

**Cowichan Valley Minor Hockey Association**

**2025/2026 Policy Manual**

**Last Updated March 30, 2026**



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## OBJECTIVES

The purpose of the Policy Manual (the “Manual”) is to aid and direct those who are responsible for the operating needs of minor hockey teams in the Cowichan Valley Minor Hockey Association (“CVMHA” or the “Association”).

This Manual also serves as a resource document for our athletes, coaches, volunteers, members, and others in the Community who have an interest in Minor Hockey and the Association. The duties and responsibilities of the elected executive and appointed Board Directors are outlined in the CVMHA Constitution and Bylaws as well as in this Manual.

**Limitations:** Any contradiction, dispute, or difference between the contents of this Manual and the Association’s Constitution and Bylaws shall be resolved only by reference to the Constitution and Bylaws and changes to this document that are precluded by Constitutional changes will be made immediately.

## REVISION PROCEDURE

Any sections(s) of the Manual can be revised, edited, or deleted by simple majority vote of the Board of Directors at any meeting of the Directors. There must be a notice of motion given 30 days prior to the vote. The notice of motion must be in writing with the proposed wording of the revised section.

Any substantive change in the Manual will be communicated to the membership by social media or as provided in the CVMHA Constitution.

Any member wishing to initiate a revision of the Manual may do so by providing a copy of the proposed revision to the Divisional Coordinator of the Division affected by the change or the Division in which the member’s child plays. The Divisional Coordinator is obliged to present the revisions to the Board by way of a notice of motion. The Divisional Coordinator is not obliged to support said motion. The member initiating the revision may request to make a delegation to the Board in support of any motion.

Any Hockey Canada, BC Hockey, or Vancouver Island Amateur Hockey Association (“VIAHA”) policy change or any constitutional change will be added to CVMHA policy as required.

# 1. REGISTRATION OF PLAYERS

## Recreational and Competitive

- 1.1 The division of players is determined by the age of the player on the 31st day of December of the current year, as per Hockey Canada rules.

| LEVEL        | AGE (Years)    |
|--------------|----------------|
| U6 and U7    | 5 – 6          |
| U8 and U9    | 7 – 8          |
| U11          | 9 – 10         |
| U13          | 11 – 12        |
| U15          | 13 – 14        |
| U18          | 15, 16, and 17 |
| U21 Juvenile | 18, 19, and 20 |
| U11 Female   | 9 – 10         |
| U13 Female   | 11 – 12        |
| U15 Female   | 13 – 14        |
| U18 Female   | 15, 16, and 17 |

- 1.2 The Board of Directors on an annual basis sets the registration fee amounts.
- 1.3 The Association will open registration in the spring for the following September season.
- 1.4 Registrants who register during the Month of Registration of the current year for the September season will pay the registration fee set by the Board of Directors. The Month of Registration is set by the Board of Directors and is typically the calendar month of April.
- 1.5 Registrants who register after the Month of Registration of the current year will pay the regular registration fees plus a penalty, which will be set annually by the Board of Directors.
- 1.6 All cheques must be made payable to CVMHA. All insufficient funds and stop payment cheques shall result in the following:
- a) Payment of a **thirty-five-dollar (\$35.00)** surcharge.
  - b) A requirement in **ten (10)** business days to replace the payment with e-transfer, cash, money order, bank draft or certified cheque.
- 1.7 Failure to comply will result in the following:
- a) Immediate suspension of ice privileges until payment is received.
  - b) Member(s) will not be in “good standing” until payment is received.
- 1.8 Reinstatement to membership in good standing will require a reinstatement fee, which will be set annually by the Board of Directors.
- 1.9 Any person(s) who have cheques returned for any reason may be required to pay by cash, e-transfer, or bank draft for all future transactions.
- 1.10 Registration fees do not include the cost of tournaments, extra ice, and other team-related expenses.

- 1.11 Jerseys not returned by March 31st of any given season are subject to a **two-hundred-dollar (\$200.00)** penalty per jersey. Jerseys must be returned in the same condition they were in when handed out. Graduating U18 players may be subject to a **two-hundred-dollar (\$200.00)** jersey deposit due upon registration.
- 1.12 The registration fee is due on August 1st. Payment options are outlined in registration communications made by CVMHA to members.
- 1.13 If grant assistance is received (e.g., KidSport) it will be credited back to the Association. Should all fees have been paid prior to receiving assistance, a refund will be given to the applicant.
- 1.14 Members applying for funding must provide proof of their funding application at the time of registration. Failure to provide proof of funding will result in revocation of membership.
- 1.15 Players trying out for Competitive (including U11 Development) teams will be charged a) a non-refundable Tryout Fee and b) a Commitment Fee. These fees are both due June 1<sup>st</sup>. If not paid by June 1<sup>st</sup>, applicants are removed from the tryout list.

The Commitment Fee is either:

- a) applied to second Competitive fees, if the player makes a Competitive team
- b) refunded, if the player is released to a CVMHA Recreational team, or
- c) forfeit, if the player quits the program.

The amounts of the Tryout Fee and Commitment Fee are set annually by the Board of Directors.

- 1.16 The cutoff for registration for tryouts is June 1. Players wishing to try out must register prior to May 31st except those new members covered in section 1.24.
- 1.17 Second Competitive fees are due and payable on November 1st of the current year.
- 1.18 A player who did not attend the Competitive tryout sessions and who is now being carded to a Competitive team must pay all fees, including the Tryout Fee.
- 1.19 For Competitive teams, copies of certified Hockey Canada Registry player lists (HCR's) will be provided to Team Managers throughout the season.
- 1.20 All players and team officials must be registered with BC Hockey liability insurance before going on either the ice or the players' bench.
- 1.21 The Director of Hockey Administration (the "Administrator") will notify each Divisional Coordinator with lists of players who are covered prior to any ice usage.
- 1.22 CVMHA will pay Hockey Canada insurance premiums for team officials as follows:
- a) **Five (5)** officials for U8 and U9 to U21.
  - b) **Seven (7)** for Cross Ice U6 and U7.

## Withdrawals

- 1.23 All withdrawal requests must be emailed to the CVMHA office.
- 1.24 Refunds will be processed as follows, less hard costs (any non-refundable costs, such as insurance and equipment) incurred:
- a) Withdrawal requests received prior to September 1st will be refunded 100% of registration fees, minus a **twenty-dollar (\$20.00)** administration fee unless the player makes Regional in which case a full refund is applied.
  - b) Withdrawal requests received between September 1st and December 31st will be refunded the basic registration fee, minus the percentage of the registration fee based on weeks on ice to the date of withdrawal, any hard costs incurred, and a **twenty-dollar (\$20)** administration fee.
  - c) Players making Regional teams will have **100%** of registration fees paid to the date of withdrawal refunded.
  - d) Withdrawal requests received after December 31st are not refundable.
  - e) Fundraising proceeds, rep tryout fees, and membership fees are not refundable.
  - f) Consideration will be given for refunds for relocation, medical, or compassionate grounds upon written application to the Board of Directors.

## New Member Registration

- 1.25 Registration for new players to the Association will be accepted pending season circumstances.
- 1.26 The following are required for registration:
- a) Copy of player's birth certificate.
  - b) Completed VIAHA Registration/Transfer Check list.
  - c) Registration fees, paid in full at the time of registration.
  - d) Declaration of Residence and monies owed, if applicable.
  - e) Respect in Sports for Parents Online Course.
- 1.27 Registration will not be accepted until the Administrator is provided with all the above.
- 1.28 If registering in September, there may be a waiting period of up to **two (2)** weeks before the player is deemed eligible to play for the CVMHA and BC Hockey.
- 1.29 The Administrator will notify the parent/player and appropriate officials once registration is approved.
- 1.30 The player is not permitted onto the ice until the Administrator has given such approval.

### **New Member Transfer from other Associations in British Columbia and Canada**

- 1.31 Players who have played hockey for another Association in British Columbia at any time during the previous **two (2)** seasons must fill out appropriate VIAHA, BC Hockey, and Hockey Canada documentation before their application for registration is accepted.
- 1.32 A **twenty-dollar (\$20.00)** fee, payable to CVMHA for this Declaration of Residence is required at the time of registration.

### **New Member Transfer from other Associations outside of Canada**

- 1.33 As per BC Hockey rules, these transfers are subject to a **forty-dollar (\$40.00)** administration fee payable to CVMHA at the time of registration.

## **2. FINANCES**

### **Objectives**

- 2.1 Ensure CVMHA's financial activities are properly planned, controlled, and reported.
- 2.2 Produce financial information in accordance with generally accepted accounting principles that are meaningful and useful in decision making to the Board of Directors and to the membership.
- 2.3 Ensure the integrity of CVMHA's accounting system.

### **Budget**

- 2.4 The Finance Committee will prepare the annual budget for Board of Directors approval, prior to registrations.

### **Chart of Accounts**

- 2.5 The Finance Committee establishes a Chart of Accounts that is revised as needed.
- 2.6 The Administrator ensures all financial transactions have the appropriate coding and are recorded accurately in the general ledger.

### **Financial Reporting**

- 2.7 The annual financial statements of CVMHA are subject to an annual Review Engagement by an independent accountant as per the Society Act.
- 2.8 The "reviewed" annual financial statements shall be presented to the membership at the Annual General Meeting.

### **Banking**

- 2.9 Any **two (2)** of the following **four (4)** positions, which must include either the Finance Committee or President, shall have cheque-signing authority for the Society:
  - a) Treasurer
  - b) President

- c) Administrator
  - d) Alternate Board Director as appointed by the Board of Directors
- 2.10 Before signing, these authorities should ensure the transaction is:
- a) Properly approved.
  - b) Consistent with the terms of the initiating purchase document.
  - c) Coded correctly.
  - d) Legally chargeable to CVMHA.
- 2.11 Cheque signing authorities shall be at arms' length of each other and must not involve people from the same household or family.
- 2.12 CVMHA bank accounts shall be reconciled monthly by the Bookkeeper and approved by the Finance Committee.

### **Deposits and Receipts**

- 2.13 The Finance Committee is responsible for establishing effective systems that control the receipt, collection and safeguarding of all monies to which the Association is entitled.
- 2.14 The Finance Committee is responsible for segregating revenue control duties among staff to separate authorization, custody, record keeping and control functions, considering CVMHA's organization structure, staff availability, amount of revenue and acceptable levels of risk when doing so.
- 2.15 The Administrator for the Finance Committee's review and approval should prepare a listing of credit notes.
- 2.16 CVMHA discourages the remittance of cash through the mail, preferring:
- a) Cheque
  - b) E-transfer
  - c) Credit Card (subject to credit card processing fee reflecting the current cost of the transaction)
- 2.17 Cheques and money orders should be stamped immediately upon receipt: "For Deposit only to the Credit of CVMHA".
- 2.18 All monies received by CVMHA must be promptly (at least once a week) deposited.
- 2.19 All monies received must be recorded promptly in the accounting system and kept in a safe or locked drawer from the time it is received until the time it is deposited.
- 2.20 A receipt must be issued for a cash payment at the time of the exchange.

### **Acquiring Goods and Services**

- 2.21 Only the Finance Committee may initiate the purchase of goods and services, provided it has been budgeted for.
- 2.22 Other Board of Directors members may be delegated authority for specific and approved transactions. Initiating documents must be issued prior to the goods or services being received or performed.
- 2.23 The following qualify as initiating documents:
  - a) Purchase Order.
  - b) General Service Contract.
  - c) An email approval from the Finance Committee or President.
- 2.24 If a budget will be exceeded through initiating a purchase, the Finance Committee pre-approval is required.
- 2.25 If the payee initiates an expense, a cheque signing authority must verify the goods or services received.

### **Paying for Goods and Services**

- 2.26 Invoices, claims for payment and statements of account must be date stamped immediately upon receipt by CVMHA. Before processing an invoice for payment, the Administrator must ensure:
  - a) Goods and services have been received.
  - b) The invoice is supported by an approved initiating document.
  - c) The invoice is properly coded.
- 2.27 CVMHA pays only current charges on invoices. Any interest or late charges should be removed.
- 2.28 CVMHA shall strive to pay all invoices within **thirty (30)** days of the invoice date.

### **Accounts Receivable**

- 2.29 All amounts due to CVMHA must be entered promptly as an account receivable and maintained in the accounts until collected or forgiven.
- 2.30 Amounts due (work performed, goods supplied, and services rendered) must be recorded as revenue in the period they occur.
- 2.31 Doubtful accounts must be pursued promptly and vigorously.
- 2.32 Account receivables may be written off only by the Finance Committee.

## Capital Assets

- 2.33 A capital budget shall be prepared annually by the Finance Committee for Board of Directors approval.
- 2.34 The capital budget should support any purchase of capital assets, otherwise Board of Directors approval is required.
- 2.35 The Finance Committee, or relevant delegated budgetary authority, as applicable, must approve capital purchases in advance.
- 2.36 Capital assets are recorded and controlled in the Association's financial system:
- a) By location and major category of asset. And
  - b) At cost. Cost is the amount spent to acquire, install, construct, develop and/or rehabilitate a capital asset.
- 2.37 Moveable capital assets such as hockey equipment should be clearly identified as property of CVMHA.
- 2.38 Capital assets are amortized over their estimated useful lives at a rate established by the Finance Committee, following generally accepted accounting principles.
- 2.39 Gains or losses from the disposal of capital assets are recorded as miscellaneous revenue or expense in the financial system.

## Executive Travel

- 2.40 Executive members traveling on Society business must obtain prior approval from the Finance Committee unless the travel has been budgeted for.
- 2.41 The Administrator or Finance Committee must verify and approve travel claims prior to travel. All travel claims must be supported by receipts.
- 2.42 Executive members may incur travel expenses when they are on Association business and traveling outside of the CVMHA borders as per BC MHA Boundaries.

| TRAVEL EXPENSE TYPE   | REMUNERATION                                 |
|---|--|
| Vehicle   | \$.60 per kilometer from point of departure  |
| Per Diem  | \$15 breakfast* \$20 lunch and \$30 dinner** |
| Accommodation   | As per receipt                               |
| Other Transportation  | As per receipt                               |
| (*) On travel status prior to 7:00 AM. (**) On travel status after 6:00 PM. |  |

- 2.43 When Executive members combine personal travel with Association travel, expenses and per diem allowances are not reimbursed beyond the costs incurred had personal travel not taken place. Any additional costs are the responsibility of the Executive member.
- 2.44 Recipients of the Scholarship and Bursary awarded by the Association annually must provide proof of registration into an accredited post-secondary institution and/or trade school within **two (2)** years. Failure to comply will void the award.

### **Emergency Provincial Travel Fund (EPTF) (Note: Competitive Only)**

- 2.45 The purpose of the EPTF is to help offset costs incurred by Competitive teams advancing to BC Hockey Championships. The funding comes from the Competitive division.
- 2.46 The EPTF will be funded by a **two-hundred dollar (\$200.00)** charge per Competitive team, including U11 Development.
- 2.47 All monies will be held in the Association's general revenues but will be identified as a separate entry and the use of the money is restricted to the EPTF.
- 2.48 To be eligible to claim from the EPTF a team must have contributed to the fund during the season, are not in arrears on contributions to the fund and must be attending a BC Hockey Championship.
- 2.49 The Board of Directors has the sole discretion to decide whether to assist an applicant team, the amount of the assistance and their decision is not subject to appeal.
- 2.50 The Board of Directors is not required to exhaust the fund in any season.
- 2.51 The Board of Directors has the authority to provide additional assistance to an applicant if the fund is exhausted.
- 2.52 If the amount in the fund exceeds **five thousand dollars (\$5,000.00)** as of September 1st of any season, the Board may suspend the requirement for all Competitive teams to contribute to the EPTF for that season only.

### **Competitive Jersey Replacement Fund**

- 2.53 The Competitive Jersey Replacement Fund is established by the CVMHA Board of Directors.
- 2.54 Purpose: to establish a fund for the upgrade of the Competitive teams' jerseys.
- 2.55 Players in the Competitive program will be assessed a yearly fee (\$25.00 per player suggested) that will be added to the fund each season.
- 2.56 The fee will be collected through the 2nd Rep fee and transferred to the Fund annually.

### **Memorial Tournament Fund**

- 2.57 Established by the Memorial Tournament Committee (formerly the Ryan Clark Tournament Committee).
- 2.58 Purpose: to establish a benevolent fund for the association. The fund may be used to assist families with registration and or assist families in need in the sports community. The fund will also provide a **five-hundred-dollar (\$500.00)** scholarship to deserving a player.
- 2.59 Funds will be the profits from the Memorial U18 annual tournament and donations made specifically to the benevolent fund.
- 2.60 The Memorial Tournament Committee will be established yearly to disperse the funds. The Board of Directors will appoint the Committee, with preference give to the original members of the Committee (see Appendix I).

### Competitive Banquet Committee

- 2.61 The Board of Directors will establish a Competitive Banquet Committee annually (see Appendix I).
- 2.62 The Competitive Director will sit on this committee but is not required to chair.
- 2.63 Competitive teams will be charged a fee for the Competitive banquet set by the Competitive Banquet Committee annually.
- 2.64 Any expenses exceeding the amount collected from the Competitive teams will be paid by the Competitive teams.
- 2.65 Competitive teams may fundraise to cover the cost of the Competitive banquet.

### Ethan Stone Memorial Fund

- 2.66 Established by the Stone family and held in trust by CVMHA.
- 2.67 Funds are donated, with no tax receipts issued as CVMHA is not a registered charitable organization.
- 2.68 Purpose of fund is to provide a “digger” award to a U13 player in honor of Ethan Stone and/or as the Stone family sees fit.
- 2.69 The fund is administered by the Stone Family. The Ethan Stone Memorial Fund Committee will be established yearly to disperse the funds. The Committee will consist of the CVMHA Treasurer and two members of the Stone family (see Appendix I).

## 3. FUNDRAISING, GAMING AND SEED MONEY

- 3.1 All teams will have team accounts held in trust by CVMHA. Teams will be provided team accounts monthly via email. Teams must submit a Team Managers Financial Report on Nov 15th and Jan 15th to the Treasurer. See Managers Binder under finances.
- 3.2 All teams must submit a team budget by October 15th of any given season or prior to approval of any and all fundraisers, including 50/50 sales and raffles.
- 3.3 All teams must keep accurate records of team fundraising and parental/player involvement.
- 3.4 CVMHA will fund a maximum of two tournament entrees as required prior to fundraising events.
- 3.5 All team accounts must have a zero balance by March 31st of any given season.
- 3.6 All fundraised money, raffles and 50/50 included, must be spent on tournaments, hockey related items, travel, hotels, buy ice, and referees for buy ice if required.
- 3.7 Team fundraisers must be agreed to by a majority of parents on the team. Disbursement of excess funds at the end of the season must be agreed to by a majority of parents on the team. Excess funds must not be disbursed in the form of gift cards, unless those gift cards amount to **fifty dollars (\$50.00)** or less per household.
- 3.8 No fundraised or BC Gaming money may be spent on parents.

- 3.9 All fundraising must be approved by the Administrator (non-compliance may result in loss of fundraised money).
- 3.10 All parents are expected to participate in fundraising equally (bench staff included). Managers are to track and record participation. See 3.3 and 3.14. Parents who do not participate in fundraising efforts will be subject to an additional fundraising fee and/or forfeit the return of their seed funds.
- 3.11 All fundraised money must be deposited to the team account.
- 3.12 All expenses for fundraisers must be paid from the team account.
- 3.13 A fundraising activity sheet must be filled upon completion of fundraisers.
- 3.14 Fundraised money shall be transferred team to teams in accordance with sections 3.3 and 3.10.

### **Gaming**

- 3.15 No minors may sell 50/50 tickets.
- 3.16 All 50/50 profits must be deposited into team accounts.
- 3.17 All raffle licenses must be coordinated through the CVMHA office staff and subject to a **twenty-five-dollar (\$25.00)** administration fee.
- 3.18 All profits from raffles must be deposited into the team account.
- 3.19 All expenses for raffles must be paid from team account including cash payouts.
- 3.20 Profits from cash raffles are limited to the following amounts:
  - a) For recreational teams also hosting a tournament during the season, \$4,000;
  - b) For recreational teams not hosting a tournament during the season, \$6,000;
  - c) For competitive teams not hosting a tournament, \$10,000.
- 3.21 If hosting a tournament, competitive teams may not hold a cash raffle.

### **Seed Money**

- 3.22 Seed money will be collected at the time of registration, with final payment due no later than September 1st.
- 3.23 CVMHA will float teams' payment for **two (2)** tournaments prior to team budget being submitted and approved.
- 3.24 Additional seed funds may be requested and decided upon at the first parent team meeting.
- 3.25 Parent's seed money refunds may not exceed original seed money paid.

## 4. EQUIPMENT AND APPAREL

### Jerseys and Apparel

- 4.1 Jerseys not handed in at the end of the season in the same shape that they were distributed to are subject to a charge. If not paid, the member is placed “not in good standing” and is flagged as such in the Hockey Canada Registry. See also section 1.11.
- 4.2 Jerseys must be returned to the team manager in good condition (allowing for normal wear) no later than two weeks after the final game of the season.
- 4.3 Stop signs must be on the back of the jerseys and pinnies.
- 4.4 All jerseys shall be washed regularly, dried carefully, and handled with care.
- 4.5 The Team Manager is required to return all equipment including jerseys by March 30th of the
- 4.6 Jerseys must be handed in to managers, who will then return in complete sets.
- 4.7 All team apparel (e.g., jackets, vests, or tracksuits) must be approved by the Board of Directors, and all registered CVMHA players are required to wear CVMHA jerseys to all games, tournaments, sanctioned events, or any other games requiring a game number. These CVMHA jerseys shall not be changed or altered in any way, for example, no name bars, advertising, sponsor names or any other attachments or additions can be made without Board of Directors approval. This includes all CVMHA equipment.

### Equipment

- 4.8 All required goalie equipment specific to glove and blocker, chest protector, goalie pads, sticks and bags only shall be purchased by the Equipment Manager.
- 4.9 No equipment alterations will be permitted unless approved by the Equipment Manager (e.g. name bars, advertising, or any other attachments or additions to the equipment).
- 4.10 Families wishing to use the Association’s equipment during the off-season, for ice hockey purposes only, will make arrangements with the Equipment Manager to re-issue the equipment upon payment of a **five-hundred-dollar (\$500.00)** deposit.
- 4.11 Each Recreational team will be assigned **fifty (50)** pucks and each Competitive team **one hundred (100)** pucks, which must be returned to the Equipment Manager at the end of each season.
- 4.12 Each team will be assessed a **one-hundred-dollar (\$100.00)** equipment deposit. This deposit will be refunded as cash when most pucks, first aid kits, lock up keys, goalie and practice equipment (if assigned), are returned at an arranged time at the end of the season.

### Recreational Teams Goalie Sticks

- 4.13 U6, U7, U11, and U11 Female: CVMHA shall provide all goalie sticks.
- 4.14 U13 and U13 Female: CVMHA will provide **one (1)** goalie stick per team per season.

- 4.15 U15, U15 Female and older Divisions shall be responsible for the purchase of their own goalie sticks.

## 5. STATISTICS

- 5.1 VIAHA score sheets shall be provided for U7 and under at the start of the season. Score sheets must be submitted at Fuller Lake Arena to the Divisional Coordinator responsible for U7 and under.
- 5.2 All teams will utilize electronic game sheets (Spordle/HiSports). Teams are required to use a score keeping scratch pad in the event of an electronic game sheet malfunction. Reusable dry erase scratch pads are available for pick up by managers in the office.

## 6. PUBLICITY, PROMOTION, AND REPUTATION

- 6.1 It is essential that CVMHA maintains a high profile and supports a healthy environment for the players, locally, provincially, and nationally.
- 6.2 All information released to the media shall be **positive** in nature.
- 6.3 Every news item must include primary sponsor names. The sponsor for the visiting team should be included where possible.
- 6.4 The Association name needs to be included in all advertisements.
- 6.5 CVMHA is committed to providing an environment in which all individuals are treated with respect and in an environment free from maltreatment, bullying, and harassment as per the Hockey Canada Code of Conduct in which all members signed upon registration. Visit <https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/code-of-conduct-policy-e.pdf> to learn more.
- 6.6 Any derogatory or inflammatory information, or statement concerning CVMHA that is released to the media and/or social media by any member shall result in immediate action of the CVMHA Discipline Committee towards the offending member, up to and including potential suspension or revocation of membership.
- 6.7 Any substantiated incidence of a member disparaging CVMHA, CVMHA volunteers and employees, and/or another member shall result in immediate action of the CVMHA Discipline Committee towards the offending member, up to and including potential suspension or revocation of membership.

## 7. TEAM COMPOSITION

- 7.1 The Association will pay for **five (5)** properly certified team officials on Recreational teams, U8 to U21, including Competitive.
- 7.2 The Association will pay for **seven (7)** properly certified team officials for the U6 and U7 Program teams.
- 7.3 All teams within the CVMHA are named as follows:
- a) Recreational: Cowichan Valley - SPONSOR NAME - Level

b) Competitive: SPONSOR NAME - Cowichan Valley Capitals - Level

- 7.4 Teams representing CVMHA after the regular season and playoffs must obtain approval from the Board of Directors to do so.
- 7.5 All players and team officials must have BC Hockey insurance in place prior to going on the ice or player's bench. Any non-compliance will be referred to the Discipline Committee.
- 7.6 The CVMHA Approval Committee must approve all team officials.
- 7.7 Competitive Teams will attempt to carry **fifteen (15)** skaters and **two (2)** goalies for development purposes; any changes require Executive approval. Note, backup goalies are now permitted to play out in U11 and U13 Competitive and Recreational programs.
- 7.8 Recreational teams will attempt to carry **fifteen (15)** skaters and at least **one (1)** goalie if numbers permit.
- 7.9 Maximums are set by BC Hockey. Special considerations will be made with Board of Directors approval.

## 8. PLAYER EVALUATION

- 8.1 Cowichan Valley will ensure complete & fair evaluations for every player following Hockey Canada guidelines.
- 8.2 All on-ice evaluations shall follow & be scored based on Hockey Canada Acquisition Schedule, using the 1-5 scale, 5 being the highest.
- 8.3 All player evaluation scores are confidential.
- 8.4 Any complaints arising from player evaluations must be in writing to the CVMHA 1st Vice President, accompanied by a **two-hundred-dollar (\$200.00)** fee in cash, cheque, or via e-transfer.
- 8.5 The complaint shall be reviewed by the CVMHA 1st Vice President, the applicable Competitive and/or Divisional Coordinators, and the player evaluators.
- 8.6 If the findings are found in favor of the complainant, the \$200.00 fee shall be refunded, and appropriate measures taken to move the player.
- 8.7 If the complaint is not in favor, the \$200.00 fee shall be forfeited to CVMHA. The decision is not appealable.

### Recreational Evaluation

- 8.8 Recreational Head Coaches shall be selected prior to the Ice Breaker when possible.
- 8.9 U8 to U21 evaluations shall be done by the Player Evaluation Committee for each Division.
- 8.10 The Player Evaluation Committee (PEC) for each Division (see appendix I.8) shall be responsible for conducting the on-ice evaluation, following the recommended Hockey Canada skills for their Division.

- 8.11 The PEC for each Division shall consist of the Development Coordinator (who sits on all PECs), the Divisional Coordinator applicable to that Division, and any additional evaluators determined necessary and selected by the Development Coordinator in the Development Coordinator's sole discretion.
- 8.12 The PEC for each Division shall conduct the player drafts for that Division, with the assistance of the Head Coaches if determined necessary by the PEC.
- 8.13 Each Recreational Head Coach may appoint only **one (1)** of the following to their team: Assistant Coach, Manager, or Safety Person. As a result, each Recreational team will have only players automatically selected from **two (2)** households (the Head Coach's children, and one other household's children).
- 8.14 Once teams are selected and play begins, if teams are unbalanced the PEC may be required to move players.

### **Competitive Evaluation**

- 8.15 Every attempt shall be made to have head coaches selected by July 1st. It is recognized that there are no guarantees that a parent head coach's child will make the Competitive team. The Coach Selection Committee may withhold making the recommendation of the team head coach until the full roster has been finalized.
- 8.16 The team Head Coach shall be an evaluator along with **three (3)** independent evaluators, for a total of 4.
- 8.17 The PEC is responsible for providing on-ice assistants and shall establish the Hockey Canada recommended evaluation drills for age specific Divisions, U11 – U18.
- 8.18 There shall be **three (3)** on-ice sessions for the highest tier team selection. No less than **twenty (20)** players and **five (5)** goaltenders shall be selected after the 3rd on-ice session.
- 8.19 Exit interviews shall be conducted by the team Head Coach & CVMHA Competitive Director or alternate Board of Directors member, adhering to the 2-deep rule.
- 8.20 The remaining players will be advised to attend the next tier evaluations.
- 8.21 The Competitive Director shall report to the Board the tryout procedure including exit interviews prior to tryouts commencing, and report tryout results and feedback no later than the October Board meeting.

## **9. PLAYER PROTOCOL**

- 9.1 All players must register in a Division based upon their age.
- 9.2 Any player wishing to play in a higher/lower division must communicate in writing to their applicable Director who will in turn bring the request to the Board of Directors.
- 9.3 The Board of Directors will approve or deny the request.
- 9.4 A VIAHA Underage/Overage form must be sent to the VIAHA for final approval. The cost incurred will be paid by the player.

- 9.5 All player movement from tier to tier, team to team, or Recreational to Competitive must be approved by the PEC for all Divisions involved in the movement.
- 9.6 In the Competitive Program, player movement from tier to tier will be coordinated through the Competitive Director and/or coaches, ensuring Hockey Canada carded affiliate rules are met.
- 9.7 In the Recreational Program, the Divisional Coordinators and coaches will approve and coordinate player movement within their programs.
- 9.8 Coaches are not permitted to approach players or their parents directly regarding player movement unless authorized by the applicable Divisional Coordinator and/or their Team Managers.
- 9.9 Any non-resident players must receive permission from their home association and CVMHA prior to attending Competitive tryouts or Recreational player evaluations.
- 9.10 The proper Transfers must be completed and forwarded to the appropriate governing body. See VIAHA residential Waiver.
- 9.11 CVMHA will protect the interests of CVMHA players before accepting non-resident Recreational players. For an annual Transfer the protocol shall be set forth by Hockey Canada rules, via the Hockey Canada Registry.
- 9.12 If the non-resident player's application is accepted by the Board of Directors, the non-resident player's Association is required to immediately provide the Administrator with the following:
- a) Required Residential Waiver transfer documentation.
  - b) The annual membership fees for registration and Competitive tryouts, if necessary.
  - c) Confirmation of any ice requirements as set forth by the Board of Directors.
- 9.13 The Board of Directors will consider granting permission for Transfer to outside Association on any the following conditions:
- a) CVMHA does not have a team in the age player's category for applicable season.
  - b) The player is a registrant who has registered with the Association after the 30th day of April of the current year and paid their Commitment Fee.
  - c) Player is required to assist outside Association in facilitating a Team in a specific Division.
- 9.14 The Board of Directors will review and advise the applicant on the outcome of his application.
- 9.15 All transfers accepted by the Association are made on an annual basis as set out above and are not eligible to vote at the CVMHA AGM.
- 9.16 Any player wishing to attend tryouts for a Competitive Team must register for Competitive tryouts at annual registration.

- 9.17 The Board of Directors will set the Competitive non-refundable Tryout Fees and Commitment Fees annually.
- 9.18 The Player Evaluation Committee (PEC) will determine the format of all evaluations annually.
- 9.19 They will report back to the Board of Directors for Board of Directors approval.
- 9.20 Any player who is injured and cannot attend the full three (3) initial tryout sessions for the Competitive Teams, or register's part way through the season, or is released from
- 9.21 Any player who quits any "Tier 2" Team will be placed on a Team selected by the Board of Directors.
- 9.22 All Directors, coaches, Team Managers, and other CVMHA leadership and team officials will ensure that all players are given equal ice time in accordance with Hockey Canada, BC Hockey, and VIAHA policy.
- 9.23 Goaltenders will be alternated if required to give equal ice.
- 9.24 Players taking excessive amounts of penalties, or being insubordinate to their coaches, disrespectful to other players, officials, spectators or violating Team and Association Rules may be subject to being benched by their coach and further disciplinary action by the Discipline Committee.
- 9.25 Coaches must explain the reasons for the benching to the offending player. A Recreational coach may not bench a player for more than one game without President and Divisional Coordinator written approval. A coach may not add to any suspensions issued by VIAHA or BC Hockey. Excessive benching is to be reported to the Vice President.
- 9.26 During playoffs, goaltender assignments and playing time are at the coach's discretion.
- 9.27 Competitive Teams will be required to play with a minimum of **seventeen (17)** players (15 skaters, 2 goaltenders) unless there are extenuating circumstances, in order that we ensure use of affiliate players ("APs").

## 10. AFFILIATE PLAYER ("AP") MOVEMENT

- 10.1 The following must be followed prior to using affiliate players:
- 10.2 The Team Head Coach must provide a list of affiliate players willing to affiliate to the Competitive Director and/or the appropriate Recreational Director by December 10th.
- 10.3 The Team Head Coach requiring a player must initially contact the player's Head Coach.
- 10.4 No member of the coaching staff will approach a player personally. Players and parents must agree.
- 10.5 The Team Head Coach or Manager must inform the affiliate player's coach prior to each game required to determine availability, taking into consideration game importance. Coaches are to agree on availability.

- 10.6 Affiliate players affiliating to Competitive teams will pay **ten dollars (\$10.00) per ice time** (games, practices, and skills development sessions) to the team, except that the first two ice times shall be free of charge. Competitive team Managers are responsible for tracking AP attendance and issuing a request for payment to each AP's parents no less frequently than every second month. AP fees must be promptly paid to the Competitive team hosting the AP.
- 10.7 VIAHA, BC Hockey (defer to Hockey Canada), and Hockey Canada (Rule E) rules will apply to all affiliates.
- 10.8 Disputes will be worked out by the appropriate Divisional Coordinator.
- 10.9 It is expected that all CVMHA coaches (Recreational and Competitive) shall support AP movement to further develop a player's abilities.

## 11. RULES OF PLAY

- 11.1 All CVMHA members shall abide by the playing rules set out by:
  - a) Hockey Canada
  - b) BC Hockey
  - c) Vancouver Island Amateur Hockey Association
  - d) Association rules adopted by the CVMHA as per our Constitution and Bylaws.
  - e) CVMHA Policy Manual.
- 11.2 A suspended player is not permitted to play games or act as a game official until the period of suspension has been served.
- 11.3 A suspended player may attend practices. See BC Hockey Regulations.
- 11.4 Any suspended player or Team official must explain their actions, in writing, as required by the Board of Directors.
- 11.5 All Team officials must ensure the current playing rules set out in Section 11 are known and followed.
- 11.6 Teams will be provided all current and relevant information regarding Rules of Play prior to the start of the season.
- 11.7 The Development Coordinator will be able to answer any questions regarding Rules of Play for the current season.
- 11.8 Any player who is injured, and cannot attend the full **three (3)** initial tryout sessions for the Competitive Teams, or register's part way through the season, or is released from a Junior Team, will be allowed **three (3)** tryout sessions with the "Tier 1" Team for their Division after paying the tryout fee. A doctor's note is required. The "Tier 1" coach will keep the player or release the player to the "Tier 2" or Recreational Program.

- 11.9 Any player who quits any “Tier 1” Team will be placed on a Team selected by the Board of Directors.
- 11.10 All coaches in the Recreational Program will do their best to ensure that all players are given equal ice time.
- 11.11 Goaltenders will be alternated if required to give equal ice.
- 11.12 Players taking excessive amounts of penalties, or being insubordinate to their coaches, disrespectful to other players, officials, spectators or violating Team and Association Rules may find themselves benched during a game by their coach.
- 11.13 Coaches must explain the reasons for the benching to the offending player.
- 11.14 Competitive Team coaches will endeavor to provide all players equal ice time, in accordance with Hockey Canada and BC Hockey policy.
- 11.15 Coaches may bench players for unacceptable conduct as described above in sections 9.24 and 9.25.
- 11.16 Competitive Teams will be required to play with a minimum of **seventeen (17)** players (15 skaters, 2 goaltenders) unless there are extenuating circumstances, in order that we ensure use of AP players.

## 12. ICE ALLOCATION

- 12.1 CVMHA ice contracts cover a twenty-two (22) week period, generally from early September to mid-March.
- 12.2 Recreational Teams: target is 22 full ice practices and 11 home games.
- 12.3 Competitive Teams: target is 44 full ice practices and 19 home games.
- 12.4 All ice bookings must be made through the Administrator.
- 12.5 The Administrator is empowered to re-assign any previously allocated ice time for playoff or league obligations.
- 12.6 Each team is responsible for using their allocated ice or notify the Administrator with a minimum of **seven (7)** days’ notice, where possible.
- 12.7 If ice slots are left unused, the offending team will be assessed a fine of ice costs, together with officials, if necessary, by the Board of Directors.
- 12.8 As ice becomes available, the Administrator will notify the Teams of said ice.
- 12.9 Should a team wish to purchase ice they must notify the Administrator directly for billing purposes to the relevant team(s).
- 12.10 The Administrator uses a list of ice purchased by teams to accomplish billing recovery.

## 13. TOURNAMENTS

- 13.1 All tournaments hosted by CVMHA must be sanctioned by BC Hockey and receive prior approval by the Board of Directors.
- 13.2 All divisions hosting tournaments will be decided by the Board of Directors, the summer prior to any season. Dates and schedules will be provided.
- 13.3 All teams hosting tournaments must receive their tournament fees from the visiting team's home association. NO personal cheques will be accepted. All tournament entry fees must be deposited to CVMHA.
- 13.4 The tournament's proposed budget and the name of a Tournament Coordinator appointed by the team must be submitted at least **forty-five (45)** days prior to the tournament.
- 13.5 The tournament's final budget, schedule and list of team attendees must be submitted to the Administrator and Finance Committee **thirty (30)** days prior to the tournament date.
- 13.6 All tournaments hosted by CVMHA will be subject to a **one-hundred-dollar (\$100.00)** tournament administration fee.
- 13.7 All tournaments will assign an administrator that will work with the VIAHA Director of Hockey Operations (DHO) who will be granted administrator access to the tournament and online game sheets.
- 13.8 To participate in tournaments hosted by the Association, eligible CVMHA teams will be required to pay entry fees, except where they fulfill an allocation of volunteer hours or host.
- 13.9 All CVMHA teams will only attend tournaments sanctioned by BC Hockey.
- 13.10 CVMHA teams attending tournaments must obtain Association cheques or an electronic money transfer from the Administrator.
- 13.11 CVMHA teams wishing to attend tournaments outside British Columbia or host International or Inter-Provincial teams must receive approval through the Board of Directors and BC Hockey **forty-five (45)** days prior to the event.

## 14. RISK MANAGEMENT

- 14.1 Risk Management is everyone's responsibility, therefore, all members of the Team/Association shall "assist, identify, assess, control and minimize" the risk of both physical and mental harm to participants.
- 14.2 Each Team will roster and certify a Safety Person under the Hockey Canada Safety Program (HCSP).
- 14.3 The Safety Person, to the best of his/her ability will attend games and practices.
- 14.4 The Safety Person will be the liaison between the Team and the Association via the Risk Manager.
- 14.5 In accordance with the Hockey Canada Safety Program, each Safety Person will implement and administer all policies and responsibilities.

- 14.6 It is recommended that the Team coaching staff develop guidelines regarding releasing players from activities and that these guidelines are communicated clearly to parents/guardians of players at the beginning of each season.
- 14.7 Should a player need to be removed from a practice or game for any reason, the said player is to be accompanied by any **two (2)** adults from the HCSP emergency response system, namely, a Team assistant coach, Safety Person, or designated parent; and shall remain with the player until the parent resumes responsibility.
- 14.8 At no time is player to be in a room without **two (2)** adults present (“two deep rule”) to ensure that bullying teasing, physical, or mental abuse does not occur. Violations of this rule will result in action by the Discipline Committee, up to and including suspensions or removal from coaching positions.
- 14.9 CVMHA considers mental health to be a top priority for all members of the association. The Risk Manager is responsible for providing information supporting mental health to team officials. Many resources can also be found on our website at [www.cowichanvalleymha.com](http://www.cowichanvalleymha.com).

### **Return to Play**

- 14.10 In the event of a serious injury or illness, where a player is unable to finish a practice or game and is unable to participate in the next scheduled practice or game, a doctor’s note must be provided to the Team HCSP.
- 14.11 The safety of the player is the priority. It is imperative that communication between players, parents and coaching staff take place. If unsure of the extent of an injury, then one should err on the side of caution and seek medical attention.
- 14.12 The Team Safety Person will ensure the parent/guardian receives a Hockey Canada Injury Report and it is properly completed and forwarded to the appropriate bodies.
- 14.13 The Team Safety Person will follow the CVMHA Injury Report Protocol as follows:
- a) The Team Safety Person will be responsible for providing the Injury Report to the parent/guardian of the injured player.
  - b) They will follow up to make sure all forms are completed and mailed.
- 14.14 Should a Team lose or misplace their original first aid kit provided by the Risk Manager, the Team will be charged a replacement cost of **fifty dollars (\$50.00)**.

## **15. DRESSING ROOM POLICY**

- 15.1 All coaching staff that will be in the presence of children in the dressing room shall have at minimum the following certifications: Criminal Record Check and Respect in Sports for Activity Leaders. Designated adult supervisors may be team officials and/or any players’ legal adult guardians, provided that at least **one (1)** designated adult supervisor is a rostered team official.
- 15.2 Doors to dressing rooms must always remain unlocked while occupied.

- 15.3 Players under the age of 19 are never to be left unattended in any dressing room at any time. All players under the age of 19 in any dressing room, before, during, and after a game or practice, must be supervised at all times by at least **two (2)** designated adult supervisors, who must be at least 19 years of age. Standing immediately outside the dressing room doorway with the door ajar is not considered compliant supervision.
- 15.4 Cell phones are prohibited from use in dressing rooms to avoid inappropriate use of cameras.
- 15.5 Vaping or smoking is not permitted in the dressing room.
- 15.6 Drugs and alcohol are not permitted in the dressing room.
- 15.7 In U6 through to U11 Divisions, parents are permitted in the dressing room to assist their child in getting their hockey gear on and off. Once the child is dressed, the parents are required to leave the dressing room. After the game or practice, parents will be permitted back in the dressing room to assist their child in removing their hockey gear, only after the coaching staff has had the opportunity to address their team. U11 players should be encouraged to start tightening their own skates and dressing themselves. Coaches may assist if need be.
- 15.8 In U13 through to U21 Divisions, parents and other individuals may not enter the dressing rooms. The following instances are exceptions: A medical or otherwise emergent situation where the parents' presence may be essential to the wellbeing of their child; an invitation is extended by the coaching staff
- 15.9 It is the responsibility of the Team Manager to ensure that the Two Deep Method of supervision is implemented for his/her team, including the designation of adult supervisors for every game and practice.
- 15.10 Injury Treatment: The safety person should avoid treating injuries out of sight of others. Always use the Two Deep Method when able.
- 15.11 Teams found in violation of the dressing room policy will be suspended pending an investigation.

## 16. REFEREES

- 16.1 Any person wishing to be an on-ice official for CVMHA must:
  - a) Complete the annual certification clinic.
  - b) Hold BC Hockey insurance if not already registered on a BC Hockey team (player/bench staff).
- 16.2 CVMHA will provide notification of all BC Hockey certification clinics for on-ice officials.
- 16.3 CVMHA on-ice officials will be reimbursed their certification fees annually once they have completed a minimum of **ten (10)** games refereed and minimum of **one (1)** development session. The Referee in Chief (RIC) has discretion to withhold reimbursement of certification fees in exceptional circumstances of referee poor performance.

- 16.4 If games are canceled and the RIC or Referee Assignor is not notified the Wednesday prior to the game they will be paid their fees and any required travel allowance, by the offending team.
- 16.5 To book on-ice officials for a game, 72 hours' notice is required.
- 16.6 Any on-ice official that does not show up is to be reported to the RIC and may be subject to discipline.
- 16.7 Where the number of on-ice officials present is less than the number scheduled (1 or more on-ice officials do not attend game), the total fee assessed will be as per the VIAHA Referee Game Official Compensation Rates.
- 16.8 The RIC shall provide the Administrator with a list of all tournament on-ice officials **fifteen (15)** days prior to the commencement of tournament play.
- 16.9 All CVMHA officials shall abide by the Dress Code and Code of Conduct, as outlined by the Referee in Chief. Any infractions are to be dealt with by the CVMHA Discipline Committee accordingly.

## 17. SPONSORSHIP

- 17.1 CVMHA Team sponsorship fees will be set by the Board of Directors on an annual basis as set out in the Sponsorship package. See Appendix II.
- 17.2 Team members, officials and parents are strictly forbidden to solicit local businesses for donations prior to providing a list for approval to the Administrator.
- 17.3 Administrator to provide an updated list of current sponsors once approved to applicable parties on a need-to- know basis.
- 17.4 Each team is permitted to have ONE primary sponsor whose business website link will be featured on our website, arena recognition, and a plaque with team photo.
- 17.5 Secondary team sponsors will receive CVMHA website acknowledgement. See Appendix II.

## 18. MEETINGS

- 18.1 The Board of Directors meetings are only for the duly elected Directors of CVMHA.
- 18.2 Any person that requests to have an item added to the agenda must do so in writing (by email or letter), stating the nature of the request, with **seventy-two (72)** hours' notice.
- 18.3 The President may add or postpone the addition depending on the amount of business already on the agenda but will advise the member as soon as possible. If extenuating circumstances exist, the timeline may be abridged at the President's discretion.
- 18.4 At the completion of the current CVMHA season all Board Directors will receive an honorarium of **five hundred dollars (\$500.00)**. The Director must have attended **seventy-five percent (75%)** of the year's executive meetings to receive the honorarium.

## 19. BOARD DIRECTORS – DUTIES AND POWERS

- 19.1 The President and 1st Vice President shall not be head coaches of any Competitive Teams, except under special circumstances and with approval of the Board of Directors.
- 19.2 Any Director, Committee member, Team official, Team Manager, Competitive or Divisional Coordinator, or any person directly involved in any official capacity, that has a conflict of interest (relative, business partner, etc.) must disclose the conflict of interest, in writing, or in the Minutes of a meeting, and refrain from voting on such issue should it arise.
- 19.3 The nature and manner of any payments for services provided to the Association by Directors must be pre-approved by the Board of Directors in July or August of each year. All payments to Directors must be reported to the Board by the Administrator each quarter, and disclosed in summary form in the annual financial statements.

### **Board Eligibility**

- 19.4 This policy outlines the eligibility criteria for candidates seeking election to the Board at AGM or to fill vacant positions. The objective is to ensure that individuals in Board positions maintain a standard of professionalism and integrity.
- 19.5 **Complaint Record:** Board candidates must not have any substantiated complaints lodged against them that may adversely affect their suitability for a Board position. A substantiated complaint is defined as an allegation that has been investigated and found to be credible.
- 19.6 **Suspension Record:** Board candidates must not have experienced any exceptional suspensions that could raise concerns about their capability to fulfill Board responsibilities. Such suspensions should pertain to conduct that is significantly detrimental to the organization.
  - a) **Exclusion:** The 26-minute player suspension rule during games is excluded from this policy. Such temporary suspensions do not impact the eligibility of candidates for Board positions, as they are considered part of standard game regulations and do not reflect on a candidate's overall professional integrity.
- 19.7 **Review Process:** All Board candidates will undergo a thorough review process, including criminal record check, to assess compliance with the above criteria. The review will include consultations with relevant committees to verify the absence of substantiated complaints and exceptional suspensions.

## **President**

- 19.8 Any candidate running for the role of President must be a current member of the Board and have been on the Board for the two years immediately prior to the Annual General Meeting in which the candidate is running for President.
- 19.9 The President shall preside at all meetings of the Board of Directors, shall preside at Annual General and Special General meetings, and Chair the Discipline Committee.
- 19.10 The President shall be a member of the Finance Committee.
- 19.11 The President shall perform all the duties usually associated with the office of President.
- 19.12 The President shall be impartial, fair, patient, and courteous, while conducting the meetings with tact and decisiveness, and ensuring that all business is attended to.
- 19.13 The President shall have the power to discipline any Team, player, Team official or member, as outlined in the CVMHA Constitution and Bylaws.

## **1st Vice President (Mediator, Complaints/Investigations)**

- 19.14 In the absence of the President, the 1st Vice President shall have all the powers and duties of the President.
- 19.15 As Complaints Investigator, the 1st Vice President shall Chair any Complaints Investigation Committee, with **three (3)** Directors if required.
- 19.16 Team Managers and Divisional Coordinators shall inform the 1st Vice President of all complaints and retain all records in the CVMHA office. Records are confidential.
- 19.17 The 1st Vice President shall attempt to mediate a solution, or attend to the complaint, by way of an investigation of facts surround the complaint and prepare a report for the President.
- 19.18 All correspondence regarding complaints will be mutually shared between all involved parties via 1st Vice President only. Incidents are not considered to be complaints and are to be documented by the Team Manager in the event a formal complaint is brought forward to the 1<sup>st</sup> Vice President. See section 22.3.
- 19.19 The 1st Vice President sits on all Coaches and Approval Selection Committees.

## **Development Coordinator**

- 19.20 The Development Coordinator shall attend Board of Directors meetings as required and liaise with members of the Board of Directors on behalf of the coaches.
- 19.21 The Development Coordinator works with the coaches to ensure that all qualifications are up-to-date and to ensure coaches receive all pertinent information from BC Hockey and other governing bodies.
- 19.22 The Development Coordinator liaises with BC Hockey District Coaching Coordinator regarding coaching clinics and recommends coaches to the Board of Directors for attendance at higher-level clinics.

- 19.23 The Development Coordinator will establish, organize, develop and/or maintain an effective system that will promote the development of coaches, through training programs, clinics, etc., within the Association.
- 19.24 The Development Coordinator must keep an up-to-date coach's profile and perform evaluations of coaches during games and practices. General hockey knowledge is necessary and coaching experience is preferred.
- 19.25 The Development Coordinator administers the selection of candidates for the Coach Selection Committee (CSC) and provides direction to the CSC in fulfilling its mandate to select coaches for the various divisions and presents lists for selection of coaches to the Board of Directors for approval.
- 19.26 The Development Coordinator meets regularly with the coordinators to discuss problems and solutions and coordinates meeting of coaches and players with the RIC or BC Hockey Referee Committee Member (RCM) for better understanding of the rules of the game.
- 19.27 The Development Coordinator will assist with the organization of tryouts/evaluations in all divisions, the resolving of all disputes during tryouts/evaluations with the assistance of PEC and if necessary, releases on-ice format, practices and final Team selections if required. The Development Coordinator chairs the Player Evaluation Committee.
- 19.28 The Development Coordinator shall chair the Coaches Selection Committee.
- 19.29 The Development Coordinator develops, coordinates and/or presents on-ice and dry land programs within the Association.
- 19.30 The Development Coordinator will establish, organize, develop and/or maintain an effective system that will promote the development of coaches.

#### **Treasurer**

- 19.31 Along with ensuring that financial statements are presented to the Board of Directors at every monthly meeting, the Treasurer will represent and report on Duncan Dabber Bingo Society meetings.
- 19.32 The Treasurer is responsible for being the Chair of the Finance Committee.

#### **Equipment Manager**

- 19.33 The Equipment Manager is responsible for inventory, distribution, maintenance, collection, and purchase of all necessary equipment for the Association with Board of Directors approval of a budget.
- 19.34 The Equipment Manager will maintain an inventory of all the Association's equipment and the replacement cost and report this inventory annually to the Board. The Board shall be responsible for obtaining the appropriate insurance on the equipment.
- 19.35 The Equipment Manager will maintain a current ledger of the distribution of all equipment not in storage.

- 19.36 The Equipment Manager will be responsible for the team distribution and collection of all jerseys, pucks, and goaltender equipment.
- 19.37 The Equipment Manager will be responsible for the distribution of equipment according to the policies and procedures set by the Board.
- 19.38 The Equipment Manager is responsible for advising the Board on policies and procedures regarding equipment,
- 19.39 The Equipment Manager is also responsible for ensuring pucks, pylons and any practice equipment required is ready for the start of the season.
- 19.40 The Equipment Manager liaises with the Finance Committee and the Administrator for collection of jersey deposits and their disbursement upon return of jersey.
- 19.41 The Equipment Manager distributes equipment to each team and collects it at the end of the season. See section 4.12 regarding equipment deposits.

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

- 19.42 Referee-in-Chief (RIC) is responsible for setting up a schedule of referees for the Competitive Program and the supervision of a Recreational Program Referee Assignor.
- 19.43 The RIC may appoint a Referee Assignor with no Board voting privileges. The Referee Assignor will be paid a per-game fee as determined by the Board of Directors each year.
- 19.44 The RIC reports to the Board of Directors on the administration of all Association referees and provides the Board of Directors with information relating to BC Hockey rules, regulations, and directives.
- 19.45 The RIC works closely with the Administrator to set up a schedule of referees for each tournament. Also works with each Tournament Coordinator during tournaments to ensure on-ice officiating runs smoothly.
- 19.46 The RIC must have the following qualifications:
  - a) Knowledge of Hockey Canada Playing Rules, procedures, and interpretations.
  - b) Good communication and organizational skills.
  - c) Certification in the Hockey Canada Officiating Program is recommended.

### **Risk Manager**

- 19.47 The Risk Manager is responsible for implementing, administering, and evaluating the Risk Management Program as per BC Hockey rules.
- 19.48 The Risk Manager is responsible for coordinating the development of all volunteers requiring the Hockey Canada Respect in Sport and the Hockey Canada Safety Program (HCSP).
- 19.49 The Risk Manager is responsible to ensure that each Team has a certified Hockey Canada Safety Program Safety Person rostered.

- 19.50 The Risk Manager is responsible to ensure that all policies and responsibilities of the Hockey Canada Safety Program are administered.
- 19.51 The Risk Manager is responsible for ensuring that each Team develops guidelines regarding releasing players from activities and that these guidelines are communicated clearly to parents/guardians of players at the beginning of each season.
- 19.52 The Risk Manager is responsible to ensure that each Team adhere to Policy 10.10 namely, that should a player need to be removed from a practice or game for any reason, the said player is to be accompanied by any **two (2)** adults from the HCSP emergency response system, either a Team assistant coach, Team Safety Person, or designated parent.
- 19.53 The Risk Manager is to ensure that at no time is a player to be in a room without **two (2)** adults present.
- 19.54 The Risk Manager is responsible for ensuring that Hockey Canada return to play policy is strictly adhered to.
- 19.55 The Risk Manager is responsible for ensuring all teams have BC Hockey Special Events forms for all off-ice events.
- 19.56 The Risk Manager is responsible for ensuring all instructors, on-ice and off-ice are insured with CVMHA or have Associate Membership Insurance provided by BC Hockey.

**General Expectations of all Divisional Coordinators (Competitive, Female, U21, U18, U15, U13, U11, Initiation Program Cross Ice)**

- 19.57 Supervise the coaches, managers, and business of the Division.
- 19.58 Ensure that development programs are implemented and delivered to players within the Division.
- 19.59 Coordinate distribution and collection and equipment and jerseys to teams (managers and coaches)
- 19.60 Ensure coaches are aware of and willing to enforce CVMHA/BC Hockey codes of conduct.
- 19.61 Ensure that Head Coach and Managers are not spouses to avoid potential conflict of interest.
- 19.62 Attend Board of Directors meetings.
- 19.63 Represent the interests of the Division and not an individual.
- 19.64 Sit on the Coaches Selection Committee, Approval Committee, and Player Evaluation (PEC) Committee.
- 19.65 Divisional Coordinators must have a child in the Division for which they are responsible. If their child is not in the applicable Division as of September 30th, the Board of Directors may require the Divisional Coordinator to resign. This requirement does not apply to Divisional Coordinators who do not have a child in CVMHA.

- 19.66 Investigate complaints from within the Division and forward them to the Discipline Committee when the complaint cannot be solved to the satisfaction of the complainant.
- 19.67 Sit on Discipline Committee when a complaint comes from within the Director's Division.
- 19.68 Prepare a monthly report to be presented at each monthly Board meeting.

**Competitive Director (including U11 Development)**

- 19.69 General expectations are as outlined in sections 19.53 through 19.64.

*Specific Duties and Responsibilities*

- 19.70 Obtain the registration list from Registrar to determine the number of players trying out for teams.
- 19.71 Distribute applications, collect and recruit coach applicants for the June 15th deadline.
- 19.72 Form Coach Selection Committee as per CVMHA Policy Manual.
- 19.73 Bring recommendations forward to the July executive meeting for endorsement from Board.
- 19.74 Determine which leagues teams will play in.
- 19.75 Determine type of U11 Development program.
- 19.76 Form the Player Evaluation Committee (PEC) chaired by Development Coordinator, with fair, unbiased, knowledgeable hockey people.
- 19.77 Ensure coaches are aware of CVMHA evaluation policies.
- 19.78 Confirm ice allocation with the Administrator.
- 19.79 Coordinate try out ice times with the Administrator.
- 19.80 Obtain Recreational program evaluation times and inform Competitive coaches.
- 19.81 Ensure coaches will bring forward names for managers and assistant coaches for approval.

**Recreational Division Coordinators (U11, U13, U15, U18, U21, and Female)**

- 19.82 General expectations are as outlined in sections 19.53 through 19.64.

*Specific Duties and Responsibilities*

- 19.83 Obtain registration list from Registrar to determine the number of teams.
- 19.84 Confirm ice allocation with the Administrator.
- 19.85 Form the Player Evaluation Committee (PEC) chaired by Development Coordinator, with fair, unbiased, knowledgeable hockey people.
- 19.86 Form balanced teams within their Divisions by utilizing ice breaker/evaluation ice and evaluator(s) feedback to assess and determine player skill levels.

- 19.87 Select of coaches, assistant coaches, and managers. Ensure they have the level of training required by CVMHA or are prepared to attend the necessary clinic to obtain the training. Confirm with the Development Coordinator that the necessary clinics are available.
- 19.88 Oversee the player evaluation/selection process and team composition. Forward team rosters along with volunteer information to the Registrar.
- 19.89 Review with Administrator ice schedules for games and practices.
- 19.90 Advise Team Managers of CVMHA policies and procedures relevant to the Division.
- 19.91 Assist in developing a tournament team if sufficient interest is shown.

**Initiation Program Coordinators (U6-U9)**

- 19.92 General expectations are as outlined in sections 19.53 through 19.64.

*Specific Duties and Responsibilities:*

- 19.93 Conduct coach meetings to establish candidates for returning coaches, and to establish an evaluation process.
- 19.94 Ensure all on-ice instructors receive U6 and U7 program certification or Coach 1 and are familiarized with the cross-ice guidelines as set out by VIAHA.
- 19.95 Provide a list of instructors and managers to the Registrar for the Hockey Canada Registry.
- 19.96 Make and distribute complete ice schedules, date time and place, for all Divisions once ice times have been allocated by the Administrator. All games scheduled must first be assigned a game number by the Divisional Coordinator.
- 19.97 Establish an impartial evaluation process and determine any player movement.
- 19.98 Represent interests of the Division at the Board of Directors Meetings.

**Administrator and Bookkeeper (non-elected, non-voting, paid positions) General:**

- 19.99 The Administrator is a paid, contracted, part-time employee of the Cowichan Valley Minor Hockey Association.
- 19.100 The Administrator reports to the President who will be responsible for matters of general direction and discipline. The Bookkeeper reports to the Administrator.
- 19.101 The function of the Administrator is to assist the members of the Board of Directors in completing the duties of their portfolios and to maintain communication with CVMHA members.

*Salary and Hours of Work*

- 19.102 The Administrator will be paid on an hourly basis, the rate to be set by the Board of Directors and reviewed on an annual basis.
- 19.103 The Administrator will be paid vacation pay in accordance with the BC Employment Standards Act.

- 19.104 The Administrator will maintain regular office hours at the Fuller Lake Arena. These hours will be determined by the Board of Directors and will be posted on the CVMHA website.
- 19.105 While every attempt will be made to maintain consistency in office hours, they can be changed for personal considerations on approval of the President.
- 19.106 While the office hours will be the minimum number of hours per week worked by the Administrator there will be a requirement for additional hours which will be determined by seasonal variations in workload. Completion of these duties may or may not necessitate attendance at the office and the Administrator has the discretion on whether the office will be open during these times.
- 19.107 The Administrator will advise the President of the hours of work in the previous month, broken down by week, prior to the 10th day of the following month.

### *Safety*

- 19.108 All employees are entitled to a safe working environment, free of harassment and abuse from fellow staff, members of the Board of Directors or members of CVMHA.
- 19.109 Any complaints of unsafe conditions, harassment or abuse will be made to the President by the Administrator. The President may accept a complaint verbally or request it in writing.
- 19.110 The President may deal with the matter or refer it to the Discipline Committee.
- 19.111 Any complaint referred to the Discipline Committee will be in writing.
- 19.112 If the Administrator is not satisfied with the action taken by the President, the Administrator will make the complaint in writing to the 1st Vice-President.
- 19.113 Any complaint regarding any action of the President will be made, in writing, to the 1st Vice-President. Please refer to Section 20: Bullying and Harassment of Employees.

### *Discipline*

- 19.114 All issues of discipline will be dealt with by the President.
- 19.115 Any complaint of the conduct or activities of the Administrator will be made in writing to the President.
- 19.116 A complainant will not be advised of the nature of any disciplinary action taken.
- 19.117 A complainant has no right of appeal of a discipline decision made by the President.
- 19.118 On matters other than an appeal by the Administrator, termination or dismissal, the President need not advise the Board of Directors of any disciplinary action.
- 19.119 An appeal, by the Administrator, of disciplinary action taken by the President must be made in writing, to the 1st Vice-President and will be dealt with by the Board of Directors "in camera".
- 19.120 A decision to terminate or dismiss the Administrator will be made by the Board of Directors "in camera".

### *Specific Duties*

- 19.121 The employees' duties will vary from season to season based on the needs of the Association and the Board of Directors.
- 19.122 The Administrator is not responsible for making or interpreting policy but rather communicating and implementing it.
- 19.123 While the Administrator is expected to attend Board meetings, the position on the Board is non- voting.
- 19.124 Despite reporting to the President, the Administrator will, from time to time, complete administrative functions at the request of various members of the Board of Directors.
- 19.125 If there is a concern that the Administrator has been requested to exceed their area of responsibility it should be brought to the attention of the President.
- 19.126 The specific duties of the Administrator will include, inter alia:
- a) Oversee and facilitate the day-to-day administration of CVMHA.
  - b) Coordinate the office communications including receiving, redirecting, or responding to mail, telephone messages, facsimile, and e-mail.
  - c) Manage bank accounts with financial institutions.
  - d) Pay all vendor invoices in a timely way.
  - e) Maintain and monitor all user pay ice and related payments.
  - f) Record monitor and collect all cheques returned for insufficient funds ("NSF") or other reasons.
  - g) Provide financial information to members on request.
  - h) Prepare the yearly budget for the Association.
  - i) Prepare invoices for all parties owing funds to CVMHA.
  - j) Maintain the office including arranging for purchasing or servicing of equipment, ordering supplies, booking the meeting rooms, etc.
  - k) Maintain the file records of the Association.
  - l) Ensure all players are properly registered on the Hockey Canada website and that all monies are collected in accordance with that registration.
  - m) Maintain and monitor all Competitive team financial contribution to EPTF.
  - n) Ensure all coaching, team support staff and team managers' records are up to date and in compliance, including completed courses and criminal record checks.
  - o) Attend and provide administrative support for Board and General Meetings including preparing and distributing agendas, taking, transcribing, and distributing minutes.

- p) Attend functions of affiliated organizations where appropriate.
- q) Secure facilities for General Meetings, Divisional Meetings, BC Hockey and Hockey Canada Clinics and preparation for these meetings, where applicable.
- r) Book clinics with BC Hockey, advise membership of availability of clinics both in Cowichan Valley and elsewhere, and reimburse attendees when appropriate.
- s) Register players and complete maintenance of the Hockey Canada Registry, roster teams, appraise Board of Directors of current registration, ensure credentials and certifications of coaches, managers, and safety staff.
- t) Assist the Finance Committee in duties including deposits, invoicing, cheque writing, and NSF recovery.
- u) Hold signing authority on behalf of CVMHA. Although the Administrator may assist in the preparation of financial reports, they are not responsible for the contents of same.
- v) Sit on the Finance Committee.
- w) Secure and allocate all ice to the appropriate persons. Prepare all schedules including tournaments.
- x) Advise the referee-in-chief of game schedules. Assist in tracking and payment of officials.
- y) Liaise with affiliated organizations including BC Hockey, Hockey Canada and VIAHA and ensure required reporting is completed in a timely manner.
- z) Organize photo night, track fundraising activities and sponsorships.
- aa) Maintain website.
- bb) With the President's approval, may job share some of these duties.
- cc) Serve as a resource person for all members of the Board of Directors and complete functions as appropriate. Maintain communication with the members of CVMHA by personal contact in the office, mail-outs, mass e-mails and directing the webmaster on content of [www.cowichanvalleymha.com](http://www.cowichanvalleymha.com).
- dd) Comply with the Gaming Branch, and apply for the yearly Gaming Grant.
- ee) Complete and file Event and Summary Reports for Gaming licences.
- ff) Present the Board of Directors with an annual schedule of tournaments and related fees, for the Board's review and approval. Apply to VIAHA and BC Hockey for all approved tournaments, as applicable.

19.127 The specific duties of the bookkeeper will include:

- a) Posting and allocating all accounting transactions.
- b) Recording cash receipts and bank deposits.

- c) Conducting a monthly reconciliation of every bank account and providing it to the Treasurer. This will include a cover sheet showing the bank balance, outstanding items, and the reconciled balance; to prove it balances with the corresponding ledger balances for each bank account. It will include copies of the bank statements and the Sage ledger of all bank accounts.
- d) Conducting periodic reconciliations of all accounts to ensure their accuracy.
- e) Preparing a monthly Trial Balance and issue monthly financial statements.
- f) Providing information to the external accountant who creates the company's financial statements.
- g) Assembling information for external auditors for the annual financial statement review. This will include backup documents and analysis of all items on the balance sheet and accounting for any discrepancies.
- h) Maintain an orderly accounting filing system.
- i) Maintaining the Chart of Accounts.
- j) Preparing and filing quarterly source deduction remittance to CRA.
- k) Complying with Federal government reporting requirements.
- l) Processing payroll in a timely manner.
- m) Prepare T4 Summary and T4 Statements of Remuneration.
- n) Prepare annual WCB report.
- o) Providing clerical and administrative support to management as requested.
- p) Maintaining historical records by filing documents.
- q) Maintaining up to date accounting program.
- r) Provide monthly Sage backups to the CVMHA office.

## 20. BULLYING AND HARASSMENT OF EMPLOYEES OF CVMHA

20.1 Refer to Section 27: MALTREATMENT, BULLYING, AND HARASSMENT.

## 21. COACH RESPONSIBILITIES

21.1 Recreational coaches must hold the following certification:

- a) All coaches U6-U21 must have a valid Criminal Record Check (CRC).
- b) For U6 and U7 and U8 and U9 level coaches must hold Respect in Sport, Hockey Canada Coach Level 1, and Concussion Awareness Training Tool (CATT) certifications.
- c) All coaches from U11 to U21 Divisions must hold Respect in Sport, Hockey Canada Coach Level 2, and CATT.

- 21.2 Competitive coaches must hold Respect in Sport, Hockey Canada Developmental 1 (Intermediate), and CATT and must meet all requirements of BC Hockey, including a valid CRC.
- 21.3 All U11, U13, and U15 head coaches must complete checking skills clinic.
- 21.4 All coaches, both Recreational and Competitive, are to hold a mandatory Team meeting on or before September 30th of the current year. It is suggested that they hold regular Team meetings throughout the season.
- 21.5 Coaches must ensure the development of all players but be reasonable with their demands of the players.
- 21.6 Ridiculing, yelling, or otherwise degrading players for errors or losing a competition is not condoned by CVMHA.
- 21.7 Coaches must not overplay the more talented players. Recreational hockey players shall receive an equal share of ice time unless disciplinary action is necessary.
- 21.8 In Competitive hockey, coaches shall make every attempt to ensure that ice time is made up to players that are not on “special teams” (e.g., power play, penalty kill).
- 21.9 The Development Coordinator will monitor all coaches throughout the season. Should a coaching complaint arise, the Team Manager, Competitive Director, applicable Divisional Coordinator, or Development Coordinator will notify 1st Vice President to investigate the complaint.
- 21.10 Coaches will ensure that all players are properly dressed for on-ice and off-ice activities.
- 21.11 The Head Coach shall have the authority to suspend any player on the Team, with just cause, for **one (1)** game and must notify the President immediately upon doing so. See section 9.25 regarding benching.
- 21.12 If the coach feels further action is necessary, they must notify the President and in consultation with the President, will proceed as deemed appropriate.
- 21.13 Coaches must attend any coach meetings required throughout the season.
- 21.14 The Development Coordinator must be informed of any coach suspensions within 24hours of the notification of the suspension.
- 21.15 Note: It is expected that all CVMHA coaches (Recreational and Competitive) shall support AP movement to further develop a player’s abilities.
- 21.16 Ensure that team is adhering to the two deep rule. See sections 14.8, 15.9, 15.10, 22.20, 25.17, and 26.11.
- 21.17 Non-Parent coaching applicants for Competitive teams will be given preference over parent applicants when and if equally qualified to promote and foster a non-biased team environment.
- 21.18 Assistant Coaches taking Development 1 will be reimbursed only after 2 seasons of coaching for CVMHA.

## 22. TEAM MANAGER RESPONSIBILITIES

- 22.1 To notify the appropriate Divisional Coordinator of any exhibition games.
- 22.2 Maintains regular communications with Divisional Coordinators and the Administrator.
- 22.3 Team Managers are to notify the 1st Vice President verbally of all minor complaints / incidents upon receipt of them. This ensures the 1st Vice President can keep an accurate record of events should a formal complaint be brought forward. Minor complaints and / or incidents are to be tracked and kept in writing by the Team Manager understanding that if a formal complaint arises the incident reports may be revisited and investigated.
- 22.4 Team Managers are to enforce the use of the 24-hour rule when dealing with complaints.
- 22.5 Those individuals with a complaint are to reassess their concern after a 24-hour period has elapsed and if they still feel strongly about their concern, they are to put same in writing and provide to the Team Manager.
- 22.6 The Team Manager is to attempt to mediate any minor complaints. Those that cannot be successfully mediated will be forwarded to the Divisional Coordinator for further mediation and
- 22.7 Complaints that cannot be resolved in consultation with the Divisional Coordinator will be forwarded by the Divisional Coordinator in written (letter or email) form to the 1st Vice President at which time it will be handled strictly as per the procedures in CVMHA By-Laws Part 8 as appropriate.
- 22.8 All complaints are to be presented to the 1st Vice President by email, or in letterform and delivered either by hand or by Canada Post.
- 22.9 The Team Manager is responsible for the collection of Team jerseys; the delegation of Team duties such as fundraising, media coverage, time keeping, etc.
- 22.10 The Team Manager must ensure that all game sheets are forwarded to the League Commissioner within **seventy-two (72)** hours of the game, and that sheets are properly filled out and legible.
- 22.11 The Team Manager must communicate to parents all CVMHA policies and procedures relevant to the Division.
- 22.12 The Team Manager is the key to a successful year and will:
  - a) Be available to parents that need to talk, a good listener and an effective liaison between parents and coaches.
  - b) Be always diplomatic and fair.
  - c) Direct problems to the Divisional Coordinator and the 1st Vice President for investigation.
  - d) Be intolerant of any abuse of officials, players, or opponents by parents and/or other spectators.

- 22.13 All Team Managers are encouraged to maintain good sponsor relations. This means establishing and maintaining an appreciative relationship.
- 22.14 A game schedule, personal invitation to games/playoffs, team photo, Christmas card, a thank-you at year-end and an invitation to the year-end banquet or wind up shall be given to the Team sponsor.
- 22.15 Team Managers will notify the RIC of all home exhibition games.
- 22.16 Ensure that the League Commissioner is kept informed of all tournament and exhibition games that are outside of regular league play.
- 22.17 The Team Manager is responsible for the return of all equipment by March 31st. Jerseys must be handed in, in complete sets. Any jerseys that are not being used for the current season can be handed into the Equipment Manager.
- 22.18 Team Managers are approved by the Approval Committee (see Appendix I).
- 22.19 Team Managers and Coaches must be at arm's length, unless with Executive Approval.
- 22.20 **Team Managers must ensure that the coach and the Team are adhering to the two deep rule. See section 25.17.**

## 23. COACH SELECTION COMMITTEE

- 23.1 Each season a Coach Selection Committee (CSC) will be formed by the 1st Vice President; this Committee will consist of a maximum of **five (5)** members.
- 23.2 The Board of Directors must approve these Committee members.
- 23.3 The Development Coordinator Chairs this Committee.
- 23.4 The main purpose of this Committee is to interview all coaching applicants and to recommend coaches to the Approval Committee for each of the coaching positions.
- 23.5 In situations where a member of the CSC has a child in a particular Division, or is a coach applicant, the member(s) will remove themselves from coach recommendations in that Division to eliminate any possible conflict of interest.
- 23.6 The Committee will decide on whether returning coaches who coached the previous year will need to be interviewed.
- 23.7 Returning coaches with discipline or major complaints on file will be interviewed while exemplary coaches may be excluded from interviews.
- 23.8 The CSC must approve all Team coaches.

## 24. COACH SELECTION POLICY

- 24.1 This policy addresses the following aspects of Coach Selection within CVMHA:
  - a) Coach Application Process and Timelines;
  - b) Selection Criteria;

- c) Single vs. Multiple Applicants;
- d) Selection of Assistant Coaches/Bench Staff;
- e) Final Coach and Bench Staff Approvals;
- f) Appeals of Coaching Appointments.

**Coach Application Process and Timelines**

- 24.2 The Development Coordinator of CVMHA is responsible for implementing a Coach Selection Process each year.
- 24.3 Individuals wishing to apply to coach Recreational teams within CVMHA must complete an application (available on the CVMHA website) and submit it by the deadline indicated on the CVMHA website. Emails with your intent do not constitute an application.
- 24.4 Individuals wishing to apply to coach Competitive team within CVMHA must complete an application (available through Spordle) and submit it by the deadline indicated by CVMHA. Emails with your intent do not constitute an application.
- 24.5 Coach applicants must provide current proof of all certifications as requested in the event CVMHA does not have this information on file.
- 24.6 Coach applicants who do not yet hold the appropriate coaching certification(s) for the level in which they are applying to coach can still apply. They must indicate on the application their intent to register in the appropriate certification course(s) for the coming hockey season. If selected as a coach, certification requirements must be met by dates required by CVMHA as per BC Hockey and VIAHA deadlines.
- 24.7 Coach applicants must have completed a CVMHA Criminal Record Check within the last **three (3)** years with their application. Apply online through the BC Hockey website.
- 24.8 All bench staff must have completed the Respect in Sport for Activity Leaders and CATT through BC Hockey prior to the hockey season.

**Coach Selection Criteria**

- 24.9 At minimum, the following criteria shall be used by selecting suitable applicants for approval as coaches:
- 24.10 Certification: coaches currently hold, or will hold by the BC Hockey deadline, the division applicable coaching clinics, Respect in Sports for Activity Leaders, and CATT. Failure to do so will make you ineligible.
- 24.11 Experience: Coaches have the necessary experience and background to effectively coach and mentor the young athletes they have applied to coach.
- 24.12 Appropriate: Coaches have a current CRC, have not faced any adverse discipline or other action from CVMHA, or as a member of any minor hockey or other amateur sport/youth association and will be a suitable role model for the team in which he/she is responsible for.

- 24.13 The CVMHA Coach Selection Committee may request letters of reference prior to coaching evaluations and a seasonal coaching plan. In addition, a personal interview may be conducted.

#### **Single vs. Multiple Applicants**

- 24.14 If two or more coach candidates qualify and apply to coach the same Recreational or Competitive team, the Coach Selection Committee shall appoint all the coaches for said Division.
- 24.15 The Coach Selection Committee shall include the CVMHA Vice President and applicable Divisional Coordinator, plus 2 others appointed by the Board as per section 23.1.
- 24.16 The same pre-determined criteria and interview questions will be asked of each competing team coach candidate to ensure the selection process is fair and consistent.

#### **Selection of Assistant Coaches/Bench Staff**

- 24.17 Assistant coaches shall be selected by the team's head coach after roster and submitted for approval by the Coach Selection Committee by Sept 30th. Interviews will not be conducted for assistant coaches.
- 24.18 In instances where a team head coach is unable or unwilling to select his or her assistant coach(es), the coach shall refer the matter to the Coach Selection Committee for resolution.

#### **Final Coach and Bench Staff Approvals**

- 24.19 Team coach selections shall be finally approved by the Coach Selection Committee.

#### **Appeals of Coaching Appointments**

- 24.20 Coaching appointments may be appealed to the Appeals Committee.

## **25. PLAYER AND TEAM OFFICIALS CONDUCT**

- 25.1 There will be strict adherence to BC Hockey policy concerning hazing, as follows:
- a) Any player or Team member found to be involved in the practice of hazing or "initiation" of players on a Team will be suspended for **one (1)** year.
  - b) Any manager, coach, or Team executive member, who knowingly allows hazing or initiation to take place, will be suspended for **one (1)** year.
- 25.2 CVMHA adheres to Hockey Canada and BC Hockey's Maltreatment, Bullying and Harassment Protection and Prevention Policy.
- 25.3 Drugs, alcohol and tobacco products and any illegal actions are not allowed during Team functions. Zero tolerance with immediate suspension shall result.
- 25.4 All incidents of the above-noted infractions must be report to the 1st Vice-President.
- 25.5 Parents/guardians of players that contravene rules or allow their children to disregard the rules shall be held responsible.

- 25.6 The CVMHA and its Team officials will not be held responsible for the actions of any players, parents or guardians that contravene Hockey Canada, BC Hockey, and/or CVMHA policy and rules.
- 25.7 When Teams are playing away at tournaments or Provincial Championships, the parent/guardian, if present, is responsible for their child's adherence to the rules and policies of this Association.
- 25.8 If the parent/guardian is not present, then it becomes the Team officials' duty to see that players adhere to the rules and policies.
- 25.9 All Team officials are obligated to report any infractions of the rules or policies that they are aware of to the CVMHA 1st Vice President to avoid Association liability, to mitigate possible liability in the future.
- 25.10 It is recommended that all CVMHA Teams that travel always have adequate adult supervision. It is recommended that U18 players shall not drive themselves to out-of-town games.
- 25.11 All CVMHA Teams must shake hands with opponents with their gloves removed at the end of the game, unless otherwise directed by the referee.
- 25.12 Notify the coach or Team manager if a player cannot attend a game or practice.
- 25.13 The Dress Code is as follows:
- a) Competitive Teams: Dress shirt with approved team jacket or dress coat, dress pants and dress shoes are to be worn to all games. Or tracksuits, at the coach's discretion.
  - b) There will be no jeans, or jean jackets worn to games.
  - c) Jerseys are to be worn for games only, unless approved by the Board of Directors.
  - d) Jerseys are to be carried outside the equipment bag to avoid damage.
- 25.14 Criminal Record Checks (CRCs) must be completed by all Team Managers, coaches, assistant coaches, officials, and Board Directors and then placed on file with CVMHA no later than November 30 of the current hockey season. CRCs will remain valid with CVMHA for **three (3)** years.
- 25.15 Any person that CVMHA has not received a CRC from by that date will be suspended until the CRC has been received and is on file.
- 25.16 Prior CRCs may be used providing they have been done no earlier than **three (3)** years prior to September of the current hockey season.
- 25.17 **The two deep rule must be strictly adhered to by all Divisions. One person must be rostered as bench staff and hold all required qualifications. Teams to be found non-compliant will be subject to suspension.**

## 26. PARENT/GUARDIAN ROLE AND RESPONSIBILITIES

- 26.1 All parents/guardians are encouraged and expected to participate in the team's activities (e.g. scorekeeping, fundraising, tournaments, etc.). Parental cooperation is essential for a successful year.
- 26.2 Every effort must be made to have players at the arena on time to minimize disruption for the rest of the Team.
- 26.3 Any parent/guardian or member exhibiting inappropriate conduct will be reported to the Vice President.
- 26.4 The President may suspend any parent/guardian or member exhibiting inappropriate conduct depending on the severity and nature of the conduct.
- 26.5 Cheering, yelling, and applauding are all encouraged, when positive in nature. It is inappropriate to ridicule players and/or officials during a game.
- 26.6 Parents/guardians are not permitted near the players or penalty box during a game unless requested by the coach or if an injury has occurred.
- 26.7 Parents/guardians should familiarize themselves with Section 14 Risk Management of this Hockey Operations Policy Manual, which outlines the CVMHA protocol for injured players returning to regular play.
- 26.8 All complaints are to be presented to the Team Manager. No verbal complaints will be entertained. See section 22.3.
- 26.9 Team Managers will notify 1st Vice President of any complaints.
- 26.10 Parents will adhere to VIAHA Regulation #5.03 that a parent/guardian of players must complete the RIS for parents by prior to registration access.
- 26.11 **Ensure that team is adhering to the two deep rule. See sections 14.8, 15.9, 15.10, 22.20, 25.17, and 26.11.**
- 26.12 **STRICT ADHERENCE TO ALL THE ABOVE IS REQUIRED OR DISCIPLINE MAY RESULT.**

## 27. MALTREATMENT, BULLYING, AND HARASSMENT

- 27.1 Maltreatment, Bullying, and Harassment in any form will not be tolerated by CVMHA. CVMHA adheres to [Hockey Canada and BC Hockey Maltreatment, Bullying and Harassment Protection and Prevention Policy](#), including the definitions of Maltreatment, Bullying and Harassment established in that policy. This Section 27 applies to Maltreatment, Bullying, and Harassment of any CVMHA Participant as defined in the Hockey Canada and BC Hockey policy:

***Participant*** means any player, coach, manager, volunteer, doctor, trainer, administrator, director or any other individual who is registered or affiliated with a club, team, association, league, sports school, sports school with residence, or any similar entity registered with BC Hockey which participates in games or activities of any kind sponsored or organized by BC Hockey or any of its member partners.

For clarity, this includes paid employees of CVMHA.

- 27.2 All CVMHA personnel (staff, volunteers, team, or on-ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment, which includes:
- a) Refraining from Maltreatment, Bullying and Harassment and responding appropriately to minor and serious incidents of harassment or bullying.
  - b) Minor incidents of Harassment or Bullying should be corrected promptly and informally, taking a constructive approach and with the goal of bringing about a change in negative attitudes and behaviour.
  - c) More serious incidents of Maltreatment, Bullying and Harassment should be dealt with according to Hockey Canada and BC Hockey Maltreatment, Bullying and Harassment Protection and Prevention Policy, including the reporting requirements contained therein.
  - d) Complaints should be handled in a timely, sensitive, responsible, and confidential manner.
  - e) There shall be no tolerance of reprisals taken against any party to a complaint.
  - f) All incidents should also be reported to the Team Manager for accurate record keeping.
- 27.3 All CVMHA personnel have a duty to report any form of Maltreatment, Bullying or Harassment as soon as practical under the circumstances. The obligation to report is an ongoing one and is not satisfied by making an initial report. The obligation includes reporting, on a timely basis, all relevant information of which the Participant becomes aware. CVMHA personnel may have a corresponding duty to report the offending behaviour to law enforcement and/or child protection agencies depending on the nature of the Maltreatment, Bullying or Harassment.
- 27.4 Complaints that are related to violations of this policy should be filed firstly with the 1<sup>st</sup> Vice President and follow due process. If the complaint is about the 1<sup>st</sup> Vice President, the Complaint should be filed with the President. If the Complainant construes there may bias within CVMHA, or the allegation is one of such severity with high consequence then the Complainant has a choice to file their complaint with VIAHA's Executive Director or with Safe Sport's Independent Third Party (ITP). ITP follows a mandate for which complaints are accepted and investigated. Complaints that do not fall within their mandate will be returned to VIAHA.
- 27.5 Harassment may occur among anyone between peers (e.g.: player to player of the same age group, parent to official, coach to coach) or between someone in a position of power or authority and an adult in a subordinate position (e.g.: coach to player, sports administrator).
- 27.6 The names of parties and the circumstances of the complaint should be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.

- 27.7 Players and other members of member organizations are expected to refrain from harassing or bullying behaviour and are encouraged to report incidents of harassment or bullying.
- 27.8 CVMHA recognizes the negative impact of all types of Maltreatment, Bullying and Harassment on personal dignity, individual and group development and performance, enjoyment of the game and, in some cases, personal safety.
- 27.9 At the same time, CVMHA recognizes that not all incidents of Maltreatment, Bullying and Harassment are equally serious in nature and in their consequences. Maltreatment, Bullying and Harassment cover a wide spectrum of behaviours, and the response to those forms of behaviour must be equally broad in range, appropriate to the behaviour in question, and capable of providing a constructive remedy. The process of investigation and resolution of any complaint of Maltreatment, Bullying or Harassment must be fair to all parties, allowing adequate opportunity for the presentation of a response to all allegations by the Respondent.
- 27.10 **Child Abuse: CVMHA realizes that adults working closely with minors are in a unique position to detect abusive situations. Therefore, all CVMHA personnel (Directors, employees, coaches, team officials, parents, and all other adults involved in CVMHA activities) have a heightened reporting responsibility to ensure the safety of children in the Association, by knowing the requirements of the applicable provincial/territorial child protection legislation and following through as required. Everyone involved in CVMHA-sanctioned activities should be aware that child abuse may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report actual or suspected child abuse places a minor at an ongoing risk of harm and, therefore, anyone who does not report actual abuse, or a reasonable suspicion of abuse, may be liable under provincial child protection legislation which may include conviction for failure to report. Anyone making a report of suspected child abuse to a child protection agency or law enforcement is protected against civil action, unless that person is proven to have acted maliciously or without reasonable grounds for the suspicion.**
- 27.11 Maltreatment of Volunteers: It is imperative to maintain a respectful and supportive environment within CVMHA, recognizing the invaluable contributions of our volunteers. Maltreatment of volunteers undermines morale, hinders our mission, and violates trust, ultimately impacting the experience of those who matter most: the players. Any member found to be responsible for the maltreatment of volunteers will face appropriate disciplinary action, which may include counseling, suspension, or revocation of membership from the association. Decisions will be made following a thorough investigation to ensure fairness and transparency.

## 28. EXTERNAL CAMPS

- 28.1 CVMHA will not endorse any specific camps.
- 28.2 CVMHA will advertise through Facebook and/or website any camps or hockey schools with only information supplied by same.
- 28.3 will not share player lists or information with any camp or hockey school instructors or coordinators.

## APPENDIX I – COMMITTEES

| Committee                                  | Purpose  | Approval Authority Held by the Committee                         | Who Appoints the Appointed Members | Committee Members (Positions)   | Who is on the committee for 2025/26?  |
|--|--|--|------------------------------------|---|---|
| <b>Finance Committee</b>                   | Oversee CVMHA's finances, prepare the annual budget, supervise accounting and bookkeeping, report to the Board.        | None   | N/A                                | - Treasurer (Chair)<br>- President<br>- Administrator   | - Sheri Berard<br>- Anthony Windsor<br>- Kathy Irving   |
| <b>Discipline Committee</b>                | Discipline members for violations of CVMHA bylaws, regulations, and/or policies.                                       | Discipline members appropriately, depending on circumstances.    | Board of Directors                 | - President (Chair)<br>- Two additional Directors if needed<br>- Divisional Coordinator (if complaint comes from their Division)  | - Anthony Windsor<br>- Others appointed by the President as needed                                |
| <b>Complaints Investigation Committees</b> | Investigates complaints. A Complaints Investigation Committee is struck for each complaint.                            | Determine appropriate response to complaints.                    | 1st Vice President                 | - 1 <sup>st</sup> Vice President<br>- Divisional Coordinator (if related to player evaluation)<br>- Other Directors as required   | - Cynthia Wakelin<br>- DC if related to evaluation<br>- Others as appointed by 1 <sup>st</sup> VP |
| <b>Appeal Committee</b>                    | Respond to appeals of suspensions of members and coaching appointments. An Appeal Committee is struck for each appeal. | Accept or deny appeals of suspensions and coaching appointments. | President                          | - Up to two Directors<br>- Up to three other persons  | - Appointed by the President in each case   |
| <b>Coach Selection Committee</b>           | Evaluates coaching applications and recommends coaches to the Approval Committee.                                      | None   | Board of Directors                 | - Development Coordinator (Chair)<br>- 1 <sup>st</sup> Vice President<br>- Up to three other appointed Directors  | - Thomas Webber<br>- Cynthia Wakelin<br>- Patrick McNary  |
| <b>Approval Committee</b>                  | Approve all appointments of team officials (coaches, managers, safety persons).  | Approve all team officials.                                      | N/A                                | - President (Chair)<br>- 1 <sup>st</sup> Vice President<br>- Divisional Coordinators (for approvals in their own Divisions)<br>- Administrator (for Team Manager approvals) | - Anthony Windsor<br>- Cynthia Wakelin<br>- Divisional Coordinators<br>- Kathy Irving             |
| <b>Player Evaluation Committees</b>        | Evaluate players and draft the rosters for the team(s) in their respective Divisions.                                  | Player selection.  | Development Coordinator            | - Development Coordinator (all PECs)<br>- Divisional Coordinator (for the applicable Divisions)<br>- Any additional evaluators  | - Thomas Webber<br>- Divisional Coordinators<br>- Additional evaluators if needed                 |
| <b>Nominating Committee</b>                | Conducts recruitment of Board Directors for CVMHA.   | None   | Board of Directors                 | - Up to three Directors appointed by the Board  | - <b>TBA</b>  |
| <b>Policy Review Committee</b>             | Conducts the annual review of the CVMHA Policy Manual and makes recommendations to the Board of Directors.             | None   | Board of Directors                 | - Administrator<br>- Up to three additional Directors as appointed by the Board   | - Kathy Irving<br>- Cynthia Wakelin<br>- Patrick McNary   |
| <b>Competitive Banquet Committee</b>       | Collect banquet fees and organize annual Competitive banquet.  | Establish annual banquet fee.                                    | Competitive Director               | - Competitive Director<br>- Up to two other appointed Directors   | - Jamie Burno<br>- <b>TBA</b>   |
| <b>Memorial Tournament Committee</b>       | See "Memorial Tournament Committee" section of the Policy Manual.  | Disbursement of money from the fund.                             | Board of Directors                 | - Administrator (Chair)<br>- Two other appointed members  | - Kathy Irving<br>- Kirsten Arnold<br>- Petra VenDeventer   |
| <b>Ethan Stone Memorial Committee</b>      | See "Ethan Stone Memorial Fund" section of the Policy Manual   | Provide awards from the fund.                                    | Board of Directors                 | - Treasurer (Chair)<br>- Two members of the Stone family  | - Sheri Berard<br>- Melissa Stone<br>- Andy Stone   |

## APPENDIX II – SPONSORSHIP PROGRAMS



### **Primary Sponsorship – Suggested \$1,000.00 and up**

**\*Teams may only name 1 primary sponsor, who receives the below. Any other sponsorships are secondary regardless of amount paid.\***

- A sponsorship plaque that includes a picture of your sponsored team.
- A schedule of all league games, including away games.
- Any team game results in local papers will include your business e.g., "Duncan Auto Parts U18 T3"
- Your sponsored team will be available to you for any events you might have.
- Your company's website link featured on our CVMHA web site.
- Thanks, and recognition in all Cowichan Valley on both our arena display boards.
- Banners are optional and at the expense of the team or sponsor.

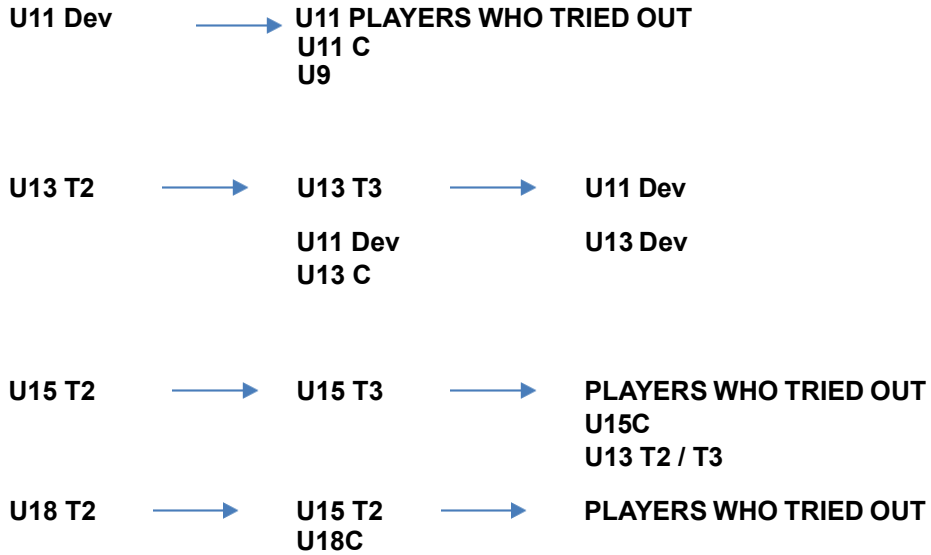


### **Secondary Sponsorship – Any Denomination**

- Your company's website link featured on our CVMHA web site.
- Thanks, and recognition in all on both our arena display boards.
- Banners are optional and at the expense of the team or sponsor.
- Any team game results in local papers will include your business e.g., " Home Hardware U13-T3".

## APPENDIX III – AFFILIATE PLAYER GRID

U6, U7, and U8 players shall not be used as affiliate players.



All affiliate players affiliating to Competitive teams will pay **ten dollars (\$10.00) per ice time** (games, practices, and skills development sessions) to the team, except that the first two ice times shall be free of charge.