time you wish to withdraw your consent to the use of your information for any purposes, you may do so by contacting the CMHA Secretary. We will do our best to accommodate your request in a timely fashion without diminishing the services we provide to you. We will explain to you the impact of your withdrawal on any services we provide to you.
6. CMHA may collect personal information without consent where reasonable to do so and where permitted by law.

3.3.2.4 Limiting Collection

1. All information will be collected fairly and lawfully within the criteria as set forth in our Privacy Policy.
2. CMHA will not indiscriminately collect information. The amount and type of information we collect will be limited to that which is required to fulfill our identified purposes.
3. CMHA will not use any form of deception in gaining personal information from its members.

3.3.2.5 Limiting Use, Disclosure and Retention


1. Subject to applicable legislation, CMHA will limit use of personal information it collects to purposes that we have disclosed in Sections 3.3.2.2 (Identifying Purposes) and 3.3.2.3 (Consent).

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	42 of 102

2. CMHA will maintain documents for certain periods of time depending upon necessity. More specifically:
 - i. Maintain registration data for a three period after an individual has left our programs in the event that an individual chooses to return to our programs after leaving.
 - ii. Parental/family information will be normally maintained for a similar three year period after a member has left our programs.
 - iii. CMHA has numerous parent organizations which offer hockey programs. As in section 3.3.2.2, CMHA may from time to time share information with these Branches, associations, and leagues in order to facilitate Hockey Programming and ensure compliance with rules and regulations.
 - iv. CMHA may from time to time enlist the services of third party vendors in order to provide hockey programs, technical and support services. Prior to enlisting the services of these firms we will contractually commit them to treat your personal information consistent with the Privacy Policy of CMHA.
 - v. CMHA may at some point be involved in the sale, merger, transfer or reorganization of its activities. We may disclose personal information to the other party in such a transaction. CMHA will ensure that we contractually obligate the other party to treat this information in a manner consistent with our Privacy Policy.
 - vi. CMHA may disclose your personal information to a government authority that has asserted its lawful authority to obtain the information or where CMHA has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as permitted by applicable law.
 - vii. CMHA may at its discretion release personal information for the purposes of collecting debts which may be owed to CMHA.
3. Certain documents may be subject to legislated retention periods either federally or provincially and these will be respected at all times by CMHA

3.3.2.6 Accuracy

1. CMHA will strive to ensure to the extent it can that the information entrusted to us is maintained in an accurate manner. We will try to maintain the interests of the individual and attempt to ensure that decisions are not made for or about an individual based on personal information that is flawed. CMHA will only update

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	43 of 102


information in the event of a renewal or registration and/or an update. Requests to correct or update personal information must be in writing and contain enough background information so that CMHA can identify the correction being sought.

3.3.2.7 Safeguards

1. Security safeguards have been implemented to ensure your personal information is protected from theft as well as unauthorized access, disclosure, copying, use, disposal or modification.
2. The level of safeguards employed will be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed.
3. Methods of protection and safeguards to be employed will include but in no way be necessarily limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption.
4. CMHA will shred or arrange for disposal/destruction of all documents containing personal information once the documents are no longer needed. This includes but is not limited to medical information sheets, team rosters and privacy waivers. After the team's last ice session, parents may request of the team HCSP return of their child's medical sheet. Any requests prior to this are subject to Section 3.3.2.3 (Consent). The team manager will destroy team rosters, privacy waiver and all remaining medical sheets and any documents containing personal information by April 15.

3.3.2.8 Openness

1. CMHA publicly discloses the methods by which we handle your personal information. This information is readily available through our Privacy Policy, on our web site or upon request by contacting the CMHA Secretary.
2. The information available includes:
 - i. The name and e-mail address of the Secretary which is located in the Executive section of the CMHA website: cmha.goalline.ca
 - ii. A description of the type of personal information held by CMHA and our general uses thereof. This includes:
 - registration information, including name, date of birth, address, past teams played on, medical information and e-mail addresses;
 - information used for scouting, potential sponsorship opportunities, donors, alumni and information retained for the purposes of CMHA business contacts;

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	44 of 102	Revised: 2013-May-15


- information that may be made available to related organizations, branches, associations, leagues and/or third party service providers, in accordance with the provisions of this Privacy Policy.

3.3.2.9 Individual Access

1. Subject to applicable legislation, upon request by the individual concerned, CMHA will disclose whether or not it actually holds personal information on an individual. We will disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed.
2. Subject to applicable legislation, requests from a member to access all or part of registrants or members personal information must be submitted in writing to the CMHA Secretary. The Secretary will respond in writing within 30 days with the requested personal information, or, if the requested personal information cannot be reasonably provided, with a reasonable opportunity to examine the personal information.
3. If requests from a member to access all or part of a registrant's or member's personal information is refused, CMHA will tell the applicant:
 - a. the reasons for the refusal and the provision of this Act on which the refusal is based
 - b. the name, position title, business address and business telephone number of a CMHA officer or employee of the organization who can answer the applicant's questions about the refusal
4. CMHA may request sufficient information to confirm your identity before releasing your personal information to you.

3.3.2.10 Challenging Compliance

1. Any grievances with regard to the administration of the CMHA Privacy Policy must be submitted in writing to the CMHA Secretary. The Secretary will investigate the grievance and report the findings to the complainant within 30 days. Any breaches of the Privacy Policy are subject to discipline meted out by the Discipline Committee.
2. Upon receipt of a complaint CMHA will make available the complaint procedures which will be simple and easy to access.
3. CMHA will investigate all complaints. If the complaint is deemed justified CMHA will take the appropriate steps to ensure that compliance is achieved and will make changes to its policies to allow for compliance in the future.
4. All complaints and further requests for information regarding CMHA privacy policies should be addressed to the CMHA Secretary.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	45 of 102	Revised: 2013-May-15

3.3.3 PUBLICATION POLICY

PURPOSE:

Within guidelines which protect the privacy and personal information of members and players, CMHA encourages the promotion of minor hockey programs and teams through public media.

PROCESS:

1. Members, players and teams may only represent CMHA's Board of Directors with the written consent of the CMHA Board.
2. Members, players and teams must have written consent from the parent/guardian of a player(s) or from the member before distributing or publishing any personal information including photographs. Publication includes but is not limited to newspapers, magazines, periodicals, internet, television, and radio. Refer to the CMHA Privacy Policy.
3. Information published must adhere to all CMHA Codes of Conduct and Policies.

3.3.4 CRIMINAL RECORD CHECK POLICY

PURPOSE:

Criminal Record Checks ("CRC") and Vulnerable Sector Checks ("VSC") are part of ensuring the safety of CMHA employees, volunteers, members and players from those individuals with a history of workplace violence or other serious offences.

PROCESS:

1. CMHA requires all employees and volunteers (including but not limited to Board members, Office Administrator, Registrar, Divisional Co-coordinators and on-ice officials 18 and over) to complete a Consent for Criminal Record Search Form every three years.
2. Employees and volunteers in contact with children (including but not limited to rostered team officials, on-ice officials 18 years and older and the Office Administrator) must also complete a Vulnerable Sector Check every three years. Individuals with current CRCs on file with CMHA are not required to complete the VSC until the required renewal.
3. The deadline for completing CRC and VSC will be November 1st. An employee or volunteer failing to complete the CRC and VSC by November 1st will be removed from his position.
4. CMHA will cover any fees for CRC's or VSC's




Chilliwack Bruins Minor Hockey

Policy Manual

Page 46 of 102

Revised: 2013-May-15

5. When filling out the Consent for Criminal Record Search Form and VSC, the applicant must authorize the municipal police or RCMP to disclose all information regarding his or her CRC and VSC to CMHA at P.O. Box 2416, Stn. Sardis Main, Chilliwack, B.C., V2R 1A7 to the attention of (name of current president), President
6. The President will review the CRC's and VSC's except for his own which will be reviewed by the 1st Vice-President. Any flagged CRC or VSC will be reviewed by the Officer Directors (President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer) and action determined on a case by case basis considering the following:
 - a. relationship of the offence(s) to the nature of the position;
 - b. number and nature of the charges and / or convictions;
 - c. relevant offences listed in Schedule 1 of Criminal Records Review Act, R.S.B.C. 1996, c.86;
 - d. when the offence(s) occurred; and
 - e. what the individual has done since the date of the offence.
7. If the Officer Directors determine that the individual poses a risk, the President will immediately notify the individual in writing of the decision.
8. A satisfactory CRC or VSC is either:
 - a. confirmation from the police that no criminal records and / or charges exist; or
 - b. that any existing convictions and / or charges are not relevant to the position, as determined by the Officer Directors.
9. The CMHA Office Administrator will record the date of completion of the CRC and VSC for each employee and volunteer. CRC's and VSC's will be stored in a file separate from all other files except for those for on-ice officials which will be forwarded to BC Hockey. The CMHA Office Administrator shall protect the personal information contained in the confidential file by making reasonable security arrangements against such risks as authorized access, collection, use, disclosure or disposal. The CRC information will be treated with complete confidentiality. Outside of flagged CRC's, the Office Administrator and the President will be the only two persons who have access to the file containing the CRCs and VSCs.
10. All notes, information and informal materials pertaining to an individual's CRC and VSC will be kept in a separate file. They will not be contained in the individual's CMHA file.

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	47 of 102

11. All employees and volunteers must report charges or convictions of any new offence under the Criminal Code of Canada and / or the Controlled Drugs and Substances Act on an on-going basis to the CMHA President.
12. CMHA will not refuse a position to an individual because he or she has been charged with or convicted of an offence of a type which does not pose a risk to CMHA employees, volunteers, members and players, considering the duties of the position the person is seeking to occupy.

3.3.5 **MEDICAL AND FIRST AID POLICY**

PURPOSE:


CMHA considers player and member safety the top priority of the association.

PROCESS:

1. Each team must have a minimum of one rostered official with Hockey Canada Safety Persons certification.
2. The Equipment Manager supplies each team with a First Aid kit. The team HCSP should review the contents prior to the start of the season. The HCSP must submit to the Equipment Manager in writing any requests for missing items.
3. Teams replace any items used from the First Aid kit.
4. Each player/parent must complete the Hockey Canada Medical Information Sheet which can be found on the forms website of the CMHA website. These forms are stored with the First Aid Kit for handy reference.
5. A player who misses any ice time due to injury or illness that required medical assistance, requires a doctor's note of fitness before practicing or playing. The HCSP must store the note and supply the Risk Manager with a copy.
6. A player or coach who receives an injury during a practice, game or sanctioned team event should complete a Hockey Canada Injury Report and submit it within 90 days of the injury. Before returning to team practices or games, the player must submit a copy to the team HCSP, CMHA 2nd Vice President and BC Hockey. The player should retain the original.

3.3.6 **FIRE AND EMERGENCY EVACUATION PROCEDURES**

In the event of an emergency or activation of the emergency alarms, all persons and participants within the arena must evacuate the premises immediately. This includes all skaters and coaches. Exits are clearly marked and located throughout the arenas.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	48 of 102	Revised: 2013-May-15

3.4 FUNDRAISING AND FINANCIALS

3.4.1 FUNDING AND FEES

Registration fees and policies are updated annually and posted on the CMHA website. Fees are not included in this manual because they are subject to change each year. See the Registration Section of the website for complete and up to date Registration and Fee Information. Also, refer to Section 3.4.5 in this document for the current CMHA Registration policy.

How is Hockey Funded at CMHA?

Each player's hockey at CMHA is funded in four ways:


- a. Sponsorship
- b. Registration Fees
- c. Grants
- d. Fundraising

Where do my Registration Fees go?

- a. Hockey Canada player and volunteer insurance and membership fee
- b. Player and Coach Development Programs
- c. Membership fee with BCH and PCAHA.
- d. Salary of Paid Administrator
- e. Coach's clinics, criminal record checks, Referee Clinics
- f. Website
- g. Administration costs associated with Registration.
- h. Management costs (Lawyers' fees, insurance, office equipment), Accounting Fees
- i. Equipment: Jerseys, Goalie Equipment, Pucks, and First Aid Kits
- j. Referee Payments
- k. Ice Costs

How are fees established?

- a. Each year in April/May, the Board of Directors the board takes into account all of the above noted expenses and ice allotted per Division and establishes CMHA fees for the upcoming season

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	49 of 102
		Revised: 2013-May-15

- b. Fees are based on combined expected revenues from CMHA Sponsorship, Other Funding and Registration Fees


3.4.2 **FUNDRAISING POLICY**

PURPOSE:

CMHA expects parents and players to contribute to team and association expenses through fundraising efforts. CMHA fundraising participants must project a positive image of the team and association.

PROCESS:

1. AT ALL TIMES, CMHA MEMBERS' BEHAVIOUR AND APPEARANCE MUST REPRESENT THE CMHA CODES OF CONDUCT FOR COACHES, PLAYERS AND PARENTS.
2. Teams may plan, budget and fundraise for the necessary funds to manage the team.
3. Teams must decide on team purchases democratically.
4. Teams may solicit direct public support through activities such as candy sales, 50/50 draws, and bottle drives provided that they are in good taste. Alcoholic beverages may not be used as prizes.
5. Complete an approval for Fundraiser Form for each fundraiser. The Public Relations and Sponsorship Director must approve all team fundraising events.
6. CMHA limits teams to three fundraising events per season.
7. All fundraising programs must be well supervised and controlled.
8. All profits from fundraising belong to the TEAM. At the end of the season, teams must transfer any unused fundraising profit to CMHA.
9. Teams may refund parents all or a portion of fees paid to the team.
10. Fundraising programs should be carried out chiefly within CMHA boundaries.
11. All plans for team fundraising must be discussed and approved at a team parent meeting.
12. Team officials must ensure that Association guidelines and Municipal Bylaws are followed.
13. At no time should teams approach CMHA sponsors for additional fundraising support.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	50 of 102	Revised: 2013-May-15


3.4.3 TEAM FINANCIAL REPORTING POLICY

PURPOSE:

In order to maintain integrity, CMHA promotes uniform procedures for the control of all cash revenues and collections for all organizers of CMHA activities.

PROCESS:

1. Members should use bank accounts for team, committee and other association funds. These accounts should provide monthly statements and returned cheques. Teams must close the bank account at the end of the season.
2. All funds, statements and cancelled cheques, as well as receipts, invoices and other financial records are held in trust for the CMHA Board by a team, committee or event treasurer. These documents should be safely stored and made available upon request from the CMHA President or Treasurer.
3. Accounts should be opened in the name of the team, committee or event. Cheques must be signed by two adults, one of whom must be:
 - a. the team Manager or Coach; or
 - b. the committee or event chair.
4. A written receipt should document all cash transactions.
5. Excess funds in the team account at the end of the season must be returned to CMHA.
6. Under NO circumstances should excess funds be used in ways not allowed for under "Fundraising Guidelines".
7. The CMHA Treasurer may review the bank records of any team. The team must provide records to the CMHA Treasurer within seven days of a verbal or written request.
8. The team parent or team manager must submit a Season End Financial Report to team parents and the CMHA Treasurer by April 15th. Forms are available on the CMHA website.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	51 of 102	Revised: 2013-May-15

3.4.4 **SPONSORSHIP POLICY**

PURPOSE:

CMHA invites community sponsorship for CMHA teams and programs within guidelines which demonstrate appreciation and respect for sponsors. Team sponsorship is integral to the association budget.

PROCESS:

1. The Public Relations and Sponsorship Director arranges all CMHA and team sponsorships.
2. Refer potential new sponsors to the Public Relations and Sponsorship Director.
3. Each team may have only one sponsor.
4. The Public Relations and Sponsorship Director assigns sponsors based on team affiliation and sponsor preference where possible.
5. Team sponsors and fees are paid directly to CMHA. Sponsors are under no obligation to provide additional support to the team.
6. The team provides the team sponsor with the team game schedule.
7. Any media publication must include the name of the team sponsor.
8. The team should deliver to the sponsor a team photo provided from CMHA team pictures.
9. At the end of the season, the team should send to the team sponsor a thank-you letter signed by every player.


3.4.5 **REGISTRATION POLICY**

PURPOSE:


CMHA requires returning players to register on-line. On-line registration will typically take place in the month of May. Check the CMHA website for current registration dates.

PROCESS:


1. Once the player is registered, registration fees must be submitted to the CMHA office. A copy of the registration invoice must accompany payment.
2. Payment Options:

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	52 of 102

- a. Cash, money order, debit or credit card brought to the CMHA office during office hours. As CMHA pays a fee for each credit card transaction, please consider using an alternate method of payment.
 - b. Cheque, one per player, brought to the office, deposited in the lock box outside the office or mailed. Cheques may be post-dated to July 31st.
3. The CMHA office must receive registration payments, including post-dated cheques by May 31st.
4. Players whose fees who have not submitted payment by May 31st will be required to register as new members at "Open" registration. These will then be processed after sibling and returning registrations are complete and spots are subject to waiting lists.
5. Registration fees must be paid in full by July 31st.
6. Members will pay a \$50 fee for any NSF cheque.
7. Players may request financial assistance through the Jumpstart or Kidsport programs or the HOCKEY fund. Until CMHA receives the registration payment, the player is placed on a wait list. Rep players may not apply to the HOCKEY fund. Applications for the HOCKEY fund must be made in writing and sent to cmha1@telus.net or mailed to the CMHA office.
<http://jumpstart.canadiantire.ca/>
<http://www.kidsportcanada.ca/>
8. The early registration deadline for rep tryouts is June 15th. The CMHA office must receive payment by cash, money order, credit card, debit card or cheque by this date. CMHA charges a \$50 fee for NSF cheques. Cheques may be post-dated to July 31st. Any player registering after June 15th will pay \$150.
9. CMHA will form a Juvenile Team if 20 players plus one goalie register and submit a refundable HOLD FEE of \$200 by June 15. CMHA must receive full payment from all 20 players by August 15 of the upcoming hockey season. As well, a Development 1 certified coach for the team must be in place for the upcoming hockey season.
10. Siblings of returning players may register as new players at the CMHA office. Payment rules as outlined in this section. Check the CMHA website for dates and hours.
11. Any player trying out for a Junior or Major Midget Team may reserve a spot within CMHA by registering within our registration guidelines and paying a flat fee of \$100. Should the player not return to CMHA, he may request in writing a refund of the full amount of \$100. CMHA must receive the request prior to December 1st.

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	53 of 102

12. New players to the Association must register during the "Open" registration session in early June.
 - a. Notice of this "Open" registration will be placed in the local papers and posted on the CMHA website.
 - b. Registrants require:
 - i. Copy of Players Birth Certificate;
 - ii. Two pieces of proof of Residence (City of Chilliwack Utilities Bill, B.C. Hydro Bill, Fortis BC Bill)
 - c. Registration fees as outlined in this section. CMHA must receive payment (including postdated cheques) on the day of Open Registration.
 - d. Registration will not be accepted until the Association is provided with ALL of the above
13. Additional fees for rep players are collected by the team and paid in one lump sum by December 1st.
14. CMHA recognizes that the ideal team composition is 15 skaters and 2 goalies; notwithstanding CMHA reserves the right to create smaller or larger teams in keeping with PCAHA Regulations.
15. Players cancelling registration from August 15th to the start of Rep evaluations receive a full refund (including rep tryout fees) less \$75.00 registration and insurance fees.
16. Players cancelling registration from the start of Rep evaluations to December 1st, will have the \$75.00 registration and insurance fee deducted in addition to the prorated monthly amount (based on division) up to and including the month in which the request is made. Fees will not be pro-rated to less than a full month.
17. The date that the request is made in writing in the date from which the refunds will be adjusted. Times actually on ice will not be considered.
18. Requests for refunds must be made in writing to the CMHA office administrator.
19. No refunds will be given after December 1st except due to injury.
20. Refunds due to injury after December 1st will be provided upon receipt by the CMHA Office Administrator of a letter from the doctor noting the date of injury. Refunds will then be pro-rated less the \$75.00 registration and insurance fees, from the date of injury. Refunds are only given to players cancelling registration for the purpose of not returning to his or her team.
21. Refund cheques will not be processed during the period of August 15th to September 30th.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	54 of 102	Revised: 2013-May-15

22. Refund cheques will be mailed.

3.4.6 **TEAM ROSTERS**

Team Managers and Coaches are responsible for submitting Team Rosters to the Registrar as soon as possible at the start of each season. Team Rosters must be provided to the Association Registrar as follows:

- i) Atom "C" and Up: As soon after the Draft as possible but in no way can this date be later than September 25th.
- ii) Initiation – Hockey 1 – 4: As soon after the Draft as possible but in no way can this date be later than September 25th.
- iii) Rep Team Rosters - Before September 20th: Rep Teams must also supply the Registrar with their list of Affiliate players as soon as possible after their rosters are submitted but in no way after October 10th.

Failure to provide rosters to the Association will result in your team being suspended from commencing league play as per PCAHA and CMHA.

3.4.7 **SCHOLARSHIP POLICY**

PURPOSE:

Chilliwack Minor Hockey Association (CMHA) annually awards three \$500 scholarships to graduating students who are registered with CMHA in their graduating year. The scholarship is awarded based on hockey participation, academics and community involvement.

PROCESS:

1. By October 15th, the 2nd Vice-President will post a call for scholarship applications on the CMHA website as well as circulate a notice to all eligible players and Midget teams.
2. Applicants submit by March 31st:
 - a. CMHA Scholarship Application form
 - b. a letter stating why award is deserved
 - c. curriculum vitae
 - d. a letter of reference from a coach
 - e. a letter of reference




Chilliwack Bruins Minor Hockey

Policy Manual

Page 55 of 102

Revised: 2013-May-15

- f. a copy of most recent report card or a letter from the school principal stating grade point average
 - g. A copy of transcript.
3. The First Vice-President, Second Vice-President and Secretary review the applications and select three recipients by April 15th. If any of these are in conflict of interest, an alternate board member may be appointed.
4. Algorithm for selections:
 - a. Any incomplete applications are rejected.
 - b. Any candidates who do not meet the following criteria are rejected:
 - i. no outstanding suspensions.
 - ii. is currently registered with CMHA.
 - iii. was registered with CMHA for at least four years.
 - iv. maintains a 70% or greater grade percentage average.
 - v. has no less than 65% in any course.
 - vi. demonstrates a commitment to hockey as a player, official and/or coach.
 - vii. has completed greater than 30 hours of community volunteer work in the last three years
 - c. The remaining candidates are reviewed and awarded points on the following scale:
 - i. Volunteer for CMHA (1 point per year)
 - ii. On-ice Official for CMHA (1 point per year)
 - iii. Participation in hockey related training outside of CMHA e.g. rep prep camp, summer hockey school, hockey academy, summer officiating school (1 point per activity)
 - iv. Hockey related work/volunteer experience outside of CMHA (1 point per activity)
 - v. On-going commitment to non-hockey community volunteer work i.e. Weekly or monthly involvement with the same organization (1 point per year)
 - vi. Grade percentage average (grade 10-12) divided by ten e.g. 70%= 7 points
 - d. The highest three scores determine the scholarship recipient. If two or more applicants tie for highest score, the reviewers may choose the candidate by:
 - i. interview,

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	56 of 102

- ii. greatest number of years registered with CMHA, or
 - iii. parent volunteer work for CMHA
5. The recipients will receive notice of the award at the CMHA Annual General Meeting.
 6. Upon submitting proof of enrolment in an accredited post-secondary institution or a hockey related clinic, workshop or conference to the CMHA office, CMHA will issue a \$500 cheque to the recipient. Recipients must collect the award within two years of receipt
 7. From time to time, the board may vote to have more than three scholarships awarded in a season depending on the strength of the candidates and the overall financial position of the association.

3.4.8 **ICE SCHEDULE**

Please refer to the Team Handbook for information regarding ice schedules.


3.4.9 **TOURNAMENT POLICY**

PURPOSE:

Minor hockey tournaments offer an enjoyable opportunity for players to demonstrate their hockey skills in a competitive environment which encourages fair play and fun.

PROCESS:

1. All tournament arrangements must be in accordance with all Hockey Canada, BCH, PCAHA and CMHA rules and regulations.
2. CMHA teams must participate in the CMHA tournaments organized for their division.
3. Teams pay tournament entry fees through team budgeting and funding.
4. Teams may enter only officially sanctioned and reputable tournaments.
5. At all times during a tournament players, parents and team officials must display good manners and sportsmanship on the ice, in the rinks and elsewhere.
6. Teams must arrange in advance:
 - i. Through the Division Coordinator, Ice Coordinator and PCAHA League Manager, rescheduling of any games conflicting tournament dates.

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	57 of 102

- ii. Travel permission if visiting the United States of America.
 - iii. A Tournament Permission Number from the PCAHA League Manager.
 - iv. If necessary, travel insurance and extended medical coverage to suit the situation.
7. Coaches or managers may request in writing to the Division Director, tournament deals for reciprocating participation. The CMHA Board must approve/decline any requests.
 8. Travel arrangements must include adult supervision for each group of four players.
 9. For CMHA tournaments, CMHA will fund the initial payment for the basic tournament sanctioning. The tournament must refund the fee from tournament revenue. Upgrading costs must be covered by the Tournament.

3.4.10 **PICTURE DAY**

On approximately the first Sunday in November, CMHA hosts Picture Day for team photographs. Details for Picture Day are available on the website at the start of each season. Detailed information and instructions are provided to all teams one to two weeks prior to the event.


General Instructions:

- a. Teams wear assigned CMHA Jerseys.
- b. Teams will be assigned a time slot.
- c. Teams should be lined up and ready to go 20 minutes before your time slot.
- d. Team managers must prepare Team Order sheets before Picture Day and provide them to the Picture Day Coordinator on the day of the event
- e. In the event that the pictures fall on November 11th, there is to be one minute of silence at 11:11 a.m. in remembrance of our Country and the people who gave their lives.

3.4.11 **EQUIPMENT POLICY**

3.4.11.1 **JERSEYS**

Please refer to the Team Handbook for information regarding jerseys.

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	58 of 102

3.4.11.2 EQUIPMENT RETURN

Refer to the CMHA website for Equipment return dates and times.

Teams must return First Aid kits fully stocked.

Teams must return jerseys washed and in numerical order in the jersey bag. The coach must supply the name of a player responsible for a missing jersey. CMHA fines players \$100 for each missing jersey. A player may not register for the next season until he/she has paid the fine.

Unless the CMHA Equipment Manager approves, the head coach must return all CMHA equipment by April 7th. A coach retaining equipment beyond this deadline without prior approval of the Equipment Manager will face disciplinary action which may include a fine or suspension.

Teams participating in PCAHA approved tournaments after April 7th may keep CMHA equipment until the tournament concludes. Notify the CMHA Equipment Manager in writing by March 1st if your team requires equipment beyond the return deadline.


3.4.11.3 GOALIE EQUIPMENT POLICY

PURPOSE:


CMHA promotes the development of goalie skills by allowing goalies to borrow goalie gear both during the season and for off-season training.

PROCESS:

1. CMHA will loan CMHA gear to registered Initiation, Atom and Female goalies for the current season and for 3 on 3, Spring Hockey or other off-season training.
2. The Equipment Manager must check the gear on or before September 1st for current season goalies and prior to March 31st for off-season use.
3. A completed Goalie Gear Loan form must accompany a \$200 cheque post-dated to:
 - March 15th for current season loans or
 - June 30th for off season loans.
4. The deposit cheque will be returned to the goalie once the gear is returned and the condition of the equipment approved by the Equipment Manager. Any repair or replacement costs as a result of equipment usage will be deducted from the \$200 deposit.

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	59 of 102

5. Unless an extension is granted by the Equipment Manager, the goalie must return the equipment by:
 - April 7th for current season loans or
 - June 30th for off-season loan
6. Goalie equipment is for use only on ice (practice or real) surfaces
7. For off-season use, if the goalie does not register with CMHA by May 15th, he/she must return the goalie equipment.
8. Refunds will be forthcoming on receipt of the written approval from the Equipment Manager to the Registrar that the players' equipment has been checked and passed.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	60 of 102	Revised: 2013-May-15

4 DISCIPLINE

4.1 GENERAL INFORMATION

4.1.1 DISCIPLINARY COMMITTEE

The Discipline Committee consists of the 1st Vice-President of the Society who shall act as the Chair, and at least two other members appointed by the President. One of the other two committee members shall not be Directors of the Board.

4.1.2 GAME PENALTIES

Any game penalties (player or team official) are subject to PCAHA and BCH Rules and Regulations. The CMHA Discipline Committee may determine additional consequences.

4.1.3 POLICY VIOLATIONS

Address any team official, player or member policy violation in writing to the Division Director or First Vice-President. Upon review, the matter may be referred to the Disciplinary Committee.

4.2 POLICIES


4.2.1 TEAM DISCIPLINE POLICY

PURPOSE:

CMHA allows coaches to discipline players at the team level.

PROCESS:

1. A coach may suspend any player, for disciplinary purposes, for up to two consecutive games.
2. The Discipline Committee or the Board must approve suspensions of more than two games.
3. Within 24 hours, the coach must advise the Division Coordinator and First Vice-President of all such suspensions.

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	61 of 102
		Revised: 2013-May-15


4.2.2 PENALTY POLICY

PURPOSE:

To promote player safety and sportsmanship, CMHA discourages serious penalties and high penalty minutes.

PROCESS:

1. All major (five minute, fight) and misconduct penalties (ten minute, game, gross and match) assessed against players or team officials must be reported via e-mail (1stvicepresident@chilliwackminorhockey.com) to the First Vice-President within 24 hours or prior to the next game or practice whichever comes first.
2. The report must include:
 - a. Game number
 - b. Date of game
 - c. Player's name and family e-mail address
 - d. Type of Penalty
 - e. Time of penalty in the game (e.g. 5:32 1st period)
 - f. A brief description of the events surrounding the penalty
 - g. A statement as to whether or not a player was injured or property damaged as a result of the penalized player's actions.
 - h. CMHA may ask for a copy of the game sheet.
3. Coaches who fail to report this information receive:
 - a. First violation: Written reminder.
 - b. Second violation: Written reprimand placed in coach file.
 - c. Third and subsequent violations: One game suspension.
4. In addition to any automatic suspensions as per PCAHA and BCH rules, CMHA issues automatic suspensions for Significant penalties (Fight, Five minute Major, Five minute Check from Behind, Gross Misconduct or Match):
 - a. **Hockey 1 - 4**
Any player receiving a significant penalty will receive an additional one-game suspension from the CMHA Disciplinary Committee.
 - b. **Atom and PeeWee**
A player accumulating two Fighting or three significant penalties will receive an automatic three (3) game/15 day suspension from the CMHA Disciplinary Committee.

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	62 of 102

A player accumulating two further Significant penalties following a three (3) game/15 day suspension will receive an automatic seven (7) game/30 day suspension and must meet with the CMHA Disciplinary Committee before resuming play.

A player receiving a significant penalty following a three (3) game/30 day suspension will be suspended indefinitely pending meeting with the CMHA Disciplinary Committee to determine disciplinary action.


c. Bantam/Midget/Juvenile

A player accumulating two Fight or three significant penalties will receive an automatic two (2) game/10 day suspension from the CMHA Disciplinary Committee.

A player accumulating two further Significant penalties following a two (2) game/10 day suspension will receive an automatic five (5) game/20 day suspension and must meet with the CMHA Disciplinary Committee before resuming play.

A player receiving a significant penalty following a five (5) game/20 day suspension will be suspended indefinitely pending meeting with the CMHA Disciplinary Committee to determine disciplinary action.

5. Any player, who has earned 100 or more penalty minutes in the current season, will meet with a representative of the CMHA Discipline Committee. After the meeting, the team officials must send copies of the game sheets to the First Vice-President. The player receives an automatic one game/ 7 day suspension for greater than six (6) penalty minutes in a game.
6. CMHA issues a letter to any player receiving a suspension recording the details and length of suspension.
7. In addition to PCAHA and BCH suspensions, team officials who receive a Game Misconduct automatically receive:
 - a. First Game Misconduct: Letter of reprimand
 - b. Second Game Misconduct: one game/seven (7) day suspension.
 - c. Third Game Misconduct: indefinite suspension.
8. Any team official who receives a suspension from PCAHA or BCH of greater than one game/seven (7) days, must meet with the CMHA Discipline Committee prior to reinstatement with his or her team.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	63 of 102	Revised: 2013-May-15

4.2.3 **ARENA POLICY**

PURPOSE:

CMHA promotes safety and mandates that teams must respect facilities and their patrons.


PROCESS:

1. Players may not:
 - a. jump or wrestle inside the arena;
 - b. run inside the arena unless in an area set aside for that purpose;
 - c. use sticks unless on the ice;
 - d. use balls inside the arena;
2. Dressing rooms must be left free of paper, tape or other debris.
3. Players and team officials may not intentionally damage any arena property. Team officials must immediately report any accidental damage to the arena staff.
4. **Disciplinary Action**
 - a. Any individual who vandalizes property in or around the arena will be suspended immediately pending a hearing with the Discipline Committee.
 - b. Any team which vandalizes property in or around the arena will be suspended immediately pending a hearing with the Discipline Committee.
 - c. Vandalism by an unidentified member of a team shall be the responsibility of that team. The team must prove innocence.
 - d. In addition to suspension, the Discipline Committee may fine teams and/or individuals for the cost and labour of damage done to arena property.
 - e. In addition to suspension, the Discipline Committee may require teams or individuals to provide volunteer service hours for CMHA.

4.2.4 **GRIEVANCE COMMUNICATION POLICY**

PURPOSE:

CMHA encourages members to communicate concerns in a manner which facilitates resolution of the issue.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	64 of 102	Revised: 2013-May-15

PROCESS:

1. Parents/guardians who wish to address a coach regarding a concern must wait 24 hours after the incident before discussing the grievance. Parents/guardian must ask the team manager to arrange a meeting with the coach.
2. Parents/guardians must not discuss a grievance with a coach before, during or after a game.
3. Members who wish to address a concern must wait 24 hours after the incident before discussing the grievance. The member should seek resolution in the following order. Move to the next step only if the issue remains unresolved.
 - a. Contact the team manager
 - b. Contact the Division Coordinator
 - c. Contact the Division Director
 - d. Contact the 1st Vice-President
 - e. Contact the President
4. CMHA waives the 24 hour waiting period if the member has a safety concerns.
5. Members who wish to address concern regarding conduct of a referee or linesman must submit the report in writing to the CMHA Referee-in-Chief and a copy to the CMHA President and First Vice-President. Reports may only address conduct and must avoid complaints regarding how a referee or linesman called a game. Reports may not question the interpretation of judgment calls. CMHA will not accept requests to have certain referees or linesmen assigned or not assigned to games.
6. Individuals who violate this policy will face disciplinary action which may include suspension.

4.2.5 **SPECTATOR CONDUCT POLICY**

PURPOSE:

CMHA requires spectators to behave with integrity and courtesy in order to maintain a sportsmanlike and educational atmosphere before, during and after all CMHA sanctioned events.

PROCESS:

1. At the start of the season, Team Officials must remind parents of the CMHA expectations for behavior, CMHA Codes of Conduct and Yellow Card program.
2. Spectators must:




Chilliwack Bruins Minor Hockey

Policy Manual

Page 65 of 102

Revised: 2013-May-15

- a. remain behind the glass areas of the rinks.
 - b. Avoid contact and communication with the players and team officials on the bench and in the penalty box;
 - c. Avoid contact and communication with the timekeepers and scorekeepers;
 - d. Avoid contact and communication with on-ice officials before, during and after a game.
3. Inappropriate and disruptive behavior shall include, but not be limited to:
- a. Throwing of any object in the spectators viewing area, players bench, penalty box or on-ice surface, directed in any manner as to create a safety hazard.
 - b. Using obscene or vulgar language;
 - c. Taunting players, coaches, officials or other spectators by means of baiting or ridiculing;
 - d. Threatening physical violence;
 - e. Using physical violence.
4. If a Team Official recognizes that a spectator is disrupting the enjoyment of the game for others, the team official will hand the spectator a Yellow Card and document the incident. If the spectator does not modify his or her behavior, the team official asks the spectator to leave the arena. If the spectator does not comply, the team official calls the police.
5. On-Ice Officials will stop the game when spectators display inappropriate and disruptive behavior which interferes with the other spectators or the game. The on-ice officials will notify the team officials of the violator's identity. The team official asks the spectator(s) to leave the viewing/game area. Spectator(s) may be subject to further disciplinary action by the local governing body. Once these spectator(s) have vacated the game area, play will resume. Lost game time will not be replaced.
6. Team officials must report any incidents not resolved by presenting a Yellow Card to the spectator. Submit a written report to the First Vice President with a copy to the Division Director.
7. Members should report threats, assaults or any other criminal offences to the police.
8. **Disciplinary Action**
- The Discipline Committee will meet with all members reported under this policy. The Discipline Committee may:
- a. Issue a warning Fine the member
 - b. Suspend the member

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	66 of 102

- c. Recommend the Board expel the member.
- d. Determine other action.

9. YELLOW CARD PROGRAM


Hockey can be an exciting game that often evokes an emotional response from its parents and fans. When emotions take over sometimes we lose perspective; forgetting that hockey is merely a game and that those who play it and preside over its rules are merely children.

The purpose of the Yellow Card Program is designed to promote sportsmanship and self-control in our rinks. This program is based on the assumption that most players, coaches and spectators are simply decent people who forget themselves when they get caught up in the intensity and emotion of hockey.

For fans who step over the line, a team official may hand you a Yellow Card. Hopefully you will appreciate that you are not acting appropriately and modify your behavior. The team official will not enter into any debate or dialogue with you or anyone else for that matter. They will simply hand you, as an offending fan, a Yellow Card which states the following:

Your conduct is not acceptable in a minor hockey arena. Please consider the example you are setting for our children. Chilliwack Minor Hockey asks that you provide a better example for our children. If you are unable to curb your behavior, then please leave the premises immediately. Any recurrence of your behavior will result in a complaint to Chilliwack Minor Hockey Association's Discipline Committee.

These incidents will be documented by the team official who hands out the Yellow Card and if there are any recurrences of the unruly behavior then the matter will immediately be brought to the attention of the Division Director and dealt with in accordance to CMHA's Code of Conduct.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	67 of 102	Revised: 2013-May-15

4.2.6 **ABUSE POLICY**

PURPOSE:

CMHA promotes a safe, healthy and caring environment for players, members, and team and on-ice officials.

PROCESS:

1. Definition of Abuse

Abuse includes, but is not limited to:


- a. disrespectful remarks or gestures of a sexual, religious, racial and/or ethnic nature;
- b. disrespectful remarks referring to performance or physical appearance or performance;
- c. slander;
- d. libel;
- e. intimidation of any individual who has made a complaint;
- f. force intentionally applied, directly or indirectly, without the consent of the person,
- g. attempts or threats, by an act or a gesture, to apply force to another person; or
- h. harassment.

2. CMHA encourages victims of abuse to submit a written report to the Division Director or First Vice President.

3. Disciplinary Action

The Discipline Committee investigates all reports of abuse. The Discipline Committee may:

- a. Determine insufficient evidence to warrant action.
- b. Issue a warning
- c. Fine the member
- d. Suspend the member
- e. Recommend the Board expel the member.
- f. Determine other action

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	68 of 102	Revised: 2013-May-15

4.2.7 **ALCOHOL AND DRUG POLICY**

PURPOSE:

CMHA promotes player health and safety by providing an alcohol, cigarette and drug free environment.

PROCESS:

4.2.7.1 **Players**

1. Any player caught under the influence of alcohol and/or drugs, to be in the possession of alcohol and/or drugs or attempting to distribute alcohol and/or drugs and/or cigarettes while attending a CMHA sanctioned event will be immediately suspended until a hearing with the Discipline committee.

2. **Disciplinary Action**

The Discipline Committee investigates all reports. The Discipline Committee may:

- a. Determine insufficient evidence to warrant action.
- b. Issue a warning
- c. Fine the member
- d. Suspend the member
- e. Recommend the Board expel the member.
- f. Determine other action


4.2.7.2 **On-ice Officials**

1. Any on-ice official under the influence of alcohol and/or drugs; in the possession of alcohol and/or drugs; and/or attempting to distribute alcohol and/or drugs and/or cigarettes while attending a CMHA sanctioned event will be immediately suspended until a hearing with the Discipline Committee.

2. **Disciplinary Action**

The Discipline Committee investigates all reports. The Discipline Committee may:

- a. Determine insufficient evidence to warrant action.
- b. Issue a warning
- c. Fine the member
- d. Suspend the member
- e. Recommend the Board expel the member
- f. Determine other action.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	69 of 102	Revised: 2013-May-15

4.2.7.3 Team Officials

1. As role models, team officials are expected to conduct themselves in a professional manner at all times. Any team official under the influence of alcohol and/or drugs; in the possession of alcohol and/or drugs; and/or attempting to distribute alcohol and/or drugs and/or cigarettes while attending a CMHA sanctioned event; and/or consuming alcohol in the presence of player(s) during tournament travel will be immediately suspended until a hearing with the Discipline Committee.

2. **Disciplinary Action**

The Discipline Committee investigates all reports. The Discipline Committee may:

- a. Determine insufficient evidence to warrant action.
- b. Issue a warning
- c. Fine the member
- d. Suspend the member
- e. Recommend the Board expel the member.
- f. Determine other action.


4.2.7.4 Parents

1. Any parent under the influence of alcohol and/or drugs; in the possession of alcohol and/or drugs; and/or to distribute alcohol and/or drugs while attending a CMHA sanctioned event; and/or consuming alcohol in the presence of player(s) during tournament travel will be immediately suspended until a hearing with the Discipline Committee.

2. **Disciplinary Action**

The Discipline Committee investigates all reports. The Discipline Committee may:

- a. Determine insufficient evidence to warrant action.
- b. Issue a warning
- c. Fine the member
- d. Suspend the member
- e. Recommend the Board expel the member.
- f. Determine other action.

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	70 of 102

4.3 CODE OF CONDUCT POLICIES


PURPOSE:

CMHA requires all members and players to behave with integrity and courtesy in order to maintain a sportsmanlike and educational atmosphere before, during and after all CMHA sanctioned events. CMHA codes of conduct outline the expectations for coaches, players, parents and on-ice officials. The Discipline Committee may discipline anyone who contravenes the codes of conduct

PROCESS:

4.3.1 COACHES CODE

- a. Be a positive role model for your players.
- b. Winning is a consideration, but not the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun.
- c. Display emotional maturity.
- d. Be alert to the physical safety of players.
- e. Be generous with your praise when it is deserved.
- f. Be fair and just, do not criticize players publicly.
- g. Teach good sportsmanship, respect parents, opponents and officials.
- h. Be patient and understanding, be upbeat and encourage fun.
- i. Familiarize yourself with the rules, techniques, and strategies of hockey.
- j. Be an effective communicator; do not just yell at players or officials.
- k. Recognize your influence on players; be honest and consistent.
- l. Teach the importance and value of teamwork.
- m. Emphasize the development of the fundamental skill of hockey.
- n. Adjust to personal needs and problems of players.
- o. Maintain open lines of communication with your players' parents. Explain the goals and objectives of our Association.
- p. Never verbally or physically abuse a player or official.
- q. When conversing with your players, or in the event that an official wishes to converse with you, be conscious of your position on the bench. Do not carry on a conversation where you are towering over the individual so that there is an intimidation aspect to your actions. (This would include standing on the bench with your foot on the top of the boards. This posture may incur a bench minor penalty). Eye level is best.


	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	71 of 102

- r. Give all players the opportunity to improve their skills, gain confidence and develop self-esteem.
- s. Organize practices to be fun and challenging for your players.
- t. Be concerned with the overall development of your players. Stress good health habits and clean living.
- u. Never use profanity around players, parents or officials.
- v. Parents/guardians will not approach coaches before, during or immediately after a game to discuss a grievance.
- w. To prevent escalation and poor communication parents must observe a 24-hour "cool off" period before addressing a grievance. In the case of conflict with a coach, contact the team manager first to arrange a meeting with the coach to discuss your grievance. CMHA is firm on observation of a 24-hour "cooling off" period. Individuals in violation may face suspension or expulsion from CMHA. Seek resolution in the following order: team manager, then Division Coordinator, then Division Director, then First Vice-President, then President. Move to the next step only if the issue remains unresolved.

4.3.2

PLAYERS CODE

- a. Play for the fun of it, not just to please your parents or the coach.
- b. Respect your coach, your teammates and your opponents.
- c. Play by the rules.
- d. Never argue with the officials' decisions. Let your team captain or coach ask any necessary questions.
- e. Control your temper – no mouthing off, breaking sticks or throwing equipment.
- f. Work equally hard for yourself and your team – your team's performance will benefit and so will yours.
- g. Be a good sport. Cheer for all good plays, whether your team or your opponents.
- h. Treat all players as you yourself would like to be treated. Don't interfere with, bully or take unfair advantages of any player.
- i. Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most points or penalties.
- j. Cooperate with your coach, teammates and opponents, for without them you don't have a game.

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	72 of 102
		Revised: 2013-May-15

4.3.3 PARENTS CODE

- a. Encourage, do not force an unwilling child to participate in sports.
- b. Remember children are involved in organized sports for their enjoyment, not yours.
- c. Insist your child always play by the rules.
- d. Realize the importance of practice in developing your child's necessary hockey skills.
- e. Never determine the worth of your child by whether the team won or lost a competition. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
- f. Be positive and encouraging to your child. Turn defeat into victory by helping your child work towards skill improvement and good sportsmanship. Never yell at your child for making a mistake.
- g. Remember that children learn best by example. Applaud good plays by your team and by member of the opposing team.
- h. Do not publicly question an official's judgment and never their honesty.
- i. Support all efforts to remove verbal and physical abuse from children's sporting activities.
- j. Recognize the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for your child.
- k. Do not discuss other team players as to their ability or aptitude in front of your own child.
- l. Should you have a concern regarding your child, be considerate of the coach and pick an appropriate time for discussion on the matter. Immediately after a game is generally not the right time.

4.3.4 ON-ICE OFFICIAL CODE

- a. Act in a professional manner at all times and take your role seriously.
- b. Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
- c. Know all playing rules, their interpretations and proper application of them.
- d. Remember that officials are teachers too. Set good examples.
- e. Make your calls with quiet confidence, never with arrogance.
- f. Control games only to the extent that is necessary to provide a good experience for all participants.
- g. Violence must never be tolerated.




Chilliwack Bruins Minor Hockey

Policy Manual

Page 73 of 102

Revised: 2013-May-15

- h. Be fair and impartial at all times.
- i. Answer all reasonable questions when requested properly.
- j. Adopt a "Zero Tolerance" attitude towards verbal or physical abuse.
- k. Never use profanity when speaking to players, coaches or parents.
- l. Use honesty and integrity when answering questions.
- m. Admit your mistakes when you make them.
- n. Never openly criticize a coach, player or other official.
- o. Keep your emotions under control.
- p. Use only Hockey Canada approved officiating techniques and policies.
- q. Maintain your health and physique through a physical conditioning program.
- r. Dedicate yourself to personal improvement and maintenance of officiating skills.
- s. Respect your supervisor and his critique of your performance.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	74 of 102	Revised: 2013-May-15

5 PROGRAMS

5.1 PROGRAM GUIDELINES

5.1.1 FEMALE HOCKEY

This program is comprised of female players who want to participate on female-only hockey teams which compete in female hockey leagues and tournaments. The female hockey program is divided into two streams: a recreational 'C' level program and a representative (rep) level program. Both BCH and PCAHA have rules and regulations regarding Female Hockey. Please refer to the PCAHA Rule Book for further details.

(This section intentionally left blank)



Chilliwack Bruins Minor Hockey

Policy Manual


Page 75 of 102

Revised: 2013-May-15

5.1.1.1 FEMALE HOCKEY 'C' LEVEL

This program is fun hockey with the emphasis on fitness, relaxation and fellowship. The objectives are to promote a game to fit the need of the participants, to be open to all ages, to allow players equal ice time, de-emphasize the importance of winning, allow enjoyable participation of the fun aspect, assist in an individual's physical development, create a social environment, allow an individual to participate freely in other sports and activities, and provide players with an environment specific to female hockey.

	Atom	Peewee	Bantam	Midget
Age	9 and 10 year olds	11 and 12 year olds	13 and 14 year olds	15 to 17 year olds
Skaters	12-17 players			
Goalies	2 goalies (may play as skater when not in goal)			
Ice	2 shared ice sessions per week (as scheduling allows)	2 full ice sessions per week (as scheduling allows)	2 full ice sessions per week (as scheduling allows)	2 full ice sessions per week (as scheduling allows)
Coach Qualifications	Must complete "Coach Hybrid" prior to December 1st			
Team Officials	Must complete "Respect in Sports" prior to December 1st			
HCSP	Must complete "HCSP" certification prior to December 1st			
Games	No fixed power play or penalty kill units. Development of players more important than winning.			
Tournaments	3 Maximum within PCAHA and 1 outside of PCAHA.	Unlimited	Unlimited	Unlimited
Travel Out of BC?	No	Yes	Yes	Yes
Practices	Basics and team tactics			
Equal Ice Time	Required	Required	Required	Required
Referee System	2 man			
Standings/Playoffs	Yes			

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	76 of 102	Revised: 2013-May-15

5.1.1.2 FEMALE HOCKEY REPRESENTATIVE PROGRAM

Refer to Section 5.2.3 REP EVALUATION POLICY for further details.

This program is designed for female players who have the desire and ability to play at a competitive level of female hockey. Participants must be willing to invest a reasonable amount of time on and off ice. This type of hockey begins at the Atom level (introduction to Rep). The objectives are to achieve a degree of excellence according to a player's interest and potential, provide an opportunity for achievement in an enjoyable and self-fulfilling environment, and provide an opportunity to progress to a high level of competition and to stimulate development both from an individual and overall sport point of view. There is an additional cost to the player for Rep fees related to the additional ice times during the season, and these are due by December 1st to play at this level. This fee will be posted each year.

Female rep in any division is categorized as an A1 team, therefore the following female players can be affiliated:

- a. C in the same division
- b. A2 or A3 in the same division of a non-female rep team
- c. A1- A3 in next lower division of a non-female rep team

(This section intentionally left blank)



Chilliwack Bruins Minor Hockey

Policy Manual

Page 77 of 102

Revised: 2013-May-15

	Atom	Peewee	Bantam	Midget
Age	9 and 10 year olds	11 and 12 year olds	13 and 14 year olds	15 to 17 year olds
Skaters	15	15	15-16	17
Goalies	2 goalies			
Practices	2 full ice sessions per week (as scheduling allows)	2 full ice sessions per week (as scheduling allows)	2 full ice sessions per week (as scheduling allows)	2 full ice sessions per week (as scheduling allows)
Coach Qualifications	Must complete "Coach Hybrid" prior to December 1st	"Development 1"	"Development 1"	"Development 1"
Team Officials	Must complete "Respect in Sports" prior to December 1st			
HCSP	Must complete "HCSP" certification prior to December 1st			
Games	1 home and 1 away game each week.			
Player Ice Time	Promote fairness to all players. Goalies rotate game starts equally.			
Power Play/Penalty Kill	No fixed units.	May use fixed units.	May use fixed units.	May use fixed units.
Referee System	2 man			
Standings/Playoffs	Yes			

5.1.2 INITIATION HOCKEY 1 – 4

Initiation Division in CMHA is divided into 4 levels of age.



Chilliwack Bruins Minor Hockey

Policy Manual

Page 78 of 102

Revised: 2013-May-15

The Initiation Directors may CMHA may move players to a lower level in order to further develop skills. If during Hockey 3-4 evaluations, the Hockey 3-4 Director recognizes exceptional skill in a player, the Director may recommend the player play at a higher level for the season. All player movements must be in accordance with PCAHA rules.

	Hockey 1	Hockey 2	Hockey 3	Hockey 4
Age	5 year olds; 6 and 7 year olds in 1st year of hockey	6 year olds in 2nd year of hockey	7 year olds	8 year olds
Team Roster	16-19 players			
Ice	2 shared ice sessions per week (as scheduling allows)			
Coach Qualifications	Must complete "Introduction to Coaching" or "Coach Hybrid" prior to December 1st			
Team Officials	Must complete "Respect in Sports" prior to December 1st			
Games	No formal games Jamboree permitted at the end of the year (at the option of the Association)	6 assigned league games after Christmas. 30 games total No icing or offside.	13 assigned league games starting the weekend following Remembrance Day. 35 games total Icing and offside.	13 assigned league games starting the weekend following Remembrance Day. 40 games total Icing and offside.
Dressed Goaltender	No	Yes	Yes	Yes
Tournaments	No	2 Maximum	3 Maximum	
Travel Out of Fraser Valley East?	No	No	No	Yes
2 minute buzzer	Required	Required	Required	Optional
Equal Ice Time	Required	Required	Required	Required
Penalties	No	Yes, refer to PCAHA rules for timing.	Yes, refer to PCAHA rules for timing.	Yes, regular rules for penalties.
Referee System	N/A	2 man	2 man	2 man



Chilliwack Bruins Minor Hockey

Policy Manual

Page 79 of 102

Revised: 2013-May-15

Scoreboard	No	No	No	Yes, but no more than a 5 goal spread.
Standings/Playoffs	No			

5.1.3 RECREATIONAL "C" DIVISION

"C" Division emphasizes fitness, fun and fellowship. The majority of amateur players participate in this program. Program objectives are to:

- a. Provide children interested in hockey an opportunity to play
- b. Focus on fun, not winning
- c. Give players equal ice time
- d. Create a social environment
- e. Improve player fitness
- f. Allow time for other sports and activities.

	Atom	Peewee	Bantam	Midget
Age	9 and 10 year olds	11 and 12 year olds	13 and 14 year olds	15 to 17 year olds
Skaters	15-17 players			
Goalies	2 goalies (may play as skater when not in goal)			
Ice	2 shared ice sessions per week (as scheduling allows)	2 full ice sessions per week (as scheduling allows)	2 full ice sessions per week (as scheduling allows)	2 full ice sessions per week (as scheduling allows)
Coach Qualifications	Must complete "Coach Hybrid" prior to December 1st			
Team Officials	Must complete "Respect in Sports" prior to December 1st			
HCSP	Must complete "HCSP" certification prior to December 1st			
Games	No fixed power play or penalty kill units. Development of players more important than winning.			



Chilliwack Bruins Minor Hockey

Policy Manual

Page 80 of 102

Revised: 2013-May-15

Tournaments	3 Maximum within PCAHA and 1 outside of PCAHA.	Unlimited	Unlimited	Unlimited
Travel Out of BC?	No	Yes	Yes	Yes
Practices	Basics and team tactics			
Equal Ice Time	Required	Required	Required	Required
Referee System	3 man			
Standings/Playoffs	Yes			

5.1.4 REPRESENTATIVE PROGRAM

Refer to Section 5.2.3 REP EVALUATION POLICY for further details.

This program is designed for players who have the desire and ability to play at a competitive level. Participants must be willing to invest a reasonable amount of time on and off ice. This type of hockey begins at the Atom level (introduction to Rep).

The program objectives are:

- a. Achieve a degree of excellence according to interest and potential
- b. Provide an opportunity to progress to a high level of competition
- c. Stimulate individual and overall sport development

There is an additional cost to the player for Rep fees related to the additional ice times during the season, and these are due by December 1st to play at this level. This fee will be posted each year.



Chilliwack Bruins Minor Hockey


Policy Manual

Page 81 of 102

Revised: 2013-May-15

(This section intentionally left blank)

	Atom	Peewee	Bantam	Midget	Juvenile
Age	9 and 10 year olds	11 and 12 year olds	13 and 14 year olds	15 to 17 year olds	18 to 20 years olds
Skaters	15	15	15-16	17	20-25
Goalies	2 goalies				
Practices	2 full ice sessions per week (as scheduling allows)	2 full ice sessions per week (as scheduling allows)	2 full ice sessions per week (as scheduling allows)	2 full ice sessions per week (as scheduling allows)	1 full ice sessions per week (as scheduling allows)
Coach Qualifications	Must complete "Coach Hybrid" prior to December 1st	"Development 1"	"Development 1"	"Development 1"	Development 1"
Team Officials	Must complete "Respect in Sports" prior to December 1st				
HCSP	Must complete "HCSP" certification prior to December 1st				
Games	1 home and 1 away game each week.				
Player Ice Time	Promote fairness to all players. Goalies rotate game starts equally.				
Power Play/Penalty Kill	No fixed units.	May use fixed units.	May use fixed units.	May use fixed units.	May use fixed units.
Referee System	3 man				
Standings/P layoffs	Yes				

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	82 of 102	Revised: 2013-May-15

5.1.5 REFEREE PROGRAM

CMHA encourages any person who wishes to dedicate him or herself to an officiating career to join the CMHA Referee Program. Through the program, CMHA trains and provides on-ice officials to officiate Initiation 2 through Bantam "C" games.

CHMA Referee Program objectives are to:

- a. provide conscientious on-ice officials to represent our Association.
- b. assist individual on-ice officials to improve and perfect officiating skills

The Referee Program provides:


- a. leadership and direction from the Referee-in-Chief and from the refereeing membership.
- b. skill development through practical training, on ice training sessions and game situation training.
- c. fee subsidy for summer officiating schools.
- d. officiating clinic fee subsidy for second year or higher on-ice officials with perfect attendance and game acceptance records for the season.

Referees must annually attend an officiating clinic for certification.

The first year official works in the Initiation Division to familiarize him/herself with positioning and the basic rules. Using a two man system, he/she gains on-ice experience and confidence to call penalties and off-sides.

After the first year, the official progresses to a three-man system in the Atom "C" Division. Initially, he/she acts as lineman. Once approved by the Referee-in-Chief, the official progresses to rotating between referee and linesman positions and then to officiating the Atom rep level. The progression promotes an increased level of confidence with both positions and ability to officiate higher levels of hockey.

The Referee-in-Chief reviews the performance of officials prior to promoting him/her to a higher level of officiating. Movement to a higher level depends on experience, age and ability. The official must demonstrate confidence, knowledge and reliability commensurate with the increased responsibility

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	83 of 102	Revised: 2013-May-15

5.1.6 **ON ICE HELPERS POLICY**

PURPOSE:

CMHA encourages older players to assist younger players with skill development as well as act as a positive role model for the younger players. Older players working with players from a younger division facilitates a spirit of community service.

PROCESS:

1. On Ice Helpers must comply with BCH rules.
2. PeeWee, Bantam, Midget and Juvenile Players apply to the division director of the coach they would like as a mentor. PeeWee age players may work with Initiation only. Bantam, Midget and Juvenile players may work with Initiation, Atom and PeeWee. The Division Director facilitates arrangements between the coach and the On Ice Helper.
3. One player On Ice Helper per head coach or team.
4. Requirements and Responsibilities:
 - a. Attend all practices you have committed to.
 - b. Demonstration and instruction of skills only when requested to do so by the coach.
 - c. Act as a positive influence and role model at all times, both on and off the ice -Absolutely no horseplay or profanity.

5.1.7 **BC HOCKEY HIGH PERFORMANCE PROGRAM**


Re-imbusement can be made by the Association to assist players with the cost for the player to enter the BCH High Performance Program. Funding will be considered upon receipt in writing of a request from the player.

5.2 **PROGRAM POLICIES**

5.2.1 **CMHA "C" DIVISION TEAM DRAFT POLICY**


PURPOSE:

CMHA drafts "C" Division team in an equitable manner to create balanced, competitive teams.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	84 of 102	Revised: 2013-May-15

PROCESS:

1. The Coach Coordinator sets the procedure for the evaluation of "C" Division players. At least four different evaluators will evaluate each player in accordance with the outlined procedure. The scores from the evaluators for each player will be averaged and that average score used to rank players from highest to lowest.
2. Players remaining in the evaluation process will be placed on a blank draft list and be ranked in reverse order of release. The first set of releases will be ranked the lowest and the players released last ranked the highest. These players will enter the draft in the last round.
3. Protected players will be limited to three per team and must be the offspring or ward of the head coach, assistant coaches and/or manager. To ensure fairness in team composition, the three protected players may not all be in the top 15 players as ranked through the evaluation process. Names of all protected players must be submitted to the divisional director and coordinator by the head coach no less than five days prior to the draft day. If, at the end of the evaluation process, the three protected players for any one team fall in the top 15 rankings, the divisional director will contact the head coach and inform him that he will need to make an adjustment to his team structure.
4. On draft day, 15 minutes before the draft starts, the ranking lists will be supplied to the coaches.
5. Without exception, ONLY TWO people from each team may attend the draft.
6. The team with the highest sum of the protected players' rank will have first pick (Team C1). The remaining teams will follow in descending order of sums of protected players' rank. The first round will select one goalie per team. The next round starts the selection of the players. To set the number of players available in the first player round, add two to the number of teams in the division. This will allow the last team in each round a pool of three players to select from. Once the first round is complete, the remaining two players are carried into the next round and the same numbers of players as teams are added to the round. For example, if there are five teams, each round will consist of seven players, two remaining from the previous round and five added at each new round. Teams may select a goalie at any time, but all goalies must be placed before the completion of the draft.
7. To determine the selection order for each round, the first team of the previous round selects last in the next round and all other teams move up a position. Please refer to the draft round template.
8. Player trades are limited to two players per team. No trades are permitted until all the players are drafted. In order to trade, players traded must be within one draft round of each other. The draft round is the round in which the player first

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	85 of 102

became available for selection. For example, a player first introduced to the draft for selection in the third round may be traded for a player first introduced to the draft in the second or fourth rounds but no other rounds. All trades must be sanctioned by the divisional director whose decision is final. No trades may be done after the draft has been closed by the director.

9. All teams will be considered temporary balancing teams until intra-association balancing games and PCAHA balancing games are complete. PCAHA has the authority to suggest and/or make an association balance teams. CMHA will make every effort to minimize player movement but some movement will happen during the balancing process. Players moved during this process must move to their newly assigned teams. If the player fails to do so, the player's status changes to ineligible. The player will not be allowed on the ice with his/her previous team. Failure for a team to follow this guideline will result in the suspension of the head coach. Team rosters are final on December 1st.
10. The draft date, time and location will be announced by the divisional director at the coaches' meeting at the beginning of the season. If a meeting is not held, the director will e-mail the information to the coaches no later than 1st week of September.



Chilliwack Bruins Minor Hockey

Policy Manual

Page 86 of 102

Revised: 2013-May-15

11. Draft Round Template

	Goalies	Round	Round	Round	Round	Round	Round	Round	Round
		1	2	3	4	5	6	7	8
Teams	1	7	6	5	4	3	2	1	7
	2	6	5	4	3	2	1	7	6
	3	5	4	3	2	1	7	6	5
	4	4	3	2	1	7	6	5	4
	5	3	2	1	7	6	5	4	3
	6	2	1	7	6	5	4	3	2
	7	1	7	6	5	4	3	2	1

5.2.2

HOCKEY DAY IN CHILLIWACK CUP GAME POLICY


PURPOSE:

Hockey Day in Chilliwack showcases the final game in each "C" division (Atom, PeeWee, Bantam and Midget) as well as an exhibition game for Female Hockey. After a round robin series of games played throughout the season by the "C" division teams, the top two teams play for their division's cup. Each player receives a trophy (Champion or Runner-Up).


Atom: Cannor Cup
 PeeWee: Morrow Cup
 Bantam: Jim Donaldson Cup
 Midget: Elite Cup

PROCESS:

1. This policy ensures that Cup Games are organized in an equitable and consistent fashion across all divisions.
2. Round robin games commence once PCAHA league play begins.
3. Games are played over and above league games.
4. Games are scheduled in an equitable fashion throughout the season beginning as early as November to allow for ice time and conflicts.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	87 of 102	Revised: 2013-May-15

5. The total amount of games played will depend on the number of "C" division teams as each team should play every other team once throughout the season. In divisions with large number of teams, the coordinator may divide the teams into two groups. In this case, first would play second from the opposite group in a semi-final round to determine the two finalists. The round robin series is completed no later than March 15th of the current season.
6. The games mirror league play rules, regulations and point system: Win=2, Tie=1, Loss=0, Sportsmanship=1. The game results and penalty information are recorded by each divisional coordinator. As the series progresses, the coordinator communicates the results and placing to the teams.
7. Tie breakers are determined as follows:
 - a. Most wins
 - b. Head to Head
 - c. Least losses
 - d. Goal differential
 - e. Sportsmanship points
 - f. Most goals for
 - g. Least goals against
8. To obtain an exhibition game number prior to each game, the coordinator provides the PCAHA divisional rep with the game details: date, time, teams playing and location. The coordinator gives the game number to the participating teams to use on the game sheets. Each team sends a copy of the completed exhibition game sheet to the coordinator so that the results can be recorded and tracked.
9. After completion of the round robin series, the two teams with the most points, or the winners of the semi-finals, play in the Hockey Day in Chilliwack championship. The coordinator must forward the rosters for the finalist teams to the divisional director.
10. The home team is responsible for providing the referee and linesmen's fees. CMHA will reimburse the home team for the referee and linesmen's fees.
11. CMHA covers all costs associated with the championship games and Female Hockey exhibition games on Hockey Day in Chilliwack.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	88 of 102	Revised: 2013-May-15

5.2.3 **REP EVALUATION POLICY**

PURPOSE:

CMHA conducts a Rep Evaluation process which fairly and efficiently evaluates players for the Rep Program.

PROCESS:

5.2.3.1 **Registration**

1. All candidates for Rep Evaluations must complete CMHA registration as well as register and pay for Rep Evaluations by August 15th. For fee and registration information, please refer to Registration Policy found on the CMHA website cmha.goalline.ca
2. Players not registered for Rep Evaluations by August 15th, may apply to the Director at Large for late registration. In all cases, players must pay the Evaluation fee prior to participating in any evaluation session.

5.2.3.2 **Jerseys**

In order to receive a rep evaluation jersey, players must bring a jersey deposit cheque for \$50 payable to CMHA to the first evaluation session. Players keep the same jersey for the Evaluation Scrimmages. At the end of the last Evaluation Scrimmage, players must return the jersey recently laundered and in good condition. The cheque is returned once the jersey is accepted in good order. Players forfeit the deposit if jerseys are stained, torn, or damaged or if the jersey is not returned.

5.2.3.3 **Dates**

Prior to August 1st, CMHA posts Rep Evaluation dates and schedules on the CMHA website.

5.2.3.4 **Player Evaluation Committee (PEC)**

The Player Evaluation Committee consists of the Director at Large, Coach Coordinator and one other board member appointed by the President on or before August 1st.

5.2.3.5 **Flights**

1. The Player Evaluation Committee (PEC) creates two flights for the evaluation process.
2. The Black Flight generally consists of the following players:
 - a. Returning players who played rep in that division the previous season.



Chilliwack Bruins Minor Hockey

Policy Manual

Page 89 of 102

Revised: 2013-May-15

- b. First year players who played on the A1 team of the lower division the previous season.
3. The Yellow Flight generally consists of the following players:
 - a. Returning players who did not play rep in that division the previous season.
 - b. First year players who played 'C' or on the A2, A3, or A4 team in the lower division the previous year.
4. CMHA considers players in the Black Flight more likely to have the skills for selection for the A1 and the A2 teams of each division. Selection to the Black Flight does not guarantee a position on the A1 or the A2 team.
5. CMHA considers players in the Yellow Flight more likely to have the skills for selection for the A3 and A4 teams of each division. Selection to the Yellow Flight does not guarantee a position on the A3 or the A4 team nor does it eliminate a player from selection to the A1 or the A2 team.
6. One week prior to commencement of evaluations, the Director at Large will send each player an e-mail confirming the flight in which the player will compete.
7. To ensure the opportunity for every player to compete at the highest possible level, the PEC consults with the evaluators after each Evaluation Scrimmage. Then, the PEC identifies players in the Yellow Flight who should move to the Black Flight for evaluation. Players moved from the Yellow Flight to the Black Flight must participate in two evaluation or practice sessions in the Black Flight before the PEC may move the player back to the Yellow Flight.

5.2.3.6 Evaluation Process

1. The Evaluation process consists of three Evaluation Scrimmages with referees and linesmen, and subsequent Evaluation Practices. Exhibition Games form part of the Evaluation process. The Director at Large arranges for supervision of players in the dressing room and on the bench during Evaluation Scrimmages.
2. The Director at Large must attend the first ice time of each division evaluation.
3. Coaches must attend all of the Evaluation Scrimmages (Black and Yellow) for the Division they will coach. Coaches must avoid any communication with evaluators during the Evaluation Scrimmages.
4. A Rep Head Coach may apply in writing via e-mail to the Director at Large (director_at_large@chilliwackminorhockey.com) to move a player from the Yellow Flight to the Black Flight. Requests are subject to PEC approval.
5. For the first three evaluation sessions:
 - a. Atom coaches evaluate Bantam players
 - b. Bantam coaches evaluate Atom players




Chilliwack Bruins Minor Hockey

Policy Manual

Page 90 of 102

Revised: 2013-May-15


- c. Pee wee coaches evaluate Midget players
 - d. Midget coaches evaluate Pee wee players.
6. During Evaluation Scrimmages, evaluators utilize a ten point rating scale for players in the following skill areas:
 - a. Skating Ability
 - b. Shooting & Passing
 - c. Puck Control (head up, good hands, protection in small spaces & in traffic)
 - d. Positional Play (with puck, without puck)
 - e. Overall Performance (defensive play, offensive play, checking, involvement in play)
7. For each player, the PEC averages the score for each skill then adds the scores to create an overall score for the player.
8. A paid Goaltender Evaluation Team that supplies specialized evaluation forms / criteria assesses goaltenders in separate goaltender evaluation sessions as well as during Evaluation Scrimmages. For each goaltender, the PEC averages the score for each skill then adds the scores to create an overall score for the goaltender.
9. The PEC commences player releases after the third evaluation session in each flight.
10. After the third evaluation session in each flight, the PEC forms a team for each level which includes up to ten extra skaters and two extra goalies. The players now participate in Evaluation Practices under the direction of the Head Coach.
11. Within 24 hours of the 3rd Evaluation Scrimmage, the PEC will e-mail players from the Black Flight to inform them:
 - a. that they will start Evaluation Practices with the A1 team, or
 - b. that they will start Evaluation Practices with the A2 team, or
 - c. that they will skate with the remaining players in the Yellow Flight.
12. Within 24 hours of the 3rd Evaluation Scrimmage, the PEC will e-mail players from the Yellow Flight to inform them:
 - a. that they will start Evaluation Practices with the A3 team, or
 - b. that they will start Evaluation Practices with the A4 team (if applicable)or
 - c. that they will proceed to the 'C' Division.
13. Within 24 hours of any releases, the Director at Large will advise the appropriate Division Directors of releases to the 'C' Division.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	91 of 102	Revised: 2013-May-15

14. After four Evaluation Practices and two Exhibition Games, the A1 coach must release the extra skaters and goalie(s). After six Evaluation Practices and two Exhibition Games, the A2 coach must release the extra skaters and goalie(s). After eight Evaluation Practices and two Exhibition Games, the A3 coach must release the extra skaters and goalie(s). Players must participate in two ice sessions with the team prior to any releases. The coach must inform the Director at Large of any releases.
15. During the Evaluation Practice phase, coaches must release players via a personal interview.
16. A player is not guaranteed a position on a rep team until confirmed by the coach. Although rare, the last player released from a higher level team may be released by the next team that evaluates the player.
17. Coaches should complete releases within 21 days of the start of evaluations. Coaches must finalize rosters by midnight on September 30th.
18. A Rep Coach may apply in writing via e-mail to the Director at Large (director_at_large@chilliwackminorhockey.com) to evaluate a player who registered to play in the 'C' Division, or reported directly to a lower rep team. The Director at Large must receive the request no later than midnight of September 15th. Upon receipt, the Director At Large inquires of the parent/guardian of the player if the player would like to be evaluated for a rep team. CMHA prohibits coaches from directly contacting a player or parent/guardian. Requests are subject to PEC approval and Section 5.2.3.1.

5.2.3.7 Player Attendance

1. CMHA expects players desiring a permanent position on any Rep team to attend all Evaluation Scrimmages and subsequent Evaluation Practices. A player must report absences in writing via e-mail to the Director at Large (director_at_large@chilliwackminorhockey.com). The PEC may release a player who misses any of the evaluation sessions. Please refer to the Registration Policy for refund deadlines.
2. A player who misses rep evaluations due to illness, injury or moving from another community may apply in writing via e-mail to the Director at Large (director_at_large@chilliwackminorhockey.com) to join a rep team for the purposes of evaluation. The Director at Large will forward the request to the Board for review. The Board may choose to place the player on a rep team for evaluation or on a "C" team. If placed on a rep teams, the PEC must evaluate the player, in conjunction with the coach, for a minimum of two ice sessions before selecting or releasing the player. If the player is not able to join the rep team before midnight on October 30th, the board will place the player on a "C" team.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	92 of 102	Revised: 2013-May-15

5.2.3.8 Player Movement

1. After September 30th, coaches may request player movement in accordance with the Rep Player Movement Policy.
2. A player, who chooses to leave the team which selected him/her, may not play for any other team (rep or 'C') in that division. CMHA will place the player on a 'C' team in the division above. If there is no higher 'C' division for that player, CMHA will place the player on a 'C' team of the same division. If roster spots are not available in the designated division, the player may forfeit the opportunity to play hockey.

5.2.3.9 Underage Players

1. Any player wishing to play for a team in a higher division must apply by February 15th of the previous season in writing via e-mail to the Director at Large (director_at_large@chilliwackminorhockey.com).
2. The Director at Large may formally or informally evaluate the player prior to the end of the season. The Director at Large will consider the player's hockey skills, physical, mental and social maturity before bringing the recommendation to the Board for approval. Each request will be on a case-by-case basis.
3. Underage players must apply each season for permission to attend evaluations in a higher division.

5.2.4 REP AFFILIATION POLICY


PURPOSE:

In order to promote player development at all levels of hockey, CMHA promotes an affiliation process which maximizes the opportunity for players to develop by playing with higher level teams. CMHA encourages affiliate participation in practices and games whenever possible.

PROCESS:

5.2.4.1 Selection of Affiliates

1. If a "C" player does not participate in rep evaluations, he or she must pay the rep evaluation fee prior to a team rostering the player as an affiliate.
2. The affiliation hierarchy which follows applies to affiliation within the same division. In general, players playing:
 - a. A2 will affiliate with A1.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	93 of 102	Revised: 2013-May-15

- b. A3 will affiliate with A2.
 - c. A4 will affiliate with A3 (where applicable).
3. "C" players may only affiliate to the lowest Rep team in their division and may not affiliate to an "A" team in a higher division.
4. During the final release interview, a coach may express interest in affiliating the player. To request any player as an affiliate, a coach must e-mail a list of affiliate candidates to the Director at Large. The Director at Large will e-mail an "Invitation to Affiliate" to the player. If the player is in the "C" Division, the Director at Large must cc the Division Director. The player must accept or decline the invitation within seven (7) days. The Director at Large will forward all acceptances, including player contact information, to the affiliating coach and the Division Director if applicable.

5.2.4.2 Invitation to Affiliate

Dear Player Name,

Coach Name would like to roster you as an affiliate player for the Name of Team. You will practice with the team once or twice a month. Depending on team attendance, he may invite you to play with the team.

Please accept or refuse this invitation within seven days. If you accept this invitation, please include the name and phone number of your parents/guardians.


Sincerely,

Director-at-Large Name

1. A player's coach may not deny the player the opportunity to roster as an affiliate.
2. To roster an affiliate player, the coach must forward the player's name to the Registrar. A coach may not roster a player as an affiliate until the player's parent/guardian confirms that the player would like to affiliate with the team.
3. The coach must keep a current list of e-mail addresses and phone numbers for affiliate players and their coaches.

5.2.4.3 Use of Affiliates:

1. In accordance with Hockey Canada By-Laws Article 39, CMHA grants consent on behalf of the team for affiliates used following the processes outlined in this policy.
2. Coaches will not use an affiliate player to:
 - a. replace willing, capable, and healthy players already rostered to the team.

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	94 of 102


- b. discipline regular team members.
3. Use of affiliate players must follow PCAHA and BC Hockey affiliation rules.
4. The requesting coach may ask for whichever player he believes best suits his needs. Use of Rep affiliates need not be divided among all rostered affiliates. However, CMHA encourages coaches to use as many different affiliates as possible. Within, PCAHA rules, a coach may use a player repeatedly.
5. Coaches in need of an affiliate(s) should first consider players from their own division. Choose affiliates from a lower division as second choice.
6. Coaches using affiliated players must notify the affiliate's regular coaching staff following a game should injuries or suspensions occur.
7. Members should consider player development over personal situations when making decisions regarding use of affiliate players.

5.2.4.4 Event Conflicts

An Event Conflict exists if the affiliate player's regular team is on the ice at any time before or after the "requesting" team on any given day. No event conflict exists if the player's regular team has no event on the day in question.

5.2.4.5 Process to Affiliate Current Rep Players

1. Prior to requesting a player as an affiliate, the coach must ensure that the team roster lists the player as an affiliate.
2. Whenever possible, the "requesting" coach must give 24 hours' notice when requesting affiliates.
3. The Head Coach of the "requesting" team must check the "giving" team's schedule prior to making any request.
4. In the absence of an Event Conflict, the Head Coach of the "requesting" team must contact via e-mail both the Director-at Large and the Head Coach of the "giving" team each time he intends to use an affiliate. Breach of policy will result in disciplinary action (refer to Section 5.2.4.9). The player is considered available and no response is required.
5. "Giving" coaches may not refuse affiliation requests by suggesting player fatigue and burn-out or that the team is preparing for playoffs, a big game, working on break outs or other drills. The only reasons a "giving" coach may deny an affiliate request are:
 - a. a team or league disciplinary reason;
 - b. injury;

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	95 of 102

- c. Event Conflict where the player's regular team has a higher priority event. Refer to Section 5.2.4.7 (Resolving Event Conflicts).
6. The Head Coach of the "requesting" team must contact the affiliate player's parents/guardians to confirm acceptance. Outside of Section 5.2.4.5 article 5, the decision to decline an affiliation request rests with the player and his parents / legal guardian.
7. If the "giving" coach perceives a conflict he must notify the Director at Large.

5.2.4.6 Process to Affiliate "C" Players

1. Prior to requesting a player as an affiliate, the coach must ensure that the team roster lists the player as an affiliate.
2. Whenever possible, the "requesting" coach must give 24 hours' notice when requesting affiliates.
3. No 'C' division player can play as an affiliate on a Rep team until that player has participated in at least one league game with their 'C' division team unless approved by PCAHA. (as per BC Hockey Rule 2.24 b)
4. The Head Coach of the "requesting" team must check the "giving" team's schedule prior to making any request. If there is an Event Conflict, the Head Coach should request an affiliate from a different team unless all options are exhausted.
5. In the absence of an Event Conflict, the Head Coach of the "requesting" team must contact via e-mail both the Director-at Large and the Head Coach of the "giving" team each time he intends to use an affiliate. Breach of policy will result in disciplinary action (refer to Section 5.2.4.9). The player is considered available and no response is required..
6. "Giving" coaches may not refuse affiliation requests by suggesting player fatigue and burn-out or that the team is preparing for playoffs, a big game, working on break outs or other drills. The only reasons a "giving" coach may deny an affiliate request are:
 - a. a team or league disciplinary reason;
 - b. injury;
 - c. Event Conflict where the player's regular team has a higher priority event. Refer to Section 5.2.4.7 (Resolving Event Conflicts).
7. The Head Coach of the "requesting" team must contact the affiliate player's parents/guardians to confirm acceptance. Outside of Section 5.2.4.6 article 6, the decision to decline an affiliation request rests with the player and his parents / legal guardian.

8. If the "giving" coach perceives a conflict he must notify the Director at Large.


5.2.4.7 Resolving Event Conflicts

1. Where there is an event conflict, use the schedule of event priorities. The team with the highest event priority will take precedence.
2. Where the event priorities are the same, the player's regular team will take precedence.

3. Conflict Schedule - Point Value System:

POINT VALUE	TEAM EVENT
6	Playoff Game
5	Tournament Game(s) out of Fraser Valley or Greater Vancouver District
4	League Game or Tournament Game(s) within Fraser Valley or Greater Vancouver District
3	Exhibition Game
2	Practice
1	Off-ice Event

4. In the case of an Event Conflict, the Head Coach of the "requesting" team must contact via e-mail the Director-at Large, "C" Division Director (if applicable) and the Head Coach of the "giving" team to identify the Event Conflict and suggest resolution according to the Conflict Schedule. The "giving" head Coach must acknowledge the e-mail within 12 hours. If less than 12 hours' notice, the "requesting" head Coach must phone the "giving" coach.
5. Where an email response is not received within 12 hours, follow-up with a phone call. If, after 4 more hours, there is still no response, then the Director at Large (in consultation with the Division Director if necessary) will make the final decision regarding any Event Conflicts.
6. In the case of an Event Conflict, a coach may not use a player as an affiliate without confirmation from the player's regular coach.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	97 of 102	Revised: 2013-May-15

7. The player and his parents / legal guardian must accept or decline the invitation to affiliate.

5.2.4.8 Affiliate Use at Practices

1. All CMHA Rep teams must invite affiliate players to practice each month, even if the affiliate is not used in a game. Having affiliated players participate in team practices on a regular basis provides development opportunities and ensures that affiliated players understand team routines, playing tactics, and personnel.

5.2.4.9 Disciplinary Action for Breach of Policy

1. If the "requesting" coach does not contact the coach of the "giving" team prior to using an affiliate player, the "requesting" coach receives:
 - a. 1st offence: an automatic one game suspension.
 - b. 2nd offence: automatic 3 game suspension
 - c. 3rd offence: suspension for remainder of the season.
2. Any coach found influencing a player's decision to affiliate will receive:
 - a. 1st offence: an automatic one game suspension.
 - b. 2nd offence: automatic 3 game suspension
 - c. 3rd offence: suspension for remainder of the season.
3. Coaches found to interfere with the affiliation process risk CMHA denying coaching applications in future.


5.2.5 DRESS CODE POLICY

PURPOSE:

Set player attire for game days assists in the mental preparation for the game. Adherence to a Dress Code reflects the player's respect and pride towards his/her Association, teammates, and coaches. Dress code is optional for "C" teams.

PROCESS:

1. All team members will dress in the same fashion at each event.
2. For pre-game attire, teams may choose:
 - a. dark slacks (no denim), dress shirt, tie, dress shoes and team jacket approved by CMHA board and supplied by CMHA selected vendor.
 - b. track Suit approved by CMHA board and supplied by CMHA selected vendor.

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	98 of 102

3. Coaches must wear dark slacks (no denim), dress shirt, tie, dress shoes and team jacket approved by CMHA board and supplied by CMHA selected vendor.
4. Team officials and players must not wear hats.
5. For games:
 - a. All players must wear black helmets.
 - b. Players must wear game socks approved by CMHA board and supplied by CMHA selected vendor.
 - c. Every player must wear pant shells approved by CMHA board and supplied by CMHA selected vendor OR every player must wear solid black hockey pants.


5.2.6 **DRESSING ROOM POLICY**

PURPOSE:

CMHA promotes programs where females and males have an opportunity to play or referee hockey together. CMHA enforces a policy which respects individual modesty when both genders share a dressing room.

PROCESS:

1. Players and officials must not dress in arena areas open to the general public.
2. Whenever possible, the female or male in the minority should dress/undress in a separate dressing room. He/she should arrive in the team dressing room, prepared to play, no more than 10 minutes before a game or practice and leave the team dressing room within 10 minutes after a game or practice.
3. In the absence of a separate dressing room, the female or male in the minority may dress/undress:
 - a. in the facility washroom; or
 - b. in the dressing room toilet stall; or
 - c. in the team dressing room as per article 4
4. All persons should wear no less than athletic gym shorts and T-shirts any time a person of the opposite sex is present in the dressing room.
5. The females or males in the majority should complete dressing 10 minutes prior to a game or practice. If he/she arrives after this 10 minute time period, he/she will need to find a different place to dress for the practice or game.

	Chilliwack Bruins Minor Hockey	
	Policy Manual	
	Page	99 of 102

6. No person may shower when a member of the opposite sex is in the dressing room.
7. At all times, two adults must supervise the dressing room to ensure the safety of the players present. At the end of each ice time, a responsible adult or one of the team officials must survey the dressing room after the last person has left. The dressing room must be free of paper, tape or other debris.
8. Articles 1 through 6 apply to referees.

5.3 **PLAYER MOVEMENT**

All player movement during the season must be in accordance with CMHA, PCAHA and BCH guidelines.


Any player movements, from any team, must follow these procedures:

- a. First communication must be between the coaches of the affected teams and the Division Director.
- b. The coach losing the player(s) must then contact and communicate the possible player(s) move to the parent(s).
- c. No coach shall contact either directly, or indirectly, any parent or player involved in a possible move to his/her team prior to a resolution approved by the Division Director.

The Registrar **MUST** be notified of any such decisions on the date that they are finalized. No player involved in such a move is permitted to attend any games or practices within the Association until the Registrar has completed the paper work to finalize the movement with PCAHA and BCH (as the case may be). **The player is therefore ineligible to play for any team until the Registrar gives final approval.**

5.3.1 **"C" PLAYER MOVEMENT**

Movement of players in the "C" Recreational level to balance teams prior to November 10th is to be carried out by the division Coordinators in conjunction with the coaches and Division Director. The registrar must be notified immediately of any potential player moves. The player must not participate in any team functions until the team officials and Divisional Director receive written approval from the Registrar gives final approval.

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	100 of 102	Revised: 2013-May-15

5.3.2 REP TEAM PLAYER MOVEMENT

After September 30, movement of a rep player must receive approval by the Board. The Board will consider movement of a player after this date only for disciplinary, injury or illness reasons. Teams requesting player movement after 30 September must submit in writing the request and reasons for request to the Director At Large.

Rosters are frozen on January 10th. No player movement may occur after this date.

Prior to a request for movement due to disciplinary reasons, teams must follow these steps:

- a. The team officials must speak to the player in person and warn the player in writing of the concern and proposed request to move the player. The team must provide a copy of this letter to the Director at Large.
- b. If the player fails to correct his or her behavior within two weeks, the team officials will consult with the Director at Large. The Director at Large will bring the request to move the player to the Board. The Board will consider the request. The Director at Large will convey the decision to the team officials. If the Board approves the player movement, the appropriate directors will facilitate the move of the player to a lower team.

The Board MAY permit the team to replace such a player at this time.


If a player is unable to return to his/her team due to illness or injury, the team must follow these steps:

- a. The team must submit a letter to the Director at Large to inform him or her of the situation.
- b. The Director at Large will bring the request to move the player to the Board. The Board will consider the request. The Director at Large will convey the decision to the team officials. If the Board approves, the Registrar will remove the player from the team roster

The Board MAY permit the team to replace such a player at this time.

If a player chooses to leave a team:

- a. The team may submit a letter to the Director at Large to request a replacement player. The player requested must have participated in the rep evaluation process.
- b. The Director at Large will bring the request to the Board. The Board will consider the request. The Director at Large will convey the decision to the team officials. If the Board approves, the Registrar will remove the player from the team roster

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	101 of 102	Revised: 2013-May-15

On the date that the Board finalizes any player movement decisions, the Director at Large must notify the Registrar of the player(s) moved and the teams affected. Once the Board approves movement, the player involved may not attend any games or practices with the Association until the Registrar finalizes the movement within the Hockey Canada Registry. The player must not participate in any team functions until the team officials and Director at Large receive written approval from the Registrar gives final approval.

5.4 COACHES PROGRAM

5.4.1 COACHING APPLICATIONS

Download coaching applications from the Forms page on the CMHA website. Application deadlines are posted on the website as well as emailed to all CMHA members. Deadlines are generally in April for Rep coach applications and May for "C" coaches. The Coach Selection committee may advertise for coaches via local media. Deliver applications to the CMHA office by mail or in person.

Coaches must submit to a Criminal Record Check and Vulnerable Sector Check. See Section 3.3.4 for full details.

Coaches pay for their coach clinics. Upon verification of the coach post-task assignment and submission of receipt for the clinic fee, CMHA reimburses the coach. All coaches in the Representative Program (Head Coach and Assistant Coaches) must complete Developmental 1 Certification by December 1st.

Please refer to the CMHA By-laws for information regarding Board members coaching or managing teams.


5.4.2 COACH SELECTION

Division Directors review "C" coach applications for their respective divisions. If necessary, the Division Director, in conjunction with two other Board members, interviews candidates. The Division Director recommends coaches to the Board.

The Coach Selection Committee researches and interviews candidates for Rep coach positions. The Coaching Coordinator chairs the Selection Committee with assistance from the Director-at-Large. The Second Vice-President serves as a member of the Coach Selection Committee. The Coach Selection Committee recommends coaches to the Board.

Criteria considered for coach selection include:

- a. coaching level attained through formal clinics;

	Chilliwack Bruins Minor Hockey		
	Policy Manual		
	Page	102 of 102	Revised: 2013-May-15

- b. background and coaching experience;
- c. references;
- d. parental evaluation forms;
- e. reliability and integrity;
- f. coaching philosophy compatible with Association philosophy and other Association policies.

CMHA endeavors to select the best qualified person for each team. The Board approves all coach appointments.