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NOTE: For each revision, the affected pages, paragraphs, figures, and/or tables are identified, and details of the revision are denoted above. Revision (change) bars appear in the left-hand margin of the document to show changes between the current document revision and the previous revision. Revision bars are not required, when at the discretion of the document owner, the document content is significantly altered and is considered "completely revised" and denoted as such in the revision history log above. Documents are wholly released every revision (no change pages).



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Glossary

AGM	Annual General Meeting
BCH	British Columbia Hockey
CMHA	Chilliwack Minor Hockey Association
CRC	Criminal Record Check
HC	Hockey Canada
HCR	Hockey Canada Registry
HCSP	Hockey Canada Safety Person
PCAHA	Pacific Coast Amateur Hockey Association
PEC	Player Evaluation Committee
REC	Recreational "C" Teams
REP	Representative Teams (A1, A2, A3 etc.)
RFP	Request for Proposal
VSC	Vulnerable Sector Check



1 INTRODUCTION

1.1 WELCOME

1.1.1 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 endeavor to transfer to youth.

1.1.2 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. 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.

1.1.3 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) conflicts or differs from these policies and procedures the rule of the higher body will always apply and supersede.

1.1.4 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.

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

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



1.2 USE OF CMHA LOGO AND TRADEMARK

Chilliwack Minor Hockey Association Logos 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 Chilliwack Minor Hockey Association Mountain Logo and Bear Logo.

1.3 CMHA VISSION STATEMENT

To be an inclusive, development driven association using a positive, fun environment to build leaders in community.

1.4 CMHA MISSION STATEMENT

To professionally develop hockey players, coaches, volunteers and future leaders in a fun, safe and positive environment where ALL families feel welcome and supported in achieving their personal and team goals while building lifelong friendships

1.5 CMHA PLAYER ETHICS

C	Community
M	Motivated
H	Honesty
A	Accountability
P	Professionalism and Perseverance
L	Leadership
A	Attitude
Y	Youth
E	Education
R	Respect
E	Equality
T	Transparency
H	Humility
I	Integrity and Inclusivity
C	Commitment
S	Sportsmanship

1.6 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.

1.6.1 PLAYER DEVELOPMENT GOALS

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.



1.6.2 COACHING DEVELOPMENT GOALS

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.

1.6.3 REFEREE DEVELOPMENT GOALS

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

1.6.4 PARENTS / GUARDIANS GOALS

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.

1.7 INDIVIDUAL GOALS

1.7.1 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.

1.7.2 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.

1.7.3 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. Parent involvement stimulates player success. Parent participation is essential to the success of the season. CMHA relies on volunteers to operate. The CMHA Board positions are described on the CMHA website at www.chilliwackminorhockey.com.

2 STRUCTURE

CMHA is a non-profit recreational sport society incorporated under the British Columbia Societies Act which governs all Minor hockey activities within its boundaries. CMHA relies on volunteers to operate and it is critical that the volunteer positions be filled each year for the Association to efficiently function. CMHA is governed by three separate parent bodies:

2.1 HOCKEY CANADA (HC)

2.1.1 Hockey Canada is composed of 13 member branches representing the provincial and territorial associations of Canada. This organization is the major ruling body covering all amateur hockey played in Canada.
www.hockeycanada.ca

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

MINOR HOCKEY DIVISION	AGE
U6	5
U7	6
U8	7
U9	8
U11	9 – 10
U13	11 – 12
U15	13 – 14
U18	15 – 17
U21	18 – 21

2.2 BC HOCKEY (BCH)

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 Rep Teams, U13 level and up, in British Columbia. (www.bchockey.net)

2.3 PACIFIC COAST AMATEUR HOCKEY ASSOCIATION (PCAHA)

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 (www.pcaha.ca) receives its authority from BCH. Teams in CMHA may participate at one of the following three playing levels:

2.3.1 "A" REPRESENTATIVE TEAMS (REP) AS DEFINED BY BCH

These teams 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. U11 Development Teams will play in a league formed by PCAHA in concert with other Associations.

2.3.2 "C" RECREATIONAL TEAMS (REC)

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

2.3.3 INITIATION HOCKEY (U6-U7 & U8-U9)

U6 & U7 is Development. U8 & U9 teams play a limited number of games in the PCAHA Fraser Valley East C league with teams from Abbotsford, Hope, Mission and Aldergrove.

2.4 EXECUTIVE COMMITTEE

The CMHA board of directors is composed of approximately 15 elected Officers and Directors responsible for the ongoing operations of the association. The board of 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 always, act honestly, 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. They will provide



a financial foundation for the growth and development of CMHA and youth hockey. They will work to attract and support the finest youth leaders and hockey coaches. They will hold the highest ethical standards for all decisions while promoting and contributing to the well-being and growth of youth athletics. Directors will acknowledge and respond to members' concerns related to CMHA and act in accordance with the CMHA Code.

The opportunity to influence the direction CMHA takes is provided at the Annual General Meeting (AGM), which all members may and should attend. The AGM is also where the Officers and Directors are elected after their nomination has been approved. 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.

2.4.1**PRESIDENT****2.4.1.1****Job Description**

- 1) Act as the official representative of Association and be the moral authority when upholding all applicable rules and regulations.
- 2) As Chief Executive Officer, oversee the daily operation of the Association.
- 3) Chair the monthly CMHA Board meetings.
- 4) Preside at all Association meetings.
- 5) Read and respond to any correspondence sent to the email address president@chilliwackminorhockey.com within 12-24 hours.
- 6) Act as a second signing officer on all CMHA bank accounts.
- 7) Attend required PCAHA and BC Hockey meetings and AGMs.
- 8) Act as liaison officer between the City of Chilliwack, BCH and PCAHA.
- 9) Supervise the other Officers and Directors in the execution of their duties.
- 10) Appoint a nominating committee for the purpose of securing nominees for Board positions up for election.
- 11) Immediately inform the board of any suspended 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.
- 12) Serve as past-president at the end of two-year term or until the existing president becomes the past-president.

2.4.1.2**Time Commitment**

- 1) 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.
- 2) Two-year term (May to May).

2.4.1.3**Qualifications**

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



2.4.2 FIRST VICE PRESIDENT

2.4.2.1 Job Description

- 1) Oversee the Administration of the Association, including the roles of Referee-in-Chief, Equipment Manager, and Ice Coordinator.
- 2) Report directly to the President.
- 3) Read and respond to any correspondence sent to the email address 1stvicepresident@chilliwackminorhockey.com within 12-24 hours.
- 4) Serve as Chair of the Discipline Committee and in that role.
 - a) Receive any complaints regarding team officials, Board members, Association members or teams.
 - b) Provide oversight and play an active role in the investigations with the Discipline Committee.
 - c) In conjunction with the Discipline Committee decide if disciplinary action is needed and if so in what form.
 - d) Communicate the results of the investigation and proposed disciplinary actions to the Board for discussion and Board Decision.
- 5) Act as Risk Manager or appoint and oversee another Director as Risk Manager.
- 6) Act as a second signing officer on all CMHA bank accounts for the Association.
- 7) Assist the President in the performance of the President's duties.
- 8) Oversee the co-ordination of the coach selection, draft and evaluation processes for the REC Divisions and update the CMHA Board.
- 9) Attend monthly CMHA Board meetings.
- 10) In the absence of the President, assume the President's duties.
- 11) Perform any other duties to be assigned by the President.

2.4.2.2 Time Commitment

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



2.4.2.3 Qualifications

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

2.4.3 SECOND VICE PRESIDENT**2.4.3.1 Job Description**

- 1) Oversee the Operations of the Association, including the roles of Director at Large and Player and Coach Development Director (HPCD).
- 2) Report directly to the President.
- 3) Read and respond to any correspondence sent to the email address 2ndvicepresident@chilliwackminorhockey.com within 12-24 hours.
- 4) Serve as Chair of the Appeals Committee.
- 5) Serve as Chair of the Gaming Committee (attend and represent the Association at gaming meetings as required).
- 6) Review and monitor fundraising efforts of individual teams.
- 7) Serve as a member of the Coach Selection Committee
- 8) Serve as the Team Genius Coordinator.
- 9) Serve as Chair of the Scholarship Committee.
- 10) Monitor clearance letters for members and their Criminal Record Check and forward to the office upon receipt.
- 11) Act as a second signing officer on all CMHA bank accounts.
- 12) Administer and Update the Association policy manual annually or as needed.
- 13) Attend monthly CMHA Board meetings.
- 14) In the absence of the President and First Vice-President, assume their duties.
- 15) Perform any other duties to be assigned by the President.

2.4.3.2 Time Commitment

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

2.4.3.3 Qualifications

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



2.4.4

TREASURER

2.4.4.1

Job Description

- 1) Oversee the financial operations of the Association including Office Administration / Registrar, Bookkeeper, Public Relations Director and Tournament Coordinator.
- 2) Report directly to the President.
- 3) Read and respond to any correspondence sent to the email address treasurer@chilliwackminorhockey.com within 12-24 hours.
- 4) Keep the financial records, including books of account, necessary to comply with the Society Act.
- 5) Act as a signing officer for all CMHA bank accounts for the Association.
- 6) Ensure that all cheques and e-transfers issued by the Association contain two signatures.
- 7) Act as the main point of contact for the bank and liaise between the bank and the Association.
- 8) Administrate the CMHA Purchasing Policy and all necessary Request for Proposals (RFP's) for purchases over \$500.
 - a) Document in the minutes for financial requests / payments out of the usual monthly / daily expenses.
- 9) Provide a Treasurer's Report each month during the board meeting including:
 - a) Current income statement, current month payables, account balances for CMHA's 3 main accounts and funding requests if applicable.
- 10) Present to The Board an interim financial report representative of the accounts of the Association as of April 30th each year.
- 11) Provide 3rd party auditor with financial records for review to compose Financial Statements.
 - a) Interim report provided late summer.
 - b) Financial statements completed near the end of the year for review by the board of directors and auditor.
- 12) Provide financial statements to the Board, members and others as required.

- 13) Compose a financial summary to present to the membership at the AGM including:
 - a) Financial Statements.
 - b) Budget for upcoming season.
 - c) Budget vs. Actuals for the past season.
 - d) Engagement letter for hiring of 3rd party auditor.
- 14) Deposit all monies to the credit of the Association in a chartered bank, credit union or trust company.
- 15) Team Financials.
 - a) Document and transfer referee funds online through direct transfer to team accounts in October of each season.
 - b) Check accuracy of team requests for referee funds.
 - c) Provide support and guidance to team Managers and Treasurers throughout the year.
 - d) Review financial packages submitted by each team at the end of the season.
 - i) Reconcile ref fees, collecting unused amounts or reimbursing teams for money owed.
 - e) Audit team financial records if complaint submitted.
- 16) During Annual Registration May 1st to July 31st:
 - a) Set up e-transfer payment plans, receive e-transfers and provide refunds when applicable.
- 17) Funding:
 - a) Track applications received and monitor requirements to make sure qualifications are met before bringing to the board for approval.
 - b) Email membership important dates and details along with reminders.
- 18) Oversee the gaming audit as required including delegating preparation of the required material when necessary.
- 19) Oversee and assist the bookkeeper:
 - a) Reconcile CMHA accounts each month.
 - b) Enter and reconcile player registrations into RAMP.
 - c) Print Cheques if required by Treasurer.
- 20) Attend monthly CMHA Board meetings.
- 21) Perform any other duties assigned by the President.



2.4.4.2 Time Commitment

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

2.4.4.3 Qualifications

- 1) Strong administrative background.
- 2) Bookkeeping and/or accounting knowledge.
- 3) Ability to work with a variety of personnel.
- 4) Ability to operate word processor and spreadsheet software.
- 5) Knowledgeable in the rules, regulations and administrative procedures of the Division, Association, and District.
- 6) Member in good standing with CMHA.



2.4.5

SECRETARY

2.4.5.1

Job Description

- 1) Report directly to the President.
- 2) Read and respond to any correspondence sent to the email address secretary@chilliwackminorhockey.com within 12-24 hours.
- 3) Administer and Update the Associations' Constitution and Bylaws annually or as needed.
- 4) File reports, resolutions and other documents as may be required by the Society Act.
- 5) Chair the Health and Safety Committee.
- 6) Give notification of meetings of the Association and Board.
- 7) Prepare, circulate, and retain custody of minutes or proceedings of the AGMs, extraordinary general meetings, Board meetings, and any other meetings of the Association and post on the CMHA website as appropriate.
- 8) Oversee and work with the Website Coordinator to arrange for the composition, distribution and storage of all correspondence pertaining to the Association.
 - a) Send communications regarding regular and irregular events to the entire organization and coordinate the responses.
 - b) Receive email, voicemail or spoken communications from the board members. Communicate these topics via email and website to the entire association or members as required.
- 9) Compose an agenda (items and time required to discuss) for the monthly Association board meetings.
- 10) Securely maintain Confidentiality Agreements.
- 11) Attend monthly CMHA Board meetings and track attendance.
- 12) Book all the Association meetings and specials events.
- 13) Collect and distribute to the Board monthly committee updates/reports.
- 14) Perform any other duties to be assigned by the President.

2.4.5.2

Time Commitment

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



2.4.5.3 Qualifications

- 1) Strong administrative background.
- 2) Ability to operate word processor and spreadsheet software.
- 3) Knowledgeable in rules, regulations, administration procedures of the division, association, district.
- 4) Member in good standing with CMHA.



2.4.6

DIRECTOR AT LARGE

2.4.6.1

Job Description

- 1) Reports directly to the 2nd Vice-President.
- 2) Understands and upholds the rules and regulations governing CMHA and acts as the moral authority while representing the interests of players and parents of the CMHA to the Board.
- 3) Oversees the operation of REP Teams from U11 to U18.
- 4) Work with the Player and Coach Development Director and other directors as required to recruit and select coaches for each season.
- 5) Read and respond to any correspondence sent to the email address directoratlarge@chilliwackminorhockey.com within 12-24 hours.
- 6) Work with the Player and Coach Development Director to implement a player tryout and evaluation process to ensure fair and impartial placement on REP Teams for Each Division from U11 to U18.
- 7) Work in conjunction with the REP Team Managers and Ice Coordinator to utilize all ice as efficiently as possible.
- 8) Work with REP Team Managers to ensure the accuracy of team rosters and all required player and parent information once entered the Hockey Canada Registry (HCR) and CMHA Website.
- 9) Oversee, provide guidance, and serve as mentor for the upcoming Divisional Directors and Female Director including advising on the availability and status of coaches for the next season.
- 10) Bridge the gap between Divisional Directors and REP in each age category.
- 11) In conjunction with the Player and Coach Development Director, arrange and attend a pre-season REP coach meeting to discuss the yearly evaluation process.
- 12) After January 10th, track the number of times each REP Division player is affiliated to another REP team or other team in a higher division.
- 13) Assist the Ice Coordinator and REP Team Managers if required in re-assigning of ice within their division to ensure equal access to unused ice by your teams.
- 14) Work with the Ice Coordinator and the REP Team Manager to reschedule any conflict games on the PCAHA schedule when required.

- 15) Work with the REP Team Managers and Website Coordinator to ensure the REP game and practice schedules are entered into the CMHA website.
- 16) Assist REP Coaches or Managers with documentation if required.
- 17) Liaise with the Equipment Manager to ensure the tryout jerseys and pucks are prepared and in good order prior to the annual tryouts.
- 18) Assist the Equipment Manager to distribute required team uniform and equipment needs (including safety) to the REP Teams.
- 19) Ensure through the Equipment Manager that teams return their uniforms and assist where necessary.
- 20) Ensure team officials are knowledgeable of and adhere to game administration procedures.
- 21) Ensure team officials adhere to association penalty procedure.
- 22) Attend monthly CMHA board meetings.
- 23) Assume responsibilities of any Division Director on a leave of absence.
- 24) During the last year of the term, find and mentor a suitable replacement for the upcoming term of director for the current division.

2.4.6.2 Time Commitment

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

2.4.6.3 Qualifications

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

2.4.7 FEMALE DIRECTOR**2.4.7.1 Job Description**

- 1) Oversee the operation of teams in the Female Division.
- 2) 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.
- 3) 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.
- 4) Communicate and Liaise with the PCAHA Divisional Director assigned to their division.
- 5) Read and respond to any correspondence sent to the email address femaledirector@chilliwackminorhockey.com within 12-24 hours.
- 6) Work with the Player and Coach Development Director and other directors as required to recruit and select coaches for each season.
- 7) Work with the Player and Coach Development Director and other directors as required to arrange for the drafting and allocation of players to teams. This may also involve player movement, addition and deletion during the season.
- 8) Work with the Player and Coach Development Director to arrange a pre-season coach meeting to discuss the yearly evaluation process.
- 9) After January 10th, track number of times each REC Division player is affiliated to a REP team or a team in a higher division.
- 10) Work in conjunction with the Ice Coordinator to utilize all ice as efficiently as possible.
- 11) Check accuracy of team rosters and all required player and parent information once entered into the Hockey Canada Registry and CMHA Website.
- 12) Work with the Female Team Managers and the Website Coordinator to enter the Female game and practice schedules into the CMHA website.
- 13) Attend evaluation sessions.
- 14) Assist coaches or managers with documentation if required.
- 15) Receive complaints regarding team officials and forward to Discipline Committee if necessary.

- 16) Arrange with Equipment Manager a supply of jerseys and pucks for tryout evaluations.
- 17) Assist the Equipment Manager to distribute required team uniform and equipment needs (including safety) to the Female Teams.
- 18) Ensure through the Equipment Manager that teams return their uniforms and assist where necessary.
- 19) Working with the Ice Coordinator 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.
- 20) Ensure team officials are knowledgeable of and adhere to game administration procedures.
- 21) Ensure team officials adhere to association penalty procedure.
- 22) May assist in the development of divisional tournaments.
- 23) Oversee the equitable assignment of exhibition games and the administration procedures for these games.
- 24) Attend monthly CMHA Board meetings.
- 25) During the last year of the term, find and mentor a suitable replacement for the upcoming term of director for the current division.

2.4.7.2 Time Commitment

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

2.4.7.3 Qualifications

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



2.4.8

DIVISION DIRECTOR assisted by DIVISION COORDINATOR

2.4.8.1

Job Description

- 1) Oversee the operation of teams in their assigned REC Division.
- 2) 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.
- 3) 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.
- 4) [Read and respond to any correspondence sent to your specific director email address within 12-24 hours.](#)
- 5) Communicate and Liaise with the PCAHA Divisional Director assigned to their division.
- 6) Work with the Player and Coach Development Director and other directors as required to recruit and select coaches for each season.
- 7) Liaise with the Director at Large during REP evaluations regarding which players are moving to your REC Division.
- 8) Attend their divisions REC evaluation sessions to represent CMHA and ensure the quality of the evaluations.
 - a) Ensure all players and coaches play fairly to preserve the integrity of evaluations.
 - b) Should there be any instances of cheating or inclination of throwing an evaluation notify the Player and Coach Development Director immediately.
- 9) Work with the Player and Coach Development Director and other directors as requested to arrange for the drafting and allocation of players to teams. This may also involve player movement, addition, and deletion during the season.
- 10) Work with the Player and Coach Development Director to arrange a pre-season coach meeting to discuss the yearly evaluation process.
- 11) Ensure team officials are knowledgeable of and adhere to game administration procedures.
- 12) Ensure team officials adhere to association penalty procedure.
- 13) Attend the PCAHA meeting at the beginning of the season.

- 14) Check accuracy of team rosters and all required player and parent information once added to the Hockey Canada registry and CMHA Website.
- 15) Oversee the equitable assignment of exhibition games and oversee the administration procedures for these games.
- 16) Work with the Ice Coordinator to:
 - a) provide information on practice and game ice allocation to their division's teams including the assignment of game numbers for any ice time that does not constitute a practice.
 - b) schedule practices and REC Division Cup games.
 - c) reassign ice within their division to utilize all ice as efficiently and fairly.
 - d) re-schedule any conflict games on PCAHA schedule.
- 17) After January 10th, track number of times each REC Division player is affiliated to a REP team or a team in a higher division.
- 18) May assist in the development of divisional tournaments.
- 19) Track and regularly communicate to Team Managers the results of REC Division Cup games.
- 20) Work with the REC Team Managers and Website Coordinator to enter the REC game and practice schedules into the CMHA website.
- 21) Receive complaints regarding team officials and forward to Discipline Committee if necessary.
- 22) Assist the Equipment Manager to distribute required team uniform and equipment needs (including safety) to the REC Teams.
- 23) Ensure through the Equipment Manager that teams return their uniforms and assist where necessary.
- 24) Determine the procedure for Cup games. Ensure that these games are played in an equitable fashion and that all Cup Games are completed prior to Hockey Day of each season.
- 25) Attend monthly CMHA Board meetings.
- 26) During the last year of the term, find and mentor a suitable replacement for the upcoming term of director for the current division.



2.4.8.2 Time Commitment

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

2.4.8.3 Qualifications

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



2.4.9 PUBLIC RELATIONS DIRECTOR

2.4.9.1 Job Description

- 1) Report directly to the Treasurer.
- 2) Develop and maintain key partnerships with community organizations that provide benefits to CMHA members including, but not limited to, team sponsors.
- 3) Organize fundraising programs and develop and maintain all fundraising processes from the team level to the association level.
- 4) Liaise with the local media regarding Association and team events.
- 5) Responsible for Association Fundraising and Sponsorship.
- 6) Oversee and work with the Sponsorship Coordinator.
- 7) Assemble and chair the Fundraising and Sponsorship Committee.
- 8) Read and respond to any correspondence sent to the email address publicrelations@chilliwackminorhockey.com within 12-24 hours.
- 9) As required, work with the Website Coordinator to update and maintain the website content.
- 10) Co-ordinate and circulate to the membership an Association e- newsletter.
- 11) Follow the personal information distribution rules stated in the Personal Information and Privacy Act.
- 12) Participate in the coordination of Association special events.
- 13) Assemble and chair Hockey Day in Chilliwack committee and coordinate event.
- 14) Update the Association bulletin board.
- 15) Purchase, create, maintain, and upgrade the Association trophies and cases.
- 16) Attend monthly CMHA Board Meetings.
- 17) Perform any other duties assigned by the President.

2.4.9.2 Time Commitment

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

2.4.9.3 Qualifications

- 1) Strong administrative background.
- 2) Ability to work with a variety of personnel.
- 3) Member in good standing with CMHA.

2.4.10 PLAYER AND COACH DEVELOPMENT DIRECTOR**2.4.10.1 Job Description**

- 1) At all times, act honestly and in good faith and in the best interests of the Association. Exercise the care, diligence, and skill of a reasonably prudent person in applying the powers and performing the functions of Director.
- 2) Report directly to the 2nd Vice-President.
- 3) Provide Board oversight and work as a peer with the Head of Player and Coach Development in the following:
 - a) Assemble and chair the CMHA Player and Coach Development Committee.
 - b) Create, organize, implement, and monitor a player and coach evaluation process for all players and coaches in CMHA, including the use of Team Genius.
 - c) Work with the Director at Large, Female Director and Divisional Directors to ensure that every player and coach are evaluated each season and provided with meaningful feedback.
 - d) Recruit and nominate coaches each season to the CMHA Board using reviews of past performance records and coach observation results for each coach.
 - e) Liaise between the coaches and the Board of Directors.
 - f) Liaise with BC Hockey regarding coaching clinics and the coach certification process.
 - g) Create, Oversee, and implement a player tryout and evaluation processes to ensure fair and impartial placement of players on REP teams for each Division (U11 to U18).
 - h) Create, and implement a player evaluation and draft process to ensure fair and impartial placement of players on REC teams for each Division (U9 to U21).
 - i) Create, organize, and implement the tryout and evaluation processes for CMHA Female Hockey.
 - j) Create, organize, and implement coaching programs within the Association.
 - k) Create, organize, and implement the CMHA Coach Mentorship Program.

- l) Provide resources for CMHA coaches who wish to improve their proficiency.
 - m) Research, identify and offer Hockey Canada Stream Specific Coaching courses as required for CMHA.
 - n) Create, organize, and implement a player and goalie development strategy for the Association.
 - o) Create, organize, and implement training programs for team officials.
- 4) Create player and parent coach observation surveys to circulate and collate data from.
- 5) Read and respond to any correspondence sent to the email address playercoachdirector@chilliwackminorhockey.com within 12-24 hours.
- 6) Oversee the Coach Coordinator (If the position is filled).
- 7) Follow the personal information distribution rules stated in the Personal Information and Privacy Act.
- 8) Serve as a member of the Discipline Committee.
- 9) Attend monthly CMHA Board Meetings:
 - a) Track and submit monthly updates to the CMHA Board regarding the status of CMHA coach qualifications.
 - b) Ensure CMHA coaches have the required qualifications for their position each year.
- 10) Ensure that all duties normally assigned to the Player and Coach Coordinator are completed with assistance from the Head of Player and Coach Development when that role is not filled.
- 11) Perform any duties assigned by the President.

2.4.10.2 Time Commitment

- 1) An average of 10-15 hours per week.
- 2) Two-year term.



2.4.10.3 Qualifications

- 1) Strong administrative background.
- 2) BC Hockey Coaching Level Developmental 1.
- 3) Minimum of three years of coaching experience covering all levels of minor hockey.
- 4) Ability to work with a variety of personnel.
- 5) Ability to act as a liaison between coaches and CMHA executive.
- 6) Knowledgeable in rules, regulations, administration procedures of the division, association, district.
- 7) Have an interest in the Association improving coach and player development.
- 8) Member in good standing with CMHA.



2.5 APPOINTED MEMBERS

2.5.1 REGISTRAR

2.5.1.1 Job Description

- 1) Report directly to the Treasurer.
- 2) Read and respond to any correspondence sent to the email address registrar@chilliwackminorhockey.com within 12-24 hours.
- 3) Annual Registration - May1st to July 31st:
 - a) Email membership important dates and details along with reminders.
 - b) Follow up on registrations not paid, bounced credit cards.
 - c) Receive offline credit card payments, cash and cheques.
 - d) Update the Ramp system and google sheets document.
 - e) Provide refunds when applicable.
- 4) Maintain the register of players and team officials using the HCR.
- 5) 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.
- 6) Receive registration forms from returning players.
- 7) Conduct an open registration for new registrants.
- 8) Forward all payments received to the Treasurer for processing.
- 9) Ensure all players are pre-registered in HCR prior to the start of evaluation ice times to activate Hockey Canada insurance.
- 10) Ensure that all players and team officials are registered on their respective team roster in HCR prior to the first scheduled league game.
- 11) Ensure all documentation for the registration/player movement is completed and the package is sent to PCAHA for approval.
- 12) Where required, have the player's parents provide proof of residence to verify compliance with the Residential Qualification.
- 13) Keep and maintain permanent records for all registered players of the Association.



- 14) Maintain team rosters and ensure all roster changes (additions and releases) are recorded in HCR.
- 15) Assist with the collection of team official certifications and coursework.
- 16) With the assistance of the Player and Coach Development Coordinator, track the ineligible and eligible bench staff/coaching officials for their outstanding qualifications.
- 17) Ensure that the Association complies with the Personal Information and Privacy Act.
- 18) Ensure the carding of all Rep players.
- 19) Attend monthly CMHA Board Meetings.
- 20) Perform any other duties assigned by the President.

2.5.1.2 Time Commitment

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

2.5.1.3 Qualifications

- 1) Strong administrative background.
- 2) Ability to operate word processor and spreadsheet software.
- 3) Knowledgeable in rules, regulations, administration procedures of the division, association, district.
- 4) Member in good standing with CMHA Selection.



2.5.2 COACH COORDINATOR (Will only be filled if no one is employed by CMHA as the Head of Player and Coach Development)

2.5.2.1 Job Description

- 1) Work with The Player and Coach Development Director in the following:
 - a) Arrange for player and coach evaluation for each season.
 - b) Assemble and form part of the Coach Selection Committee for Rep and Rec division coaches.
 - c) Appoint all team coaches and team officials as recommended by the Coach Selection Committee.
 - d) Liaise between the coaches and the Association.
 - e) Liaise with BC Hockey regarding coaching clinics and the coach certification process.
 - f) Create, organize, and implement coaching programs within the Association.
 - g) Create and implement a player and goalie development strategy for the Association.
 - h) Create and implement player and goalie skill development sessions.
 - i) Create, organize, and implement training programs for team officials including coach development sessions.
 - j) Create and implement a player evaluation process for each Recreation Division from U9 to U21.
 - k) Create and implement a rep tryout process for each Division from U11 to U18.
 - l) Create and implement the CMHA Coach Mentorship Program.
 - m) Provide resources for Association coaches who wish to improve their proficiency.
 - n) Monitor the performance of the Association coaches throughout the season.
 - o) Make recommendations for improvement of individual coaching skills.
- 2) Create player and parent coach observation surveys to circulate and collate data from.
- 3) Annually review and improve the team draft process.
- 4) Serve as a member of the Discipline Committee.



- 5) Appoint, with approval of the Director at Large, U6 – U9 Coach Coordinator to assist with that Division.
- 6) Attend monthly CMHA Board meetings.
- 7) Perform any other duties assigned by the President.

2.5.2.2 Time Commitment

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

2.5.2.3 Qualifications

- 1) Strong administrative background.
- 2) BC Hockey Coaching Level Developmental 1.
- 3) Minimum of three (3) years of coaching experience covering all levels of minor hockey.
- 4) Ability to work with a variety of personnel.
- 5) Ability to act as a liaison between coaches and CMHA executive.
- 6) Knowledgeable in rules, regulations, administration procedures of the division, association, district.
- 7) Have an interest in the Association improving coach and player development.
- 8) Member in good standing with CMHA.

2.5.3 REFEREE-IN-CHIEF**2.5.3.1 Job Description**

- 1) Report directly to the 1st Vice-President.
- 2) Maintain an effective line of communication between the on-ice officials and the Association.
- 3) Read and respond to any correspondence sent to the email address ric@chilliwackminorhockey.com within 12-24 hours.
- 4) Co-ordinate training programs for all on-ice officials.
- 5) Ensure the instruction, support, development, and discipline of Association on-ice officials.
- 6) Appoint Referee Assignors to prepare a schedule for on-ice officials for all REC and REP team games in conjunction with the Association or PCAHA Referee Assignor.
- 7) Ensure that on-ice officials scheduled for all REC and REP team games are in accordance with PCAHA and BCH rules.
- 8) Liaise with team managers to arrange on-ice officials for exhibition games.
- 9) Schedule on-ice officials for Association tournaments.
- 10) 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.
- 11) Mentor new on-ice officials to improve their skills as well as encourage their interest and continued participation.
- 12) Ensure that a reasonable standard of officiating is always maintained.
- 13) In conjunction with the Association Treasurer, develop a method of payment for on- ice officials.
- 14) Serve as a member of the Discipline Committee as needed.
- 15) Review the performance of each CMHA on-ice official annually.
- 16) Ensure that all on-ice officials are registered and are members in good standing with the BCH.
- 17) Attend monthly CMHA Board Meetings.
- 18) Perform any other duties assigned by the President.

2.5.3.2 Time Commitment

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



2.5.3.3 Qualifications

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



2.5.4 ICE COORDINATOR

2.5.4.1 Job Description

- 1) Report directly to the 1st Vice-President.
- 2) Contact the Chilliwack Parks and Recreation Department to procure required ice time for the Association.
- 3) Attend and chair all Hockey Operations Committee meetings.
- 4) Read and respond to any correspondence sent to the email address ice@chilliwackminorhockey.com 12-24 hours.
- 5) Create and implement the Association Ice Schedule, including scheduling ice time for REP tryouts, evaluation sessions and Association tournaments.
- 6) Assign Association ice times to all Divisions.
- 7) Provide information on game ice allocation to PCAHA scheduler and PCAHA Division Manager.
- 8) Develop, train and mentor Divisional Coordinators with regards to ice scheduling.
- 9) Work with Divisional Directors to schedule practices and Rec Division Cup games.
- 10) Work with Divisional Directors to re-assign ice within their divisions to ensure equal access to unused ice.
- 11) Reschedule ice times as required throughout the season.
- 12) At the beginning and end of each hockey season review and assess the ice allocation in relation to the association needs and report back to the CMHA Board with recommendations.
- 13) Attend monthly CMHA Board Meetings.
- 14) Report directly to the 1st Vice President.
- 15) Perform any other duties assigned by the President.

2.5.4.2 Time Commitment

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

2.5.4.3 Qualifications

- 1) Strong administrative background.
- 2) Ability to operate spreadsheet software.
- 3) Ability to work with a variety of personnel.
- 4) Member in good standing with CMHA.



2.5.5 EQUIPMENT MANAGER

2.5.5.1 Job Description

- 1) Report directly to the 1st Vice-President.
- 2) Read and respond to any correspondence sent to the email address equipmentmanager@chilliwackminorhockey.com within 12-24 hours.
- 3) Purchase, replace, maintain, and upgrade Association jerseys, first aid kits and pucks.
- 4) Ensure that all teams have necessary supplemental equipment like Stop Signs, C's and A's for Captains and Assistant Captains as needed.
- 5) Acquire, replace, distribute, and maintain Association goalie equipment.
- 6) Maintain records of the distribution of Association equipment including sizing and distribution of sizes of each jersey per team.
- 7) At the request of the Sponsorship and Fundraising Coordinator ensure that all equipment that needs to be labelled with sponsorship details are made accessible to the appropriate companies.
- 8) Ensure that all labelled equipment is maintained, accurate, and updated as needed.
- 9) 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.
- 10) 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.
- 11) Advise the Treasurer and Board on the projected replacement cost of equipment before April 10th.
- 12) Implement controls to prevent the loss of Association property.
- 13) Create and implement a process for regular cleaning of conflict jerseys.
- 14) Report to the Board on any matters of replacement of equipment due to loss, deterioration, or damage.
- 15) Respond to equipment requests within 24 hours.
- 16) Plan, coordinate and complete the distribution of evaluation jerseys for Rec and Rep divisions and advise the Evaluation Committee of these dates.
- 17) Follow the Purchasing Policy when replacing equipment.



- 18) Attend monthly CMHA Board Meetings.
- 19) Perform any other duties assigned by the President.

2.5.5.2 Time Commitment

- 1) 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).
- 2) One-year term.

2.5.5.3 Qualifications

- 1) Strong administrative background.
- 2) Ability to work with a variety of personnel.
- 3) Member in good standing with CMHA.



2.5.6 PICTURE DAY COORDINATOR

2.5.6.1 Job Description

- 1) Solicit and get CMHA Board approval to retain the services of a photographic company.
- 2) Read and respond to any correspondence sent to the email address pictureday@chilliwackminorhockey.com within 12-24 hours.
- 3) Schedule a date and location for the Association Picture Day.
- 4) Announce the Picture Day date to the Association membership
- 5) Request ice time schedules for Picture Day from each team.
- 6) Schedule a picture time for each team which does not conflict with ice times.
- 7) Publish the Picture Day schedule and information.
- 8) Distribute picture information packages to team managers.
- 9) Distribute photo packages to team managers.
- 10) Coordinate the team sponsor information with the photography company.
- 11) Order additional team photos as needed to ensure that sponsor appreciation commitments are fulfilled.
- 12) Attend monthly CMHA Board meetings.
- 13) Attend and Staff the Picture Day to ensure the efficient implementation of the schedule.

2.5.6.2 Time Commitment

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

2.5.6.3 Qualifications

- 1) Strong administrative background.
- 2) Ability to work with a variety of personnel.
- 3) Member in good standing with CMHA.



2.5.6.4 Picture Day

- 1) 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.
- 2) General Instructions:
 - a) Teams will wear assigned CMHA Jersey.
 - b) Teams will be assigned a time slot.
 - c) Team managers must prepare Team Order sheets before Picture Day and provide them to the Picture Day Coordinator on the day of the event.
 - d) If 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.
 - e) Teams should be lined up and ready to go 20 minutes before their time slot.

2.5.7 RISK MANAGER

2.5.7.1 Job Description

- 1) Ensure that all off-ice team officials have completed the Respect in Sports course by December 1st of each season.
- 2) Ensure that all off-ice team officials have current criminal record checks, or any other checks required by the Board.
- 3) Devise important safety updates or requirements.
- 4) Using the CMHA website and other appropriate communication tools, notify the Association members of safety updates or requirements.
- 5) Read and respond to any correspondence sent to the email address riskmanager@chilliwackminorhockey.com within 12-24 hours.
- 6) Ensure that each team has a certified Hockey Canada Safety Person rostered by December 1st of each season.
- 7) Report and resolve any activities or concerns relating to insurance liability coverage.
- 8) Report to the Board all matters pertaining to Risk Management.
- 9) Identify and resolve any issue or action that may be considered potentially hazardous to the Association or its members.
- 10) Inspect and Maintain Arena Checklists (The Chilliwack Coliseum and Sardis Sports Complex) as required by Chilliwack Parks and Recreation.
- 11) Represent the Association in all matters pertaining to Risk Management.

2.5.7.2 Time Commitment

- 1) An average of 5 hours per week (August to March) with 10-15 hours per week required season start-up.
- 2) Two-year term (May to May).

2.5.7.3 Qualifications

- 1) Strong administrative background.
- 2) Ability to operate word processor and spreadsheet software.
- 3) Knowledgeable in rules, regulations, administration procedures of the division, association, district.
- 4) Member in good standing with CMHA.

2.5.7.4 Selection - Is filled by a Board member, usually the First Vice-President, appointed by the President.

2.5.8 TOURNAMENT COORDINATOR**2.5.8.1 Job Description**

- 1) Liaise between the Association and all tournament committees.
- 2) By June 30th, apply for and receive CMHA sanction for each planned tournament for the upcoming season.
- 3) Chair the Tournament Committee.
- 4) In May or earlier, set tournament schedule for the upcoming season.
- 5) Should a division not provide a Division Tournament Committee Coordinator or Committee Members to work on their tournament, advise that Divisional Director that they are in jeopardy of not having a tournament should they not provide volunteers by a set date and advise the CMHA Executive Directors of same.
- 6) Should the Divisional Director not meet the date set out in paragraph 2.5.8.1 5) advise the Divisional Director that their Divisional Tournament is cancelled and advise the CMHA Executive Directors of same.
- 7) If the Division Tournament Committee Coordinator falls ill, assume the duties of coordinator.
- 8) 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.
- 9) Ensure that each tournament is properly sanctioned under the rules of BCH or PCAHA as appropriate.
- 10) Perform any other duties to be assigned by the President.
- 11) Attend Monthly CMHA Board Meetings to keep the Board actively updated.

2.5.8.2 Time Commitment

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

2.5.8.3 Qualifications

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



2.5.9

WEBSITE COORDINATOR

2.5.9.1

Job Description

- 1) The Website Coordinator develops and maintains the Chilliwack Minor Hockey Association (CMHA) website.
- 2) Liaise between the Association and all CMHA Board Members.
- 3) Liaise with RAMP for support and troubleshoot problems.
- 4) Read and respond to any correspondence sent to the email address website@chilliwackminorhockey.com within 12 hours.
- 5) Archive and store CMHA documents/articles/schedules for future reference and to forward to next appointed Website Coordinator.
- 6) Update site content on regular intervals as directed by CMHA Administration and Board of Directors.
- 7) Post updated By-Laws and Policies for CMHA Members to review.
- 8) Distribute and collect results/data for online surveys as directed by the CMHA President or Vice-Presidents.
- 9) Monitor site content and documents to ensure all articles posted are relevant and up to date.
- 10) Assist with setting up approved users with access to the CMHA Website and manage appropriate user privileges.
- 11) Assist with setting up Board of Directors with a Chilliwack Minor Hockey email address and maintain Gmail Dashboard with a list of updated users.
- 12) Send out email notifications to CMHA Members, Parents and Players as required by CMHA Board Members.
- 13) Post CMHA Board of Directors, club officials and coaching staff information.
- 14) Post schedule of evaluations, clinics, hockey schools and special events.
- 15) Instruct team officials (Coach, Assistant Coaches, Managers) on how to use the CMHA Website.
- 16) Create and maintain new CMHA web pages.
- 17) Attend monthly CMHA Board Meetings.
- 18) Perform any other duties to be assigned by the President.

2.5.9.2

Time Commitment

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



2.5.9.3 Qualifications

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



2.5.10 SPONSORSHIP COORDINATOR

2.5.10.1 Job Description

- 1) Report directly to the PR & Sponsorship Director.
- 2) Develop and maintain key partnerships with community organizations that provide benefits to CMHA members including, but not limited to, team sponsors.
- 3) Work with the PR & Sponsorship Director to organize fundraising programs and develop and maintain all fundraising processes from the team level to the association level.
- 4) Work with the PR & Sponsorship Director on Association Fundraising and Sponsorship.
- 5) Sit on the Fundraising and Sponsorship Committee.
- 6) Read and respond to any correspondence sent to the email address sponsorship@chilliwackminorhockey.com within 12-24 hours.
- 7) Circulate an Association e- newsletter to the membership.
- 8) Follow the personal information distribution rules stated in the Personal Information and Privacy Act.
- 9) Participate in the coordination of Association special events.
- 10) Sit on the Hockey Day in Chilliwack committee and assist in coordinating the event.
- 11) Update the Association bulletin board.
- 12) Assist the PR & Sponsorship Director to purchase, create, maintain, and upgrade the Association trophies and cases.
- 13) Ensure that Association level sponsors get recognized appropriately by the Association for their support.
- 14) Attend monthly CMHA Board Meetings.

2.5.10.2 Time Commitment

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

2.5.10.3 Qualifications

- 1) Strong administrative background.
- 2) Ability to work with a variety of personnel.
- 3) Member in good standing with CMHA.

2.6 TEAM PERSONNEL

Please refer to CMHA Constitution and By-Laws located in the Policies & Manuals section on the CMHA Website www.chilliwackminorhockey.com

2.7 CMHA FULL TIME PAID POSITIONS

2.7.1 OFFICE ADMINISTRATOR

At the time of writing this version of the policy manual, CMHA employs a paid Office Administrator. This person also carries out most 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. If the Office Administrator needs to be replaced; the position must be advertised to the public and an open competition.

2.7.2 PAID HEAD OF PLAYER AND COACH DEVELOPMENT

2.7.2.1 POSITION OUTLINE

- 1) The Player and Coach Development Manager will assist the CMHA in creating a Strong, Innovative and Inclusive Development Program for the Players and Coaches at all levels of the CMHA. The position works in consult with the Player & Coach Development Director to institute and manage the development program from year to year. They will manage a team of paid development instructors and coaches to deploy their development plan and to support the unpaid coaches in CMHA through mentorship and guidance to reach their team coaching goals. Additionally, the position will be required to develop and staff the off-season camps and development programs for CMHA.

2.7.2.2 Job Description

- 1) Bring progressive, innovative, and inclusive ideas to provide a strong Player and Coach Development Plan for CMHA.
- 2) Ensure the development is in line with the Long-Term Athlete Development (LTAD) mode. Provide plans specific to Coach, Initiation, Recreation, Rep and Goalie
- 3) Provide a yearly plan to the CMHA Board Members outlining your program.



- 4) Attend all CMHA Board meetings providing monthly, quarterly, and yearly reports and schedules to ensure operations and performance goals are met.
- 5) Maintain a working relationship with the CMHA Equipment Manager to ensure the training equipment is current and in good working order.
- 6) Meet regular benchmarks to ensure the Development Plan is relevant and accountable to the members of the CMHA.
- 7) Ensure your interaction with all members of the CMHA remains professional and is done in a respectful, safe environment in line with the mission, vision, and values of the CMHA.
- 8) Assist the CMHA in recruiting, directing, mentoring, evaluating, and selecting the Paid Rep Coaches and Paid Development Instructors.
- 9) Guide the CMHA in the tryout process to ensure transparency and fair evaluations for all players.
- 10) Oversee and ensure that each player and coach in CMHA receives an independent evaluation / development report at the beginning, middle and end of the season to assist with their personal growth.
- 11) With the assistance of a Player and Coach Development Director and Coordinator oversee all Coaches to ensure they have the support to provide the best coaching possible to their team.
- 12) Create and or use a developed system to provide our coaches with easily accessible practice plans in line with each of their age groups and development level.
- 13) Foster positive relationships with various hockey associations and may be required to represent the CMHA at events/meetings in support of CMHA objectives.
- 14) Promote CMHA to new and existing athletes and coaches to drive all programs to capacity.
- 15) Support the CMHA in the continuous improvement of process, procedure, and policy.
- 16) Other job-related duties as assigned by the CMHA Board.



2.7.2.3 Qualifications

- 1) A minimum of 3 years youth, junior, university and/or professional hockey coaching / playing experience.
- 2) Documented success in a previous player and coach development role.
- 3) Proven ability to deliver high-quality results in a very dynamic environment.
- 4) Strong interpersonal, communication and time management skills.
- 5) Previous experience networking in a hockey environment.
- 6) Ability to work effectively, while meeting required goals under minimal daily supervision.
- 7) Participate in ongoing training and related professional development activities as directed.
- 8) Comply with the Long-Term Athlete Development (LTAD) model and Hockey Canada requirements including a current background and criminal record check.
- 9) Documented business / organizational work experience.

2.8 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.

2.9 ICE SCHEDULE

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

3 ADMINISTRATION AND FINANCE

3.1 Communication

CMHA information is available on our website www.chilliwackminorhockey.com
If you have a general suggestion, complaint, improvement, or observation about the Association please communicate in email with 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 - Hours are posted on the website.

- 1) Canada Post: PO Box 2416 Stn Sardis Main, Chilliwack, BC, V2R 1A7
- 2) Sardis Sports Complex: 5725 Tyson Road, Chilliwack, BC, V2R 2L1
- 3) Website: www.chilliwackminorhockey.com
- 4) Phone: 604-858-6031
- 5) Office Email: info@chilliwackminorhockey.com

3.3 HOCKEY CANADA INSURANCE PROGRAM

3.3.1 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.

3.3.2 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.



3.4 PRIVACY AND SAFETY

3.4.1 OFFICE VOLUNTEER POLICY

3.4.1.1 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.

3.4.1.2 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.
- 5) Volunteers will conduct financial transactions on behalf of the association only under the direct supervision of the Office Administrator.

3.4.2 PRIVACY POLICY

3.4.2.1 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. 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.

3.4.2.2 PROCESS:**1) Accountability**

- a) 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.
- b) 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.
- c) 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.
- d) CMHA will implement internal policies which will facilitate adherence to this Privacy Policy including but not limited to the following:
 - i) Security measures at all levels designed to protect personal information in our possession.
 - ii) Implementing procedures designed to respond to complaints and/or inquiries.
 - iii) 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.

2) Identifying Purposes, Type of Information Collected and Website

- a) CMHA will only collect information reasonably necessary to operate and run minor hockey programs.
- b) Access to our privacy policies and procedures will be readily available.
- c) 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.
- d) 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, PCAHA and BCH regulations.
 - ii) Historical information concerning past teams played for is collected 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 to facilitate emergency contact information as well as to ensure compliance with CMHA, PCAHA and BCH residency regulations.

- v) Educational information may be collected 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.
 - 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 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.
- e) 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 www.chilliwackminorhockey.com

- f) 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.
- g) CMHA may also use information about an individual who accesses secure areas of www.chilliwackminorhockey.com 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) **Consent**

- a) 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.
- b) CMHA will request consent before publishing (paper, electronically or other format) or circulating personal information or photographs of CMHA registrants and members.

- c) 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.
- d) 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 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.
- e) 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.
- f) CMHA may collect personal information without consent where reasonable to do so and were permitted by law.

4) Limiting Collection

- a) All information will be collected fairly and lawfully within the criteria as set forth in our Privacy Policy.
- b) 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.
- c) CMHA will not use any form of deception in gaining personal information from its members.

5) Limiting Use, Disclosure and Retention

- a) Subject to applicable legislation, CMHA will limit use of personal information it collects to purposes that we have disclosed in Sections 3.4.2.2.2) (Identifying Purposes) and 3.4.2.2.3) (Consent).
- b) CMHA will maintain documents for certain periods of time depending upon necessity. More specifically:
 - i) Maintain registration data for a three year period after an individual has left our programs if 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 3.4.2.2.2), CMHA may from time-to-time share information with these Branches, associations, and leagues 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 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.
- c) Certain documents may be subject to legislated retention periods either federally or provincially and these will be always respected by CMHA.

6) **Accuracy**

- a) 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 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.

7) Safeguards

- a) 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.
- b) 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.
- c) 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.
- d) 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 Hockey Canada Safety Person (HCSP) return of their child's medical sheet. Any requests prior to this are 3.4.2.2.3) (Consent). The team manager will destroy team rosters, privacy waiver and all remaining medical sheets and any documents containing personal information by April 15.



8) Openness

- a) 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.
- b) The information available includes:
 - i) The name and e-mail address of the Secretary which is in the Executive section of the CMHA website:
www.chilliwackminorhockey.com
 - 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.
 - 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.

9) Individual Access

- a) Subject to applicable legislation, upon request by the individual concerned, CMHA will disclose whether it 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.
- b) Subject to applicable legislation, requests from a member to access all or part of registrants or member's 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.
- c) 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:
 - i) the reasons for the refusal and the provision of this Act on which the refusal is based.
 - ii) 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.
- d) CMHA may request sufficient information to confirm your identity before releasing your personal information to you.

10) Challenging Compliance

- a) Any grievances about 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 handed out by the Discipline Committee.

- b) Upon receipt of a complaint CMHA will make available the complaint procedures which will be simple and easy to access. (reference this doc where it is)
- c) 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.
- d) All complaints and further requests for information regarding CMHA privacy policies should be addressed to the CMHA Secretary.

3.4.3 PUBLICATION POLICY

3.4.3.1 PURPOSE:

With 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.

3.4.3.2 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.

3.4.4 CRIMINAL RECORD CHECK POLICY

3.4.4.1 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.

3.4.4.2 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.
- 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 2nd VP 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 2nd VP 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.
- 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 may not refuse a position to an individual because he or she has been charged with or convicted of an offence 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.



3.4.5 MEDICAL AND FIRST AID POLICY

3.4.5.1 PURPOSE:

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

3.4.5.2 PROCESS:

- 1) Each team must have a minimum of one rostered official with HCSP 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 form's 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.

3.4.6 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.

3.5 FUNDRAISING AND FINANCIALS

3.5.1 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 3.5.5 in this document for the current CMHA Registration policy.

3.5.1.1 How is Hockey Funded at CMHA?

- 1) Each player's hockey at CMHA is funded in four ways:
 - a) Sponsorship.
 - b) Registration Fees.
 - c) Grants.
 - d) Fundraising.
- 2) 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 for Paid Administrator and Head of Player and Coach Development.
 - e) Coach's clinics, criminal record checks, Referee Clinics.
 - f) Website and Programs.
 - g) Admin costs associated with Registration.
 - h) Management costs (Lawyers' fees, Insurance, Office Equipment).
 - i) Accounting Fees.
 - j) Equipment: Jerseys, Goalie Equipment, Pucks, and First Aid Kits.
 - k) Referee Payments.
 - l) Ice Costs (Damages and Rental).
- 3) How are fees established?
 - a) Each year the Board of Directors considers all of the above noted expenses and ice allotted per Division and establishes CMHA fees for the upcoming season.



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

3.5.2 FUNDRAISING POLICY

3.5.2.1 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.

3.5.2.2 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 if 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.

3.5.3 TEAM FINANCIAL REPORTING POLICY**3.5.3.1 PURPOSE:**

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

3.5.3.2 PROCESS:

- 1) All CMHA Teams, Committees and tournaments must use a designated Envision bank account.
 - a) Each account requires two signers and a approved letter of direction from the Association President and Treasurer.
 - b) Each account has online access and includes 12 free cheques each season.
 - c) E-transfers are allowed and cost \$1 each.
 - d) Teams must close the bank account at the end of the season, or it will be closed automatically April 30th.
- 2) Financial reports, statements, and cancelled cheques, as well as receipts, invoices and other financial records must be submitted to the Association Treasurer at the end of every season, April 30th. These documents are submitted to our auditors for review and safely stored with our year end financials for 7 years as per CRA guidelines.
- 3) Bank Account signers can include:
 - a) Team Manager, Coach and or Team Treasurer.
 - i) Spouses / Partners cannot be signers on one account.
 - b) the committee or event chair.
 - c) President, 1st Vice President, 2nd Vice President and or Treasurer
- 4) A written receipt should document all cash transactions.
- 5) Excess referee 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.



3.5.4 SPONSORSHIP POLICY

3.5.4.1 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.

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



3.5.5 REGISTRATION POLICY

3.5.5.1 PURPOSE:

CMHA requires returning and new players to register on-line through our registration system, RAMP. Returning player (includes siblings) registration opens May 1st. New player registration opens June 1st and requires additional new player documentation. Please contact our registrar or refer to the CMHA Website (www.chilliwackminorhockey.com) for returning and new player registration requirements, pricing, and links.

3.5.5.2 PROCESS:

- 1) Upon the completion of the online registration process all fees or the predetermined deposit amount must be paid.
 - a) All payments are due no later than July 31st unless a payment plan is set up.
 - b) Deposits are due at the time of registration to reserve your spot.
- 2) New players Registration Details:
 - a) New players must register with the Association during the "Open" registration period which opens June 1st.
 - b) Registration details and a "Open" Registration notification will be posted on the CMHA website and CMHA social media pages, Facebook, and Instagram.
 - c) New 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).
 - iii) Complete the PCAHA New Player Registration Form and Player Movement Form.
- 3) Registration fees as outlined in this section. CMHA must receive payment (including postdated cheques) on the day of Open Registration.
- 4) Registration will not be accepted, and players will not be allowed on the ice until the Association is provided with ALL the above.
- 5) 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.

- 6) 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
- 7) Payment Options:
 - a) Cash, Credit Cards Payment Plans, Cheque, E-Transfer and, or Credit Card in full or 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) Payment plans by credit card are now available and must be set up during registration.
 - i) All payment plans must be set up by July 31st. The last payment for all payment plans is November 1st regardless of the set-up date.
 - ii) Cheques, 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.
 - iii) E-transfers, payments@chilliwackminorhockey.com using the password 'Hockey'
 - iv) All credit card transactions will have an administration fee of 2.5% or less applied
- 8) Additional Fees:
 - a) NSF Cheques: \$50.00
 - b) Player Movement (changing associations due to a home address move): \$15.00
 - c) June 1st Late Fee (Returning Players) \$50.00
 - d) July 1st Late Fee (Returning Players) \$100.00
 - e) No late fees for new players but space cannot be guaranteed so please register right away when registration opens June 1st
 - f) Rep Tryout Fee: \$150.00
 - i) Selection and Payment Due July 31st



- g) Rep Team Fees: U11/13 \$340.00 and U15/18 \$380.00
 - i) Due December 1st
 - ii) Paid to the team and the team pays the association for the entire team in one payment
- h) Hold Fee \$100.00
 - i) Any player trying out for an Academy U15-U18, Junior or Major Midget U18 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.
- 9) Discounts:
 - a) Goalie (Own Gear) Discount: \$250.00
 - b) 3rd Child Discount: 25% off the youngest players fees
 - c) 4th Child plus Discount: \$50% off the youngest players fees
- 10) Financial Assistance:
 - a) Players may request financial assistance through many 3rd party funding programs as well as Chilliwack Minor Hockey's Hockey Fund. You can find more information regarding the programs at the following link:
<http://www.chilliwackminorhockey.com/content/financial-assistance>
 - i) Jumpstart
 - ii) Kids Sport
 - iii) Athletics for Kids
 - iv) Lace `em up
 - v) CMHA Hockey Fund
 - b) All players applying for funding are asked to register by July 1st, pay the deposit and set up a payment plan. Once funding is received a refund will be issued.

- c) The CMHA Hockey Fund accepts applications from May 1st to July 15th
- 11) Refund Request Process:
 - a) Requests for **refunds must be made in writing** via email to the following:
 - i) CMHA Office Administrator – info@chilliwackminorhockey.com
 - ii) CMHA Treasurer – treasurer@chilliwackminorhockey.com
 - b) The date that the request is made in writing is the date from which the refunds will be adjusted. Times actually on ice will not be considered.
 - c) No refunds will be given after **December 1st** except due to injury.
 - d) Refunds will be made in original method of payment (Credit card, e-transfer or cheque - includes cash).
 - e) Refunds do not include credit card processing fees if members choose to select the credit card payment option in Ramp.
 - f) **Refunds will be processed in 3 – 10 business days.**
- 12) Refund Registration Fee Calculation:
 - a) Players cancelling registration from the time of registration up until the day before Rep Tryouts will receive a full refund (including rep tryout fees).
 - b) Players will have up to 2 weeks starting at the return to hockey date (September) to cancel registration.
 - i) If notice is given within the 2 week period players will receive a full refund minus \$75.00 admin & insurance fee for stepping on the ice.
 - ii) If players do not step on the ice and notice is given within the two-week period then a full refund will be provided.

- iii) If players cancel registration after the 2-week period they will have a \$75.00 admin & 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.
 - iv) Fees will not be prorated to less than a full month.
 - v) Refunds do not include credit card processing fees if members choose to select the credit card payment option on RAMP.
- c) Injuries:
- i) No refunds will be given after December 1st except due to injury.
 - ii) Refunds due to injury after December 1st will be provided upon receipt of a letter from the doctor noting the date of injury. Registration fees (not including credit card processing fees) 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.
- 13) Season Cancelled:
- a) Full player registration fees will be refunded if hockey is cancelled prior to players stepping on the ice.
 - b) Refunds do not include credit card processing fees if members choose to select the credit card payment option in RAMP.
 - c) An email will be sent out to the membership and posted on the website if the hockey season is cancelled and state when refunds will commence.
- 14) Season Reduced: Late starts, early end.
- a) Registration fees will be prorated

- b) Further information regarding dates will be provided by the Board of Directors once we receive direction from Hockey Canada and, or BC Hockey.
- 15) Season Modified:
 - a) Will be determined by the Board of Directors once we receive direction from Hockey Canada and or BC Hockey.

3.5.5.3 LETTER OF INTENT TO PLAY FOR CMHA:

- 1) Any player who resides within the CMHA boundaries that requires a Letter of Intent to Play for CMHA so that they may attend a BC Hockey, or a Hockey Canada program must complete the following:
 - a) Submit the request for a Letter of Intent to Play for CMHA to the CMHA President at president@chilliwackminorhockey.com.
 - b) Register and pay in full for the player to play on a CMHA Rep hockey team.
 - i) Should the player make the BC Hockey or Hockey Canada Team / Program they will be refunded the fees paid to CMHA.
 - ii) Should the player not make the BC Hockey or Hockey Canada Team their fees will be applied to their CMHA season.
 - iii) No refunds will be available for the player should they decide not to play with CMHA that season.

3.5.6 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:

- 1) U11 REC and Up: As soon after the draft as possible but in no way can this date be later than September 25th.
- 2) U7 and U9: As soon after the Draft as possible but in no way can this date be later than September 25th.
- 3) 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.



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

3.5.7 SCHOLARSHIP POLICY

3.5.7.1 PURPOSE:

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

3.5.7.2 PROCESS:

- 1) By November 15th, the 2nd Vice-President will post a call for scholarship applications on the CMHA website and to the Chilliwack School Board to make all eligible players aware.
- 2) The following steps and submissions are required to be eligible:
 - a) Applicants must be in Grade 12.
 - b) Applicants must submit their application by February 10th.
 - c) CMHA Scholarship Application Form or Application through the Chilliwack School Board.
 - d) a letter stating why award is deserved.
 - e) curriculum vitae.
 - f) a letter of reference from a Coach (when applicant is a player) or Referee in Charge (when applicant is a referee).
 - g) a letter of reference from a Teacher, Principle or Vice Principle.
 - h) a copy of most recent report card or a letter from the school principal stating grade point average.
- 3) The Scholarship Committee (chaired by the 2nd Vice President) will review the applications and select three recipients by April 15th. If any members of the Scholarship Committee 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 in Grade 12.
 - iii) is currently registered with CMHA.
 - iv) was registered with CMHA or another Hockey Canada approved minor hockey association for at least four years.
 - v) if transferred from a new community they must show registration in a Hockey Canada approved minor hockey association for at least four years.
 - vi) maintains a 70% or greater grade percentage average.
 - vii) has no less than 65% in any course.
 - viii) demonstrates a commitment to hockey as a player, official and/or coach.
 - ix) has completed greater than 30 hours of community volunteer work in the last three years (does not include paid work as an employee.)
- 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.
 - ii) Greatest number of years registered with CMHA, or other Hockey Canada approved minor hockey association.
- 5) The recipients will receive the award at the School District 33 Awards ceremony in June where a CMHA member will present them.
- 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 the recipient their award. 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.

3.5.8 TOURNAMENT POLICY

3.5.8.1 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.

3.5.8.2 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:
 - a) Through the Division Coordinator, Ice Coordinator and PCAHA League Manager, rescheduling of any games conflicting tournament dates.
 - b) Travel permission if visiting the United States of America.
 - c) A Tournament Permission Number from the PCAHA League Manager.
 - d) 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.

3.5.9 EQUIPMENT POLICY

3.5.9.1 JERSEYS:

Please refer to the Team Handbook for information regarding jerseys.

3.5.9.2 EQUIPMENT RETURN:

- 1) Refer to the CMHA website for Equipment return dates.
- 2) Teams must return First Aid kits fully stocked.
- 3) Teams must return jerseys washed and in numerical order in the jersey bag. The coach must supply the name of the 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.
- 4) 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.

- 5) 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.

3.5.9.3 GOALIE EQUIPMENT POLICY

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

1) PROCESS:

- a) CMHA will loan CMHA gear to registered U7, U9, U11 and Female goalies for the regular CMHA season, Spring Hockey, and any other off-season training.
- b) 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.
- c) A completed Goalie Gear Loan form must accompany a \$200 cheque post-dated to:
 - i) March 15th for current season loans or
 - ii) June 30th for off season loans.
- d) 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 because of equipment usage outside of normal wear and tear, will be deducted from the \$200 deposit.
- e) Unless an extension is granted by the Equipment Manager, the goalie must return the equipment by:
 - i) April 7th for current season loans or.
 - ii) June 30th for off-season loan.
- f) Goalie equipment is for use only on ice (practice or real) surfaces.



- g) For off-season use, if the goalie does not register with CMHA by May 15th, he/she must return the goalie equipment.
- h) 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.

4 DISCIPLINE

4.1 DISCIPLINE PROCESS

4.1.1 GENERAL GRIEVANCE COMMUNICATION POLICY

4.1.1.1 PURPOSE:

CMHA encourages members to communicate concerns in a manner which facilitates resolution of the issue at the lowest appropriate level of intervention.

4.1.1.2 PROCESS:

- 1) Members who wish to address a concern must wait 24 hours after the incident before discussing the grievance.
- 2) The member should seek resolution in the following order, moving to the next step only if the issue remains unresolved:
 - a) Contact the team manager.
 - i) Parents/guardians who wish to address a coach regarding a concern must wait 24 hours after the incident, then must ask the team manager to arrange a meeting with the coach.



- ii) Parents/guardians must not discuss a grievance with a coach before, during or after a game.
 - b) Contact the Division Director.
 - c) Contact the 1st Vice-President.
 - d) Contact the President.
- 3) CMHA waives the 24-hour waiting period if the member has safety concerns.
- 4) 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.
- 5) Individuals who violate this policy will face disciplinary action which may include suspension.

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.

4.1.4 DISCIPLINARY COMMITTEE

4.1.4.1 PURPOSE:

- 1) The Discipline Committee is a committee empowered to examine / investigate alleged breaches of discipline within the CMHA. It assists in providing the CMHA Board of Directors in ensuring fairness, while also ensuring that the behavior of the membership, volunteers and staff are held accountable and that their deeds and actions respect the Code of Ethics set out under the mandate of the CMHA. It will work to uphold the Bylaws and the policies set out by the CMHA.
- 2) The Discipline Committee shall consist of the 1st Vice-President who shall be the Chair of the committee, and at least two other committee members appointed by the



President at the first Board meeting. One of the other two committee members shall not be Directors of the Board.

- a) The Discipline Committee shall not include the President, the 2nd Vice President or the other members of the Appeals Committee.
- 3) The Discipline Committee shall:
 - a) review immediate suspensions made by the CMHA Board relating to any conduct which CMHA Board believes has been or may be injurious to a member, player, or game official and likely will continue, or which has significantly hindered the CMHA in the pursuit of any of its purposes:
 - i) and shall have the power to vary, on an interim or permanent basis, a suspension imposed by the CMHA Board for such length of time as the Discipline Committee thinks proper.
 - ii) provided that the person who is the subject of the suspension shall be given an opportunity at the Discipline Committee meeting to show cause why the suspension should be varied.
 - b) review all major penalties (5 Min Majors, Gross and Match, 9.2 suspensions) assessed against players or team officials of the CMHA and suspend and/or take disciplinary action that may be deemed necessary against such individuals.
 - c) consider any other disciplinary matters as the committee, in its sole discretion considers necessary.

4.1.4.2 PROCESS:

- 1) When the 1st Vice President becomes aware of an alleged breach of discipline or an immediate CMHA Board Suspension he/she will contact the complainant / source of information within 24 hours to obtain pertinent details.
 - a) Should the 1st Vice President be in conflict he/she will report the matter directly to the

President and will remove themselves completely from the process.

- i) The President will identify and appoint an alternative CMHA Board member who is not in conflict to proceed on behalf of the 1st Vice President as the Chair of the Discipline Committee for that incident.
- 2) Should the 1st Vice President become aware of a Criminal Offence they should contact the President immediately and report the offence to the RCMP.
- 3) Within 24 hours of receiving the report of the alleged breach of discipline or immediate CMHA Board Suspension the 1st Vice President will first determine if the matter needs to be presented to the Discipline Committee
 - a) If the 1st Vice President deems the allegations to be serious enough to go to the Discipline Committee. The 1st Vice President will brief the Discipline Committee with the details received from the complainant / source of information within the same 24 hours.
- 4) Within 24 hours of receiving the allegations the Discipline Committee will complete and communicate one of the following to the CMHA Board:
 - a) The Discipline Committee will determine that the alleged breach of discipline or immediate CMHA Board Suspension is an event which should be investigated at the Discipline Committee level and the 1st Vice President will charge the Discipline Committee with completing the investigation; or
 - b) The Committee will determine that the alleged breach of discipline or immediate CMHA Board Suspension is not an event to be investigated by the Discipline Committee and the 1st Vice President will reassign to the proper response level to charge them with managing the conflict / discipline.
- 5) Once the Discipline Committee has been charged with completing the investigation, they will do the following within the first 24 hours.

- a) Send a briefing to the CMHA Executive Board Members outlining the following.
 - i) That the Discipline Committee will be initiating an investigation.
 - ii) Request an administrative file number for the investigation (Example: The first file of the year would be 2021-1, the second would be 2021-2, etc.).
 - iii) Without going into specific event details provide the names of those involved and a brief synopsis.
 - iv) Should a CMHA Executive Board Member be part of the investigation do not include that Executive Board Member in the briefing and advise the remaining CMHA Executive Board Members of the conflict.
 - b) Inform the complainant / victim of the complaint by email that the CMHA Discipline Committee will be investigating the incident and provide Discipline contact info to them.
- 6) As soon as practicable (within 1 week at most) decide and present any recommendations for interim or indeterminant suspension to be applied.
 - 7) The Discipline Committee will take all steps necessary to complete the investigation as efficiently as possible while considering the impact on all parties involved.
 - 8) Should the Discipline Committee get into an investigation longer than 3 weeks the 1st Vice President must.
 - a) Ensure the complainant and witnesses receives weekly follow up emails advising them that the investigation is ongoing and provide them with contact details should they have any questions.
 - b) Ensure the subject of the complaint receives weekly follow up emails advising them that the investigation is ongoing and provide them with contact details should they have any questions.
 - c) Provide weekly updates to the CMHA Executive Board Members with a brief synopsis on the following:
 - i) outstanding tasks.

- ii) accomplished tasks during the previous week.
- 9) Once the investigation is completed the 1st Vice President, as the Chair of the Discipline Committee, will recommend to the CMHA Board a disciplinary action set out and/or established by the committee as a reprimand or corrective action in response to serious penalties, rule violations and other actions deemed by the committee to have adversely affected the membership and/or the organization.
- 10) The CMHA Board will discuss and vote on the Discipline Committee recommendations:
 - a) The 2nd Vice President and other members of the Appeals Committee will not take part in the vote due to their position on the Appeals Committee.
 - b) Depending on the severity of the case, a disciplinary action can take different forms from a verbal warning to suspension from the CMHA Association.

4.1.5 APPEALS COMMITTEE

4.1.5.1 PURPOSE:

- 1) The Appeals Committee works with the CMHA Board of Directors to ensure the communication between the Appeals Committee and the Board is amicable and transparent. The Discipline Committee will communicate its findings/results upon request to the 2nd Vice President who is a representative of the Board and the Chair of the Appeals Committee.
- 2) The Appeals Committee shall be chaired by the 2nd Vice-President and consist of two other Directors of the Society excluding the President, 1st Vice President or any members of the Disciplinary Committee.
 - a) Should the 2nd Vice President be in conflict he/she will advise the President and will remove themselves completely from the process.
 - i) The President will identify and appoint an alternative CMHA Board

member who is not in conflict to proceed as the Chair of the Discipline Committee for that incident.

- 3) The Appeals Committee is empowered to appeal sanctions/decisions imposed by the CMHA. It will assist in providing the CMHA Board of Directors with an efficient, adaptable, and far-reaching appeal process, and will work to uphold the Bylaws and Policies set out by the CMHA. The Appeals Committee will be the last step in the appeal process with the organization. It will strive to ensure fairness, and that their deeds and actions respect the Code of Ethics of the Chilliwack Minor Hockey Association.
- 4) The goal of the Appeals Committee is to deal with appeals, guided by the principles of natural and procedural justice. Such principles include providing a reasonable opportunity to be heard to both the person(s) making the appeal and/or a decision being appealed, which includes decisions made by the Discipline Committee and the CMHA Board. The Appeals Committee must operate, based upon the familiar moral imperative of respect for human dignity and independence from other decision-making bodies around it. It must clearly keep in sight the requirement of the mandate and work unbiasedly to hear the arguments of both parties affected. The opportunity should consist of and be given to provide an explanation of the reasons for or against the decision, and an opportunity for rebuttal. The Appeals Committee in turn, will provide fair and impartial judgement with reasoned and written grounds for its decisions, based on materials/information/facts that are presented.

4.1.5.2 PROCESS:

- 1) Any team, player, team official, Member or referee may appeal any decision of the Discipline Committee by submitting in writing a statement outlining the grounds and rationale for the appeal to the CMHA Secretary.
 - a) The appeal must be submitted within 7 days of being notified of the decision of the Discipline Committee / CMHA Board.
- 2) The Secretary will provide the written statement from the aggrieved party to the Chair of the Appeals Committee (2nd Vice President).



- 3) The 2nd Vice President will notify the CMHA Board of Directors of an active appeal.
- 4) The CMHA Board of Directors and/or Discipline Committee will be requested to provide the 2nd Vice President with a written copy of the decision previously made on this situation.
- 5) When the 2nd Vice President has the written statements of both parties, the 2nd Vice President will convene the Appeals Committee to review the documents.
- 6) The Appeals Committee may need to complete subsequent interviews for further information. The Appeals Committee will take all steps necessary to complete subsequent interviews as efficiently as possible while considering the impact on all parties involved.
- 7) If the Appeals committee must conduct a hearing, the Appeals Committee shall accommodate reasonable requests of those appearing before it.
- 8) Any appeal shall be dealt with by the Appeals Committee within 14 days of receiving the written appeal.
- 9) The complainant, the Board of Directors, nor the Disciplinary Committee shall be present when the Appeals Committee is making its' final decision.
- 10) The Appeals Committee may re-admit any team, player, team official or referee or uphold or modify any decision made by the Discipline Committee.

4.2 POLICIES

4.2.1 TEAM DISCIPLINE POLICY

4.2.1.1 PURPOSE:

CMHA allows coaches to discipline players at the team level.

4.2.1.2 PROCESS:

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

4.2.2 PENALTY POLICY

4.2.2.1 PURPOSE:



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

4.2.2.2 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 to the First Vice-President (1stvicepresident@chilliwackminorhockey.com) 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 a player was injured, or property damaged because 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 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) In U7 and U9 any player receiving a significant penalty will receive an additional 1 game suspension from the CMHA Disciplinary Committee.
 - b) U11 and U13:
 - i) A player accumulating two Fighting, or three significant penalties will

- receive an automatic 3 game/15-day suspension from the CMHA Disciplinary Committee.
- ii) A player accumulating two further Significant penalties following a 3 game/15-day suspension will receive an automatic 7 game/30-day suspension and must meet with the CMHA Disciplinary Committee before resuming play.
 - iii) A player receiving a significant penalty following a 3 game/30-day suspension will be suspended indefinitely pending meeting with the CMHA Disciplinary Committee to determine disciplinary action.
- c) U18 and U21:
- i) A player accumulating two Fight, or three significant penalties will receive an automatic 2 game/10-day suspension from the CMHA Disciplinary Committee.
 - ii) A player accumulating two further Significant penalties following a 2 game/10-day suspension will receive an automatic 5 game/20-day suspension and must meet with the CMHA Disciplinary Committee before resuming play.
 - iii) A player receiving a significant penalty following a 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 1 game/7-day suspension for greater than 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 / 7 days, must meet with the CMHA Discipline Committee prior to reinstatement with his or her team.

4.2.3 ARENA POLICY

4.2.3.1 PURPOSE:

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

4.2.3.2 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.

4.2.3.3 Disciplinary Action



- 1) Any individual who vandalizes property in or around the arena will be suspended immediately pending a hearing with the Discipline Committee.
- 2) Any team which vandalizes property in or around the arena will be suspended immediately pending a hearing with the Discipline Committee.
- 3) Vandalism by an unidentified member of a team shall be the responsibility of that team. The team must prove innocence.
- 4) In addition to suspension, the Discipline Committee may fine teams and/or individuals for the cost and labour of damage done to arena property.
- 5) In addition to suspension, the Discipline Committee may require teams or individuals to provide volunteer service hours for CMHA.

4.2.4 SPECTATOR CONDUCT POLICY

4.2.4.1 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.

4.2.4.2 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:
 - 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 (See Sec. 4.2.5) 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.

4.2.4.3 Disciplinary Action:

- 1) The Discipline Committee will meet with all members reported under this policy.
- 2) The Discipline Committee may:
 - a) Issue a warning
 - b) Fine the member Suspend the member
 - c) Recommend the Board expel the member.
 - d) Determine other action.



4.2.5 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.

4.2.5.1 PURPOSE:

The purpose of the Yellow Card Program is designed to promote sportsmanship and self-control in our rinks. This program assumes 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.

4.2.5.2 PROCESS:

- 1) 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 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.

- 2) 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 with CMHA's Code of Conduct.

4.2.6 ABUSE POLICY

4.2.6.1 PURPOSE:

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

4.2.6.2 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.

4.2.6.3 **Disciplinary Action:**

- 1) The Discipline Committee investigates all reports of abuse.
- 2) 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 **ALCOHOL AND DRUG POLICY**

4.2.7.1 **PURPOSE:**

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

4.2.7.2 **PROCESS:**

- 1) **Players** - 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.
 - a) **Disciplinary Action** - The Discipline Committee investigates all reports. The Discipline Committee may:
 - i) Determine insufficient evidence to warrant action.
 - ii) Issue a warning
 - iii) Fine the member
 - iv) Suspend the member



- v) Recommend the Board expel the member.
 - vi) Determine other action
- 2) **On-ice Officials** - 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.
 - a) **Disciplinary Action** - The Discipline Committee investigates all reports. The Discipline Committee may:
 - i) Determine insufficient evidence to warrant action.
 - ii) Issue a warning
 - iii) Fine the member
 - iv) Suspend the member
 - v) Recommend the Board expel the member
 - vi) Determine other action
- 3) **Team Officials** - As role models, team officials are expected to always conduct themselves in a professional manner. 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.
 - a) **Disciplinary Action** - The Discipline Committee investigates all reports. The Discipline Committee may:
 - i) Determine insufficient evidence to warrant action.
 - ii) Issue a warning
 - iii) Fine the member
 - iv) Suspend the member

- v) Recommend the Board expel the member.
 - vi) Determine other action.
- 4) **Parents** - 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.
- a) **Disciplinary Action** - The Discipline Committee investigates all reports. The Discipline Committee may:
 - i) Determine insufficient evidence to warrant action.
 - ii) Issue a warning
 - iii) Fine the member
 - iv) Suspend the member
 - v) Recommend the Board expel the member.
 - vi) Determine other action.

4.3 CODE OF CONDUCT

4.3.1 PURPOSE:

CMHA requires all members and players to behave with integrity and courtesy 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.

4.3.2 PROCESS:

4.3.2.1 PLAYERS CODE:

- 1) Play for the fun of it, not just to please your parents or the coach.
- 2) Respect your coach, your teammates, and your opponents.
- 3) Play by the rules.
- 4) Never argue with the officials' decisions. Let your team captain or coach ask any necessary questions.
- 5) Control your temper – no mouthing off, breaking sticks or throwing equipment.

- 6) Work equally hard for yourself and your team – your team's performance will benefit and so will yours.
- 7) Be a good sport. Cheer for all good plays, whether your team or your opponents.
- 8) Treat all players as you yourself would like to be treated. Don't interfere with, bully, or take unfair advantages of any player.
- 9) 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.
- 10) Cooperate with your coach, teammates, and opponents, for without them you don't have a game.

4.3.2.2 COACHES CODE:

- 1) Be a positive role model for your players.
- 2) 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.
- 3) Display emotional maturity.
- 4) Be alert to the physical safety of players.
- 5) Be generous with your praise when it is deserved.
- 6) Be fair and just, do not criticize players publicly.
- 7) Teach good sportsmanship, respect parents, opponents, and officials.
- 8) Be patient and understanding, be upbeat and encourage fun.
- 9) Familiarize yourself with the rules, techniques, and strategies of hockey.
- 10) Be an effective communicator; do not just yell at players or officials.
- 11) Recognize your influence on players; be honest and consistent.
- 12) Teach the importance and value of teamwork.
- 13) Emphasize the development of the fundamental skill of hockey.
- 14) Adjust to personal needs and problems of players.
- 15) Maintain open lines of communication with your players' parents. Explain the goals and objectives of our Association.
- 16) Never verbally or physically abuse a player or official.
- 17) When conversing with your players, or an official, 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.

- 18) Give all players the opportunity to improve their skills, gain confidence and develop self-esteem.
- 19) Organize fun and challenging practices for your players.
- 20) Be concerned with the overall development of your players. Stress good health habits and clean living.
- 21) Never use profanity around players, parents, or officials.
- 22) Parents/guardians will not approach coaches before, during or immediately after a game to discuss a grievance.
- 23) 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 Director, then First Vice-President, then President. Move to the next step only if the issue remains unresolved.

4.3.2.3 PARENTS CODE

- 1) Encourage, do not force an unwilling child to participate in sports.
- 2) Remember children are involved in organized sports for their enjoyment, not yours.
- 3) Insist your child always play by the rules.
- 4) Realize the importance of practice in developing your child's necessary hockey skills.
- 5) 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.
- 6) 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.
- 7) Remember that children learn best by example. Applaud good plays by your team and by member of the opposing team.

- 8) Do not publicly question an official's judgment and never their honesty.
- 9) Support all efforts to remove verbal and physical abuse from children's sporting activities.
- 10) Recognize the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for your child.
- 11) Do not discuss other team players as to their ability or aptitude in front of your own child.
- 12) 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.

4.3.2.4 REFEREE CODE

- 1) Act in a professional manner always and take your role seriously.
- 2) Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
- 3) Know all playing rules, their interpretations and proper application of them.
- 4) Remember that officials are teachers too. Set good examples.
- 5) Make your calls with quiet confidence, never with arrogance.
- 6) Control games only to the extent that is necessary to provide a good experience for all participants.
- 7) Violence must never be tolerated.
- 8) Be always fair and impartial.
- 9) Answer all reasonable questions when requested properly.
- 10) Adopt a "Zero Tolerance" attitude towards verbal or physical abuse.
- 11) Never use profanity when speaking to players, coaches, or parents.
- 12) Use honesty and integrity when answering questions.
- 13) Admit your mistakes when you make them.
- 14) Never openly criticize a coach, player or other official.
- 15) Keep your emotions under control.
- 16) Use only Hockey Canada approved officiating techniques and policies.
- 17) Maintain your health and physique through a physical conditioning program.



- 18) Dedicate yourself to personal improvement and maintenance of officiating skills.
- 19) Respect your supervisor and his critique of your performance.
- 20) Any official who fails to report for an assignment when accepted and confirmed on assignr, and without sufficient cause shall be subject to a 30-day suspension from officiating games in the Chilliwack Minor Hockey program.

5 PROGRAMS

5.1 PROGRAM GUIDELINES

5.1.1 FEMALE HOCKEY

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

5.1.2 FEMALE RECREATIONAL "C" DIVISION

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.

	U11	U13	U15	U18
AGE	9 and 10	11 and 12	13 and 14	15 and 17
TEAM ROSTER	12 – 17 players			
GOALIES	2 goalies (may play as a skater when not in goal)			
PARACTICES	2 shared ice sessions per week (as	2 full ice sessions per week (as	2 full ice sessions per week (as	2 full ice sessions per week (as

	scheduling shows)	scheduling shows)	scheduling shows)	scheduling shows)
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.			
TOURNAMENTS	3 Maximum within PCAHA and 1 outside of PCAHA	Unlimited	Unlimited	Unlimited
TRAVEL OUT OF BC?	NO	YES	YES	YES
PRACTICE SKILLS	Basics & Team Tactics	Basics & Team Tactics	Basics & Team Tactics	Basics & Team Tactics
EQUAL ICE TIME	Required	Required	Required	Required
REFEREE SYSTEM	2 Person			
STANDINGS / PLAYOFFS	YES			

5.1.3 FEMALE HOCKEY REP PROGRAM

Refer to Section 5.2.3 REP EVALUATION POLICY for further details.

- 5.1.3.1** 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 U11 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.



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

- 1) A REC player in the same division.
- 2) An A2 or A3 player in the same division.
- 3) A1- A3 in next lower division.

	U11	U13	U15	U18
AGE	9 and 10	11 and 12	13 and 14	15 and 17
TEAM ROSTER	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)

				scheduling allows)
COACH QUALIFICATIONS	Must complete "Coach Hybrid" prior to December 1st	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	YES	YES	YES
REFEREE SYSTEM	2 Person			
STANDINGS / PLAYOFFS	YES			

5.1.4 U7 and U9 DIVISIONS

The U7 and U9 CMHA Directors may move players to a lower level to further develop skills. If during U9 evaluations, the U9 Director recognizes exceptional skill in a player, the Director may recommend the player play at a higher level for the season. Should a coach or a players' parent feel that a player should be moved up or held back please contact your Divisional Director to initiate an evaluation. All player movements must be in accordance with PCAHA rules.

	U7: 1st Year	U7: 2nd Year	U9: 1st Year	U9: 2nd Year
AGE	4 & 5 In first Years of Hockey	5 & 6 2 nd year of hockey	7	8
TEAM ROSTER	16 - 19 players			
ICE	2 Shared ice sessions per week (as scheduling allows)			

COACH QUALIFICATIONS	Must complete "Intro" Coach 1			
TEAM OFFICIALS	Must complete "Respect in Sports" prior to December 1st			
GAMES	No formal games Year end Jamboree (at the option of CMHA)	6 assigned league games after Christmas 30 Games in total	13 Assigned league games starting following Remembrance Day	13 Assigned league games starting following Remembrance Day
GOALTENDER	NO	YES	YES	YES
TOURNAMENTS	NO	2 Max	3 Max	
TRAVEL OUT OF FVE	NO			YES
2 MINUTE BUZZER	Required			Optional
EQUAL ICE TIME	Required			
PENALTIES	NO	Yes, refer to PCAHA Rules		Yes, Regular Rules
REFEREE SYSTEM	N/A	2 Person		
SCOREBOARD	NO			Yes, More than 5 Goal Spread
STANDINGS / PLAYOFFS	NO			

5.1.5 RECREATIONAL "C" DIVISION

REC Division emphasizes fitness, fun and fellowship. Most amateur players participate in this program.

5.1.5.1 Program objectives are to:

- 1) Provide children interested in hockey an opportunity to play
- 2) Focus on fun, not winning
- 3) Give players equal ice time
- 4) Create a social environment
- 5) Improve player fitness
- 6) Allow time for other sports and activities.

	U11	U13	U15	U18
AGE	9 and 10	11 and 12	13 and 14	15 and 17

TEAM ROSTER	15 - 17 players	
GOALIES	2 Goalies (may play as a skater when not in goal)	
PARACTICES	2 shared ice sessions per week (as scheduling allows)	2 full ice sessions per week (as scheduling shows)
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
TRAVEL OUT OF BC?	NO	YES
PRACTICE SKILLS	Basics & Team Tactics	
EQUAL ICE TIME	Required	
REFEREE SYSTEM	2 Person	
STANDINGS/PLAYOFFS	YES	

5.1.6 REPRESENTATIVE PROGRAM

Refer to Section 5.2.3 REP EVALUATION POLICY for further details.

5.1.6.1

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 U11 Division.

- 1) 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.
- 2) There is an additional cost to the player for Rep fees related to the additional ice times and coach fees during the



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season. These are due by December 1st to play at this level. This fee will be posted each year.

	U11	U13	U15	U18	U21
AGE	9 and 10	11 and 12	13 and 14	15 to 17	18 to 20
SKATERS	15	15	15-16	17	20-25
GOALIES	2 Goalies				
PRACTICES	2 full ice sessions per week (as scheduling allows [ASA])				1 full ice sessions per week (ASA)
COACH QUALIFICATIONS	Must complete "Coach Hybrid" prior to December 1st	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			
REFEREE SYSTEM	3 Person				
STANDINGS / PLAYOFFS	YES				

5.1.7 REFEREE PROGRAM

5.1.7.1 PURPOSE:

CMHA encourages any person who wishes to dedicate him or herself to an officiating career to join the CMHA Referee Program.

5.1.7.2 PROCESS:

- 1) 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.
- 2) 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.
- 3) Referees must annually attend an officiating clinic for certification.
- 4) The first-year official works in U7 & U9 to familiarize him/herself with positioning and the basic rules. Using a two-person system, he/she gains on-ice experience and confidence to call penalties and off-sides.
- 5) After the first year, the official progresses to a three-person system in the U11 REC. 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 U11 REP. The progression promotes an increased level of confidence with both positions and ability to officiate higher levels of hockey.
- 6) 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.

5.1.8 ON ICE HELPERS' POLICY

5.1.8.1 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.

5.1.8.2 PROCESS:

- 1) On Ice Helpers must comply with BCH rules.
- 2) U13, U15, U18 and U21 Players apply to the division director of the coach they would like as a mentor. U13 age players may work with U7 and U9 only. U15, U18 and U21 players may work with U7, U9, U11 and U13. 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.
- 5) Act as a positive influence and role model always, both on and off the ice. (Absolutely no horseplay or profanity.)

5.1.9 BC HOCKEY HIGH PERFORMANCE PROGRAM

Re-imbursement 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 REC DIVISION TEAM DRAFT POLICY

5.2.1.1 PURPOSE:

CMHA drafts REC Division teams in an equitable manner to create balanced, competitive teams.

5.2.1.2 PROCESS:

- 1) The Head of Player & Coach Development and the Player & Coach Development Director will manage the procedure for the evaluation of Rec Division players.
- 2) The Head of Player & Coach Development and the Player & Coach Development Director will liaise with the Divisional Directors to ensure that everything required for the evaluation skate is in place.

- 3) The Divisional Director will attend the evaluation sessions to represent CMHA and ensure the quality of the evaluations.
 - a) Ensure all coaches and players play fairly to preserve the integrity of evaluations.
 - b) Should there be any instances of cheating or inclination of throwing an evaluation notify the Player and Coach Development Director immediately.
- 4) During the evaluation the scores from the evaluators for each player will be accumulated and the total score will be used to rank players from highest to lowest.
- 5) Protected players will be limited to three (3) per team and must be the offspring or ward of the coaches and/or manager. To ensure fair team composition, the protected players may not all be in the top 15 ranked players. Names of all protected players must be submitted to the Divisional Director by the head coach no less than five days prior to 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 inform the head coach that they will need to make an adjustment to their team structure.
- 6) The team with the highest sum of protected player rankings will have first pick (Team C1). The remaining teams will follow in descending order of sums of protected player rankings.
- 7) The first round of the draft starts with the selection of the players and goalies will be selected in the last rounds of the draft.
- 8) In each draft round there will be 2 full rounds of players available for selection (ie. in 4-team draft 8 players will be available or a 5-team draft 10 players will be available).
- 9) The Draft will work in a snake format. In the first round, the first team will pick a player followed by the remaining teams. Once the last team has picked their player in the first round, they will be the first team to pick in the second round and it will work backwards in the same order through the teams until the team to pick first in the first round is the last team to pick in the second round. This format will continue in the same back and forth order through out the draft.
- 10) Once coaches receive their team roster trades can be considered. Trades are limited to two players per team.

Players traded must be within one draft round of each other. The draft round is the round in which the player first became available for selection (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 balancing has been closed.

- 11) All teams are 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 will change to not in good status and 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.
- 12) 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.
- 13) Draft Round Template:

TEAM	ROUND 1	ROUND 2	ROUND 3	ROUND 4	ROUND 5	ROUND 6	ROUND 7	ROUND 8	GOALIE ROUND
C1	1	5	1	5	1	5	1	5	1
C2	2	4	2	4	2	4	2	4	2
C3	3	3	3	3	3	3	3	3	3
C4	4	2	4	2	4	2	4	2	4

C5	5	1	5	1	5	1	5	1	5
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5.2.2 HOCKEY DAY IN CHILLIWACK CUP GAME POLICY

5.2.2.1 PURPOSE:

Hockey Day in Chilliwack showcases the final game in each Rec division (U11, U13, U15 and U18) as well as an exhibition game for Female Hockey. After a round robin series of games played throughout the season by the Rec division teams, the top two teams play for their division's cup. Each player receives a trophy (Champion or Runner-Up).

- 1) U11: Cannor Cup
- 2) U13: Morrow Cup
- 3) U15: Donaldson Cup
- 4) U18: Sapphire Cup

5.2.2.2 PROCESS:

- 1) This policy ensures that Cup Games are equally and consistently organized 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.
- 5) The total amount of games played will depend on the number of Rec 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).
- 7) The game results and penalty information are recorded by each Divisional Director. As the series progresses, the Divisional Director communicates the results and placing to the teams.
- 8) 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
- 9) To obtain an exhibition game number prior to each game, the Divisional Director provides the PCAHA divisional rep with the game details (date, time, teams playing and location). The Divisional Director 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 Divisional Director so the results can be recorded and tracked.
- 10) 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.
- 11) 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.
- 12) CMHA covers all costs associated with the championship games and Female Hockey exhibition games on Hockey Day in Chilliwack.

5.2.3 REP EVALUATION POLICY

5.2.3.1 PURPOSE:

CMHA conducts a REP Evaluation process which fairly and efficiently evaluates players for the REP Program. Players will be evaluated solely on their performance during the tryouts. Where they played last season, their spring program, who their coach was, is irrelevant. This process is based on integrity, and allowing players a fair, unbiased environment to showcase their talents.

5.2.3.2 PROCESS:

1) Registration:

- a) 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 www.chilliwackminorhockey.com



- b) 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.

2) **Jerseys:**

- a) To receive a REP evaluation jersey, players must bring a \$50 jersey deposit cheque payable to CMHA to the first evaluation session. Players keep the same jerseys for the tryouts.
- b) At the end of tryouts, players will receive the deposit cheque back if the jersey is returned washed.
- c) Players forfeit the deposit if jerseys are stained, torn, or damaged or if the jersey is not returned.

3) **Dates:**

- a) Prior to August 1st, CMHA posts REP Evaluation dates and schedules on the CMHA website.

4) **Player Evaluation Committee (PEC):**

- a) The PEC consists of the 2nd Vice President, Director at Large, Player and Coach Development Director and one other board member appointed by the President on or before August 1st.
- b) Members of the PEC will set up and attend evaluation sessions to ensure the process is running fair and smooth.
- c) The 2nd Vice President will operate and coordinate Team Genius to ensure accuracy and emails are generated as required.
- d) The 2nd Vice President will make Team Genius information available to the PEC as required for discussions with the Evaluation Team and The Head of Player and Coach Development for the final selection stage.



5) **Evaluation Team:**

- a) All evaluations will be completed by an independent evaluation team put together by the PEC.
 - i) The Player Evaluation Team will have training or skills to allow them to competently evaluate players at a competitive level.
 - ii) If an evaluator has a conflict of interest, they must notify the PEC who will review their ability to provide an unbiased evaluation.
- b) Goaltenders will be evaluated by an independent evaluation team put together by the PEC.
 - i) The Goaltender Evaluation Team will have Goalie training or skills to allow them to competently evaluate Goaltenders at a competitive level.
 - ii) If an evaluator has a conflict of interest, they must notify the PEC who will review their ability to provide an unbiased evaluation.
- c) Evaluation Team members must complete their evaluations independent of other members of the Evaluation Team.
- d) Evaluation Team members will utilize the Team Genius software throughout the tryout process.
 - i) Evaluation Team members must submit their evaluation results to Team Genius independent from other Evaluation Team members to maintain the integrity of the evaluation process.
- e) If an Evaluation Team member interferes with the evaluation process or discusses their evaluation with anyone inappropriately, they will be removed from the Rep Evaluation Process.

6) **REP Head Coaches:**



- a) Only Rep Head Coaches that have been selected prior to the evaluation process will be permitted to view the tryout process for their team and complete their own evaluation through Phases 1 to 3.
- b) Head Coaches who want to meet with the evaluation staff at the conclusion of Phase 3 to provide their personal feedback and evaluation suggestions to the Evaluation Team must have attended 75% of the Tryout Phases.
- c) Head Coaches must identify themselves to a PEC member at each tryout ice time they attend.
 - i) PEC member will record attendance to ensure compliance.
- d) Head Coaches will have the opportunity to provide their evaluations and coaching opinions with the Evaluation Team at the end of Phase 3 in relation to the last 2 to 3 roster positions on their team.
- e) Head Coaches will be permitted to view the tryout process; however, they must avoid any communication with the Evaluation Team.
 - i) If a Head Coach is found to have interfered with the evaluation process or is found to be discussing their evaluation with anyone inappropriately, they will be removed from the Rep Evaluation Process.

7) **Evaluation Phase 1:**

- a) Each player will receive 2 skills sessions, and 2 scrimmage sessions.
- b) Each goaltender will take part in a Phase 1 goaltending evaluation as well as the regular Phase 1 sessions.
- c) At the conclusion of Phase 1 players and goaltenders will be designated to either the A1/A2 pool or the A2/A3 pool.

- d) Players and Goaltenders may also be released to REC at this point based on the evaluation results at the conclusion of Phase 1.
- e) U11 players will not be evaluated for their first 4 on-ice sessions in accordance with Hockey Canada guidelines. Once the first 4 on-ice sessions have been completed, they will begin the evaluation process with (2) skills sessions and (2) scrimmage sessions.

8) Evaluation Phase 2

- a) This phase will consist of scrimmage games only.
- b) Evaluation Team will use the findings from Team Genius throughout Phase 1 to form equal teams for the A1/A2 and A2/A3 pools for Phase 2 scrimmages.
- c) Players and goaltenders can be moved between divisions based on performance during Phase 2 at the sole discretion of the evaluation staff.
- d) Players or goaltenders may also be released to REC at this point based on the evaluation results during Phase 2.
- e) At the conclusion of phase 2, players and goaltenders will be placed on the A1, A2, A3, A4 (if available) or REC Division for Phase 3.

9) Evaluation Phase 3

- a) This phase will entail regular scheduled team programming, practices, and the potential for exhibition games and or exhibition tournaments.
- b) At this point the Evaluation Team will have selected and filled the majority of each Rep Team Roster based on the Team Genius Tryout Findings.
- c) For any players or goaltenders who are competing for the final 2 or 3 roster positions the Head Coaches (who have been named prior to evaluations) will then have an opportunity to provide their personal feedback and evaluation suggestions to the Evaluation Team.

- d) The final roster will be decided solely by the Evaluation Team who will consider the following:
 - i) Team Genius Tryout Findings.
 - ii) Head Coach suggestions and evaluations.
- e) At the conclusion of Phase 3 the A1, A2, A3 and A4 (if available) rosters will be filled, and all remaining players will be released to the REC division.

10) REP Evaluation Communication

The CMHA Board through the PEC will be committed to ensuring strong and transparent communication during the Rep Evaluation Process.

- a) Within 24 hours of the conclusion of Phase 1, the PEC will e-mail players and goaltenders to inform them:
 - i) that they will start Phase 2 with the A1/A2 group, or.
 - ii) that they will start Phase 2 with the A2/A3 group, or.
 - iii) that they will start Phase 2 with the A3/A4 group (if available), or.
 - iv) that they have been released to the REC Division.
- b) Within 24 hours of the conclusion of Phase 2, the PEC will e-mail players and goaltenders to inform them:
 - i) that they will start Phase 3 with the A1 Team, or.
 - ii) that they will start Phase 3 with the A2 Team, or.
 - iii) that they will start Phase 3 with the A3 Team, or.
 - iv) that they will start Phase 3 with the A4 Team (if available), or.
 - v) that they have been released to the REC Division.
- c) Within 24 hours of the conclusion of Phase 3, the Head Coach of the team the player or goaltender is trying out for will arrange an in-

person interview (online video chat if in person meetings are not permitted) to:

- i) inform the player or goaltender that they were successful making that team, or.
 - ii) to discuss the player or goaltenders' release.
- d) During the in person interview the Head Coach will provide feedback to the player or goaltender pertaining to their Rep Evaluation to assist the player or goaltender in their ongoing development.
- e) If the player or goaltender is released to the REC Division, they will be contacted by the Divisional Director to advise them of their next ice time.
- f) PEC will do their best to ensure that all families have a complete understanding of where their child is in the process throughout.
 - i) PEC will use the email addresses provided to CMHA, so ensure that your email and contact information is current with the CMHA office (if different from Ramp account) so when tryout reports are submitted all the applicable information is correct.
- g) 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.
- h) Head Coaches should complete releases within 21 days of the start of evaluations. Coaches must finalize rosters by midnight on September 30th.
- i) A Rep Coach may apply in writing via e-mail to the Director at Large (directoratlarge@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.

- j) Should a player, goaltender, parent or guardian have a complaint, concern or disagreement with the REP Evaluation Process, or a decision made by the Evaluation Team please contact the Director at Large to enquire (directoratlarge@chilliwackminorhockey.com).

11) Player Attendance

- a) 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 (directoratlarge@chilliwackminorhockey.com). The PEC may release a player who misses any of the evaluation sessions. Please refer to the Registration Policy for refund deadlines.
- b) 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 (directoratlarge@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 Rec team. If placed on a rep team, 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 Rec team.

12) Player Movement

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

13) Underage Players

- a) 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
(directoratlarge@chilliwackminorhockey.com)
- b) 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.
- c) Underage players must apply each season for permission to attend evaluations in a higher division.

5.2.4 REP AFFILIATION POLICY

5.2.4.1 PURPOSE:

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.



5.2.4.2 PROCESS:

1) Selection of Affiliates

- a) If a REC 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.
- b) The affiliation hierarchy which follows applies to affiliation within the same division. In general, players playing:
 - i) A2 will affiliate with A1.
 - ii) A3 will affiliate with A2.
 - iii) A4 will affiliate with A3 (where applicable).
- c) REC players may only affiliate to the lowest REP team in their division and may not affiliate to a REP team in a higher division.
- d) 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 REC 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.

2) Invitation to Affiliate

- a) Example of letter:



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/she** 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**

- b) A player's coach may not deny the player the opportunity to roster as an affiliate.
- c) 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.
- d) The coach must keep a current list of e-mail addresses and phone numbers for affiliate players and their coaches.

3) Use of Affiliates

- a) 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.
- b) Coaches will not use an affiliate player to:
 - i) replace willing, capable, and healthy players already rostered to the team.
 - ii) discipline regular team members.
- c) Use of affiliate players must follow PCAHA and BC Hockey affiliation rules.
- d) 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.

- e) Coaches in need of an affiliate(s) should first consider players from their own division. Choose affiliates from a lower division as second choice.
- f) Coaches using affiliated players must notify the affiliate's regular coaching staff following a game should injuries or suspensions occur.
- g) Members should consider player development over personal situations when making decisions regarding use of affiliate players.

4) Event Conflicts

- a) 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) Process to Affiliate Current REP Players

- a) Prior to requesting a player as an affiliate, the coach must ensure that the team roster lists the player as an affiliate.
- b) Whenever possible, the "requesting" coach must give 24 hours' notice when requesting affiliates.
- c) The Head Coach of the "requesting" team must check the "giving" team's schedule prior to making any request.
- d) 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 (ref Sec 5.2.4.2.9).

The player is considered available, and no response is required.

- e) "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:
 - i) a team or league disciplinary reason.
 - ii) injury.
 - iii) Event Conflict where the player's regular team has a higher priority event. Refer to Section 5.2.4.2.7) (Resolving Event Conflicts).
- f) The Head Coach of the "requesting" team must contact the affiliate player's parents/guardians to confirm acceptance. Outside of Section 5.2.4.2.5) article e, the decision to decline an affiliation request rests with the player and his parents / legal guardian.
- g) If the "giving" coach perceives a conflict he must notify the Director at Large.

6) Process to Affiliate REC Players

- a) Prior to requesting a player as an affiliate, the coach must ensure that the team roster lists the player as an affiliate.
- b) Whenever possible, the "requesting" coach must give 24 hours' notice when requesting affiliates.
- c) No Rec division player can play as an affiliate on a REP team until that player has participated in at least one league game with their REC division team unless approved by PCAHA. (As per BC Hockey Rule 2.24 b)
- d) 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.

- e) In the absence of an Event Conflict, the Head Coach of the "requesting" team must contact both the Director-at Large and the Head Coach of the "giving" team by email each time he intends to use an affiliate. Breach of policy will result in disciplinary action. The player is considered available, and no response is required.
- f) "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:
 - i) a team or league disciplinary reason.
 - ii) injury.
 - iii) Event Conflict where the player's regular team has a higher priority event. Refer to Section 5.2.4.2.7) (Resolving Event Conflicts).
- g) The Head Coach of the "requesting" team must contact the affiliate player's parents/guardians to confirm acceptance. Outside of Section 5.2.4.2.6) article f, the decision to decline an affiliation request rests with the player and his parents / legal guardian.
- h) If the "giving" coach perceives a conflict he must notify the Director at Large.

7) Resolving Event Conflicts

- a) Where there is an event conflict, use the schedule of event priorities. The team with the highest event priority will take precedence.
- b) Where the event priorities are the same, the player's regular team will take precedence.
- c) Conflict Schedule - Point Value System:
 - i) 6 – Playoff Game.

- ii) 5 - Tournament Game(s) out of Fraser Valley or Greater Vancouver District.
 - iii) 4 - League Game or Tournament Game(s) within Fraser Valley or Greater Vancouver District.
 - iv) 3 - Exhibition Game.
 - v) 2 – Practice.
 - vi) 1 - Off-Ice Event.
- d) In the case of an Event Conflict, the Head Coach of the "requesting" team must contact via e-mail the Director-at Large, REC 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.
 - e) 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.
 - f) 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.
 - g) The player and his parents / legal guardian must accept or decline the invitation to affiliate.

8) Affiliate Use at Practices

- a) All CMHA REP teams must invite affiliate players to practice each month, even if the affiliate is not used in a game.
- b) 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.

9) Disciplinary Action for Breach of Policy



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

5.2.5 DRESS CODE POLICY

5.2.5.1 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.

5.2.5.2 PROCESS:

- 1) **Off Ice (Off Ice Dress Code is optional for REC Teams):**
 - a) All team members will dress in the same fashion at each event.
 - b) For pre-game attire, teams may choose:
 - i) Dress clothes (No Denim), tie when appropriate, dress shoes and team jacket approved by CMHA board and supplied by CMHA selected vendor.
 - ii) track Suit approved by CMHA board and supplied by CMHA selected vendor.
 - c) Head and Assistant Coaches must wear Dress Clothes (no denim), tie when appropriate, dress shoes and team jacket approved by CMHA



board and supplied by CMHA selected vendor.
CMHA jacket will be purchased by the team using team funds.

- d) Team officials and players must not wear hats.

2) **REP On Ice (Games):**

- a) All players must wear black helmets.
- b) All players must wear black gloves.
- c) All players must wear game socks approved by CMHA board and supplied by CMHA selected vendor.
- d) All players must wear pant shells approved by CMHA board and supplied by CMHA selected vendor.
- e) As of June 15th, 2021, if you or your player currently own a phoenix red helmet or phoenix red gloves, you do not have to purchase a new black helmet or new black gloves to conform with the policy asap as both black and phoenix red were acceptable during the 2020/21 CMHA Hockey Season. Any new purchase after June 15th, 2021, is expected to be black gloves and/or black helmet.
- f) No other coloured helmet or gloves other than those stated in Section 5.2.5.2 article 2 are permitted.
- g) Goalies wearing molded helmets may wear black, white, or designed helmets. If a Goalie wears a traditional player helmet it must be black.

3) **REC On Ice (Games)**

- a) All players must wear game socks approved by CMHA board and supplied by CMHA selected vendor.
- b) Every player must wear solid black hockey pants.

5.2.6 DRESSING ROOM POLICY

5.2.6.1 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.

5.2.6.2 PROCESS:

- 1) Players and officials must not dress in arena areas open to the 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 15 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 paragraph 5.2.6.2 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, he/she will need to find a different place to dress for the practice or game.
- 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.

5.3 PLAYER MOVEMENT

5.3.1 GENERAL PLAYER MOVEMENT

5.3.1.1 PURPOSE:

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

5.3.1.2 PROCESS:

- 1) 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.
- 2) 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 paperwork 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.

5.3.2 REC PLAYER MOVEMENT

Movement of REC players to balance teams prior to November 10th is to be carried out by the appropriate Division Director in conjunction with the coaches. 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.

5.3.3 REP TEAM PLAYER MOVEMENT**5.3.3.1 PURPOSE:**

After September 30, movement of a REP players 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 September 30th must submit in writing the request and reasons for request to the Director at Large.

5.3.3.2 PROCESS:

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

- 2) 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.
- 3) The Board MAY then permit the team to replace such a player.
- 4) 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.
- 5) 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.
- 6) 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

5.4.1.1 PROCESS:

- 1) 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 Rec coaches. The Coach Selection committee may advertise for coaches via local media. Deliver applications to the CMHA office by mail or in person.
- 2) Coaches must submit to a Criminal Record Check and Vulnerable Sector Check.
- 3) 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 REP Program (Head Coach and Assistant Coaches) must complete Developmental 1 Certification by December 1st.
- 4) Please refer to the CMHA By-laws for information regarding Board members coaching or managing teams.



5.4.2 COACH SELECTION

5.4.2.1 PROCESS:

- 1) The Player and Coach Development Director and Division Directors will review REC 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.
- 2) The Coach Selection Committee completes research and interviews candidates for Rep coach positions. The Player and Coach Development Director 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.
- 3) Criteria considered for coach selection include:
 - a) coaching level attained through formal clinics.
 - 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.
- 4) CMHA endeavors to select the best qualified person for each team. The Board approves all coach appointments.

6 QUESTIONS

Please address any questions you may have to info@chilliwackminorhockey.com who will then send the question to the appropriate Director for response.