

# CVMHA GUIDELINES 2017

## 1.0 CVMHA PHILOSOPHY : Vision and Mission

- a. To foster among its members, supporters and teams a general community spirit.
- b. To have and exercise the general care, supervision and direction over the playing interest of its teams and players.

## 2.0 CVMHA PROGRAMS

The CVMHA supports five hockey programs; **INITIATION** for beginners, **NOVICE**, **ATOM**, **RECREATIONAL (Pee Wee through Midget)**, and/or **COMPETITIVE (Pee Wee through Midget)**.

### 2.1. Definitions

**Practice:** All players on ice for entire session. Can include pond hockey while other players are involved in skill stations.

**¾ Ice Slots:** Three teams on ice at one time. Two teams in controlled scrimmage from blue line to far end while one team working on applicable Initiation Program skills from same blue line to nearest goal line. Teams rotate from game station to skill station on fixed time intervals. The intent is to have all players on ice at all times.

**Pond Hockey** Cross ice ½ ice scrimmages. Low organization, no fixed amount of players, no positional play, multiple pucks, emphasis on fun. A high level of puck contact stressed.

### 2.1.1 Initiation Program

This program is designed for beginners generally ranging from five (5) to eight (8) years of age. They progress at different rates. The emphasis is on enjoyment and skill acquisition. The CVMHA has adopted the Hockey Canada Initiation Program, and all Initiation coaches are expected to adhere to the Hockey Canada Initiation manuals in coaching and developing players.

### 2.1.2 Objectives:

- To have fun
- To stimulate interest in hockey and a desire to continue participation
- To develop basic hockey skills, the concepts of cooperation, sportsmanship, and leadership
- To encourage initiative, and
- To prepare players for further participation in CVMHA hockey programs

### 2.1.3 Structure

#### *Initiation A*

<b>Objective:</b>	Emphasis on fun and skill development
<b>League:</b>	Scoreboard is not used and there are no league standings
<b>Teams:</b>	Smaller ability groups within a larger group; 12 to 14 players each
<b>Age:</b>	Generally 6 years and younger or in their first or second year of hockey
<b>Coaches:</b>	Initiation instructors utilizing integrated station approach
<b>Misc:</b>	- Practice to game ratio of 3:1 No full ice games

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## **Initiation B / Minor Novice**

<b>Objective:</b>	Emphasis on fun and skill development
<b>Age:</b>	Seven (7) and (8) years old in their third year of hockey
<b>Coaches:</b>	Initiation instructors utilizing integrated station approach
<b>Misc:</b>	Practice to game ratio of 3:1

## **Initiation C / Major Novice**

<b>Objective:</b>	Emphasis on fun and skill development. Introduce team concepts.
<b>Teams:</b>	Teams with a maximum 14 to 16 players each.
<b>Age:</b>	Eight (8) years old in their fourth year of hockey
<b>Coaches:</b>	Initiation instructors utilizing integrated station approach and full ice drills
<b>Misc:</b>	- Practice to game ratio of 3:1 until December 31 then 2:1 for balance of season.

## **Initiation D / ATOM**

<b>Objective:</b>	Emphasis on fun and skill development. Develop team concepts.
<b>Age:</b>	Nine (9) and (10) years old in their fifth year of hockey
<b>Coaches:</b>	Atom instructors utilizing integrated station approach and full ice drills - Dressed goaltenders on a rotational basis

## **2.1.4 Player Movement**

All player movement should be in line with BC Hockey and Hockey Canada (outlined in 2.3.5)

## **2.1.5 Team Selections**

Head Coaches in the Atom level formulate equally balanced teams. Teams and coaches and teams are matched dependent on where Coaches' child is placed. Some fine tuning may be required for specific requests at the discretion of the Head Coach of that division.

## **2.1.6 Coaches**

- a) All coaches of HC - carded teams shall acquire coaching qualifications as required by BC Hockey regulations.
- b) It is compulsory for all coaches of all non - HC carded teams (including Hockey 1-4 teams, Tyke/Novice teams, Atom "A" teams, and "C" teams in the Atom division and above) to have attended the Coach 2 - Coach Level clinic by not later than December 1st of the current season or to hold Coach 2 - Coach Level "trained" status from a prior season. A coach who does not meet this requirement by December 1st of the current season shall be ineligible to participate with a non-HC-carded team for the remainder of the current season.

**Note :** To receive Coach 2 - Coach Level "trained" status in subsequent seasons, a coach (Head Coach or Assistant Coach) of a non-HC-carded team must complete the Coach 2 - Coach Level "post task" workbook and submit the verification form to his/her Coach Coordinator for review, sign off, and submission to BC Hockey **prior to March 31st of the current season.**

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1986-2005 Levels	2005-2017 Levels	New 2017 Terminology
Initiation Program	Intro. Coach or Hybrid	Coach 2 - Coach Level
Coach Level	Coach Stream or Hybrid	Developmental 1
Intermediate Level	Development 1	

- b) See also “section 4 – Coaches” and “Appendix B – Team Official Qualifications in this document.
- c) For any situations not covered in the Guidelines contact the CVMHA Head Coach for direction.

## 2.2 Recreation Program

This program is designed for recreational and developing players. It includes male and female players, from Atom through to Midget age who want to play hockey as a recreational sport.

### 2.2.1 Objectives

This program is for players ranging from nine (9) to seventeen (17) years of age by January 1<sup>st</sup> of that playing season. The emphasis is on fun, skill development and recreation.

### 2.2.2 Structure

The Recreation program is divided into five Divisions:

**Atom** *Male and Female Open to players age nine (9) or ten (10) prior to December 31 of that playing season.*

**Pee Wee** *Male and Female Open to players age eleven (11) or twelve (12) prior to December 31 of that playing season*

**Bantam** *Male and Female Open to players age thirteen (13) or fourteen (14) prior to December 31 of that playing season*

**Midget** *Male and Female Open to players age (15) to eighteen (18) prior to December 31 of that playing season*

**NOTE: BC Hockey does not recognize a separate Female age group. All female athletes listed within all age groups as listed above.**

### 2.2.3 Overage Players

- a) Players must play as an overage player on the next younger aged Recreation team if there are insufficient players to form a Recreation team in their age appropriate Division
- b) Players may play as an overage player on a younger aged Recreational team under special circumstances (e.g. limited skill development) provided they have the approval of the Coaches involved and the CVMHA Head Coach.
- c) Special rules may apply to overage players during game play based on EKMHA rules.

### 2.2.4 Practices

- a) All Recreational teams will operate with the same basic practice routine as set out in Hockey Canada manuals and from time to time by the CVMHA – utilizing stations, drills, and scrimmages.
- b) Practice to game ratio of 3:1 prior to December 31<sup>st</sup>, then 2:1 for the balance of the season.

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## 2.2.5 In-Town Leagues

- a) Coaches are to make balanced teams for in-town Recreational leagues based on results of tiering program sessions. Coaches doing player evaluations must use CVMHA Tiering program.
- b) Exhibition games may be held early in the season as an aid to evaluation of team balance.

## 2.2.6 Exhibition Games and Tournaments

- a) Recreational team players may participate in out of town tournaments (in addition to East Kootenay League tiering and playoff tournaments)
- b) Recreation team Manager or Coach must at all times notify the CVMHA President with an approved travel permit when teams are scheduled to play out of town.

## 2.2.7 League Play

- a) The parents/players will decide if they will be competitive or recreational at the beginning of the season.
- b) If CVHMA is assessed a fine or cost for failure to appear at scheduled out of town games, the CVMHA Board may assess the team involved the subject fine or cost.

## 2.3 Competitive Program

This program is designed for players with the requisite skill, desire and attitude to play hockey on a team that will represent CVHMA at a competitive level of play in the EKMHA League.

### 2.3.1 Objectives

This program is designed for players ranging from eleven (11) to seventeen (17) years of age. The emphasis is on fun, skill development, and competition.

### 2.3.2 Division/Categories

#### **Pee Wee Competitive**

Will consist of one (1) team that will compete in the EKMHA League and be eligible to compete for the BC Hockey Provincial Competition. It will be composed of the highest skilled players in the division. No restriction on first to second year players. Team should consist of a minimum of twelve (12) players and two (2) goaltenders.

#### **Bantam Competitive**

Will consist of one (1) team that will compete in the EKMHA League and be eligible to compete for the BC Hockey Provincial Competition. It will be composed of the highest skilled players in the division. No restriction on first to third year players. Team should consist of a minimum of twelve (12) players and two (2) goaltenders.

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## **Midget Competitive**

Will consist of one (1) team that will compete in the EKMHA League and be eligible to compete for the BC Hockey Provincial Competition. It will be composed of the highest skilled players in the division. No restriction on first to second year players. Team should consist of a minimum of twelve (12) players and two (2) goaltenders.

## **Female**

Will consist of one (1) team to play in one to the EKMHA League Divisions and be eligible to compete for the BC Hockey Provincial Competition. Team should consist of a minimum of fourteen (14) players and two goaltenders.

## **Single Category Competitive**

CVMHA PeeWee, Bantam, and Midget Rep teams register and compete in the Competitive Category of their respective Division. Competitive Category status is determined by CVMHA's average annual Hockey Canada Insurance Registration of Midget, Bantam, and Pee Wee – aged players from the previous three (3) years being below ninety-five (95) [See BC Hockey Regulation 4: Minor Hockey Categories]. Teams may request playing up in a higher category (e.g. Double "AA") if the team's skill warrants such movement. Requests by a coach to have their team play in a higher category must be submitted to the CVMHA Board no later than December 1st, for review. Only requests that are approved by the CVMHA Board will be forwarded to the BC Hockey at time of player registration (i.e. carding).

### **2.3.3 Player/Team Registration**

- a) All players and officials on Pee Wee, Bantam, and Midget Competitive must be registered on the HCR teams must be registered (i.e. carded) on Hockey Canada certificated
- b) To form a PeeWee, Bantam and Midget Competitive team eligible for EKMHA League and BC Hockey Provincial competition, a minimum of one (1) certified coach, one (1) certified Safety Person, and twelve (12) players, at least one (1) whom must be a goaltender, shall be carded by December 1<sup>st</sup>. PeeWee Competitive teams do not have to designate one of their players as a goaltender and can rotate players through this position.
- c) There shall be no carded player movement after January 10<sup>th</sup> at the Competitive level with the exception of injury replacements, with CVMHA Board approval.
- d) After January 10<sup>th</sup> in any year, no carded players may play more than five (5) games for a team in a higher carded Division (e.g. Bantam, Midget) or Category (e.g. "AA", "AAA") without CVMHA Board approval.
- e) Carded players shall not play on non-carded teams (e.g. Recreational team).
- f) For more information about Competitive player and team registrations see "Appendix A – Important Dates to Remember"

### **2.3.4 Rep Team Tryouts and Selection Process**

- a) Registered players may try out for a Competitive team in their age-appropriate Division. Refer to BC Hockey for player selection: Link attached here: Manual should be available for Competitive coaches: <https://www.bchockey.net/Administration/ResourcesBCHockeyHandbook.aspx>
- b) Coaches doing player evaluations must use BC Hockey "Coaches Manual" tiering program criteria for

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tiering, Pee Wee, Bantam and Midget division players.

- c) Coaching staff have some very tough decisions to make in their selection of players. Unfortunately, through the process of selection, not everyone will be selected to the teams they are trying out for.
- d) Exhibition games may be held early in the season as an aid to evaluation of individual player strengths, team composition and balance.

## 2.3.5 Player Movement

This policy pertains to CVMHA players seeking to play hockey at a higher or lower Division than their age group. This CVMHA player movement policy is in addition to BC Hockey and Hockey Canada rules and regulations applicable to player movements.

Player movement is not to be interpreted as to permit the strengthening of teams at a particular level by excluding weaker players. Allowing for player movement is intended to permit CVMHA flexibility to move very strong players up a level and very weak players down a level, for the benefit of the player. It is not intended to allow the culling of age levels by skill to form homogenous skill groups.

All-star, rep or select teams of any kind are **strictly prohibited**. Teams of one level shall not be allowed to move as a unit into a higher level.

CVMHA strongly encourages players to play at their age-appropriate level, noting that (i) being able to play with their friends is significant inducement to players remaining interested in the game, and (ii) specific skills in both individual play and team play are taught at each level. Missing a level means the loss of graduated development time to develop those specific skills. For example, moving a player from Atoms to PeeWee means that the player will miss an opportunity to learn about off-sides, changes on the fly and the impact of penalties. In the following year, when that player moves from Atoms to PeeWee, they will have missed a year of development for this particular skill set. It is also noted that learning with one's peers may be preferred, particularly for the older players who want to play with their friends. For these reasons, movement down is discouraged unless absolutely necessary.

It is recognized that for the exceptional player, movement up may be desired. However, it is noted that while on-ice skills may be advanced, off-ice attributes, such as the player's emotional and interpersonal skills, also need time to develop. The decision to move a player up should be based on the assessment of both on-ice skills and off-ice attributes as well as safety. Applications for player movement within the Atoms and up groups is to be made to CVMHA Head Coach, following consultations with the affected players, parents, coaches.

### A. Hockey 1, 2, 3, 4 Program (Novice):

The intent of the Hockey 1, 2, 3 and 4 structures is to ensure that players of each age group (5, 6, 7 and 8-year old's) receive basic hockey development skills appropriate to their age group or peers. This provision does not allow movement of players up or down as per EKRH and BC Hockey.

### B. Atoms and Above:

**Movement to a Higher Age Division:** It is recognized that for the exceptional player, movement up may be desired. However, it is noted that while on-ice skills may be advanced, off-ice attributes, such as the player's emotional and interpersonal skills, also need time to develop. The decision to move a player up should be based on the assessment of both on-ice skills, off-ice attributes, team numbers, and, safety.

CVMHA may or may not support the limited movement of exceptional players to a level one Division higher than the player's own age category or one Division lower than the player's own age category. For player movement to a higher category, it is recognized that there is significant overlap in the skills between age divisions. Therefore, only the very exceptional player(s) may be granted the ability to move. As a guiding principle, the maximum number of players that will be allowed to move is contingent upon space availability in the Division above. CVMHA also reserves the right to invite player(s) to move to a Division higher, based on team composition requirements. For example, a shortage of goaltenders at one level, with an excess at the level below, may result in an CVMHA invitation to play at a higher level.

**Movement to a Lower Age Division:** CVMHA strongly encourages players to play at the age-appropriate level, noting that specific skills in both individual play and team play are taught at each level. Missing a level means the loss of graduated development time to develop those specific skills. It is also noted that learning with one's peers may be preferred, particularly for the older players who want to play with their friends. For these reasons, movement down is discouraged, unless absolutely necessary.

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For player movement to a lower category, it is recognized that there is significant overlap in the skills between age divisions. Consideration for movement will be given primarily to players in their first or second year of hockey, with the exception of Juvenile aged players wishing to play in Midget. As a guiding principle, the maximum number of players shall be contingent upon space availability in the division below.

## **Objectives:**

1. To provide players with an opportunity to play where their demonstrated skills (including on-ice, off-ice attributes, and, safety) are most suited.
2. To provide balance and protect the competitive levels of teams within each age division.

## **Selection Criteria:**

Selection criteria includes, but is not limited to the following:

1. On-Ice Skill Level
2. Attitude/Social Maturity
3. Motivation/Desire
4. Dependability/Commitment
5. Physical Maturity
6. Experience
7. Size of player
8. Team Needs
9. Parental Support

## **Procedure:**

Atoms and Higher:

1. **Application:** Requests for movement to a higher division must be made by the parents or guardians in a written letter to the CVMHA Head Coach no later than September 30th of the current season. In addition, a brief player resume must be submitted, which should include the following key items:
  - a. ice hockey experience and skill level including activities outside of CVMHA
  - b. experience and skill level for sports other than ice hockey
  - c. physical attributes including height and weight
  - d. attitude/social maturity
  - e. motivation/desire/dependability/commitment
2. **Requests for movement to a lower division** must be made by the parents or guardians in a written letter to the CVMHA Head Coach no later than September 30th of the current season.

**NOTE 1:** An exception to the above dates will only be made for players registering after the deadline dates noted above, or at the discretion of the CVMHA Board, if team composition requires it.

**NOTE 2:** Players requested by CVMHA to move divisions will not be required to submit a written application or resume.

**NOTE 3:** The application must be completed in full and to the CVMHA Board's satisfaction, prior to any evaluation. Failure to complete the application process shall result in the application being denied.

3. **Number of Players:** Based on the total registration at each level, the CVMHA Board will determine a maximum number of players who can move up or down. Of note, the primary determinants in setting this number shall be the total number of players registered at each level, the number of teams to be fielded, and the CVMHA Board determined number of players per team. This number shall not exceed the number of players needed to field a team, in accordance with the CVMHA Rules and Regulations.

As a guiding principle, the maximum number of players moving from one division to a higher division shall be three players, contingent upon space availability in the division. The final decision of which players move up or down will be based on the number of spaces for players at each level and the results of the evaluations.

**NOTE:** Because the philosophy is to deal with these applications in as timely a fashion as possible, it must be noted that waiting until the final deadline for application could result in all available spaces within a Division being filled prior to the application deadline.

4. **Evaluation Process:** Evaluations will be completed by the CVMHA Head Coach, the CVMHA Risk

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Manager, and, an independent evaluation committee, which will consist of a minimum of two to three evaluators. None of the evaluators shall be coaches within either the Division that the player is currently placed, or the Division that the player would like to move to.

Evaluations will be conducted at the peer level for the player for whom movement has been requested. For example, an Atoms player being evaluated for movement to PeeWee will first be evaluated at the Atoms level. Evaluations shall be scheduled to permit the player to be evaluated as soon as the application is received and the committee is available. Every effort will be made to have the player skate only once with his/her peer level and a decision made within 48 hours.

The following is an example of a possible schedule for a player applying to move:

Sat. Sept. 17th (Warm Up Session) Player skates with peer group and is evaluated. Decision made.  
Sun. Sept. 18th Player moves to the division requested and attends their Warm Up Session.  
Decision made and communicated.

The CVMHA Head Coach will provide a list of all evaluation scores to the CVMHA Board. It will be the responsibility of the CVMHA Board to approve the final player movement requests. Evaluations will be kept confidential and only the CVMHA Board and the Division Manager at that level will have access to this information.

5. **Final Decision Date:** The final decision regarding player movement shall be communicated to the parents, by the CVMHA Board, no later than Oct. 15th of the current season. Once the parent has accepted player movement, the move shall be final, with the exception of team balancing.

6. **Appeals:** No appeals shall be entertained.

- No player will play or practice on two different teams or division, except with special permission from the CVMHA Board.

- A roster of each team must be given to the CVMHA President by December 1<sup>st</sup>, copies of which will be retained on CVMHA files as well as being forwarded to the East Kootenay District Director.

- Any changes initiated by the Coach, in the composition of the team should not take place after December 1<sup>st</sup>, with the exception of injury, illness, discipline, new registrations or any other valid reason.

## 2.3.6 Affiliated Player

### *Affiliation Rules:*

The following affiliation rules should clarify the intended principles of affiliation, ensuring all participants are eligible so that the risk of having ineligible players participating in games as affiliates is reduced.

Definition: An "Affiliated Player" shall mean a player, referred to and approved by the CVMHA board, as: eligible to play, for a team in a higher Category/Division than the team in the Category/Division with whom the player is registered.

**Note:** Initiation players will not be used as affiliated players as per BC Hockey Cross-ice mandate.

1. Affiliations must be declared and filed with the Head Coach prior to an affiliated player being allowed to participate in any game or practice with the hockey team to which he is affiliated. Affiliation will be accepted and endorsed up to and including January 15th of the current hockey season. Affiliation will only be recognized when in accordance with the Hockey Canada Regulations regarding Specially Affiliated Players.

**NOTE:** The use of the Team to Team and Club Affiliation is not permitted for Minor Hockey A



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## Category Teams.

(a) players are added to teams in the Registry by the Registrar and identified as approved 'affiliates' by the CVMHA Registrar.

(b) the CVMHA Registrar acknowledges receipt and identify said players as approved prior to participating in any on-ice activities.

2. Any player participating in any game as an affiliated player without approval and duly registered in the Registry shall be considered an Ineligible player and is subject to discipline in accordance with By-Law #10; Guideline #15.0.

3. Affiliations will not be deemed to have taken place automatically. For example, hockey team to hockey team without filing said affiliation with the Head Coach. If affiliations are not properly filed on the form provided, the team will not be allowed affiliates for the current hockey season. Note that all required signatures must be in place.

4. Coaches are to ensure the required permission has been obtained from the affiliate player's team management each time the player is needed.

5. Appearance of a registered player's name (regular or affiliate) on the official game sheet shall be considered participation in the game. Except in the case of an affiliated goalkeeper, in which case, actual participation only shall be considered as taking part in the game and such participation shall be specially noted on the official game sheet.

(a) The use of affiliates is intended to supplement a team in case of illness, injury, suspension or other forms of absenteeism on the team.

(b) A player who is neither a Canadian citizen nor a landed immigrant who is registered with CVMHA is ineligible to participate as an affiliate player.

(c) There is no affiliation allowed prior to league play or during Minor Hockey Week.

(d) A player may be affiliated to **ONE (1) team ONLY**.

(e) There is no affiliation with Junior Novice to Senior Novice or Senior Novice to Atoms.

(f) Any player registered on a BC Hockey team except for initiation may play on a higher division or classification team as an affiliate player, provided that player is eligible to register with that team. Players must also be in their age appropriate second season in a division to be eligible for affiliation with a team in a higher division.

(g) Hockey Teams registered as Provincial Teams may affiliate players from a hockey team within their ASSOCIATION, IN A LOWER DIVISION OR CATEGORY, THAT IS REGISTERED AS A Non Provincial team. These players may participate in league, Exhibition and tournament games **ONLY**. This Excludes Provincials.

(h) Hockey teams registered as a Non Provincial team may affiliate players from a hockey team within their association in a lower Division or Category; that is also registered as a Non Provincial team. These players may participate in League, Exhibition and Tournament games **ONLY**.

(i) An Affiliated Player must come from a lower tier, division or category within CVMHA.

(j) If, through the tiering process, an affiliated player or team moves up to the same tier as the team they have been affiliated to, the affiliated player/team is no longer eligible while at the higher tier. If subsequently re-tiered to a lower tier, the affiliate player/team would once again

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become eligible. Conversely, if a team is moved down through the tiering process, it is possible that named affiliate players are no longer from a lower tier, and therefore no longer eligible. It is recommended, therefore, that the original affiliation selections be named players from different teams of lower tiers of divisions.

(k) An affiliate player, other than a goaltender, may not play more than 10 games over the course of the season. An affiliate player who does participate in more than ten games will be deemed to be an ineligible player, including the one on which they were originally registered for the balance of the season. Affiliate players may not play an eleventh game until their carded team has completed their season.

(l) In case of injury or illness to a goaltender, the team may use an affiliated goaltender. If the affiliated goalie is not available, permission can be obtained from the CVMHA Head Coach, Risk Manager and President to use a replacement goaltender from the same or lower tier/division. Sufficient evidence must be provided to the CVMHA Head Coach, risk Manager and President that a team's goaltender(s) are unavailable due to injury or illness, to continue further participation in a game or games. If permission is obtained from the CVMHA Head Coach, Risk Manager and President and from the team the goaltender is registered with, a replacement goaltender shall be permitted to return to his registered team regardless of the number of games played.

(m) An affiliate goaltender must actually participate in a game to count as a game played. The timekeeper and/or referee should verify this on the back of the game sheet when it occurs. All other affiliates, named on a game sheet, will have a game charged against their record regardless if they participate in the game or not.

(n) The team using the affiliate player is required to identify the player on the game sheet as an "A" (affiliate player) and the affiliate player's team number noted. These will ensure BC Hockey's rules concerning affiliation have been adhered to.

(o) Before an affiliate player can play or practice for a team, permission must be obtained from the affiliate player's team management each and every time the player is needed. If a controversy over a player exists, CVMHA would then recognize a set of facts that no affiliation exists until the matter can be resolved internally. Failure to obtain permission to use the affiliate player may result in the loss of 2 game points and the coach of the higher team receiving a one (1) game suspension.

(i) Each approved affiliate players (excluding goaltenders) may practice no more than once (1) per week with a higher division and only after the higher rated division's team coach & manager can provide sufficient evidence that their team may be required to play scheduled league or tournament games potentially with 14 or less players.

(ii) The above provision (5.o.(i)) will not apply to goaltenders. However the state of goaltending on the team an affiliated player is leaving must be sufficient so that team has one eligible goaltender.

(p) All affiliations shall terminate at the end of the current hockey season.

(q) At no time can the number of players on the game sheet exceed the number of players registered on the CVMHA Team Registration sheet. If a team has more than 14 registered and available players to play a game, the affiliated player process will not be applicable.

6. If more than one (1) player on a team is deemed a possible affiliated player, those players will go onto a list and will be granted to play with a higher rated division team in a rotational format, with the rotation order being determined by lottery. Once the order is established, If the next player on the list is

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unavailable for a game or practice then they will be skipped over and will be required to wait for their position on the list to return before requested to be an affiliated player.

Example:

Approved PeeWee AP list:

Player A

Player B

Player C

Player D

If Player B is next on the list for being an AP, and they aren't available, then Players C, D & A would be asked again in that order before Player B would become the next eligible player.

## 2.3.7 Practices

- a) Practice to game ratio of 3:1 prior to December 31<sup>st</sup> and then 2:1 for the balance of the season.
- b) Competitive team practice times shall be used for the teaching of basic fundamentals, individual skills and team play and should not be spent on stretching, warm up exercises or in discussions on the ice. Stretching, warm up and team discussions can and should be done in the dressing room before practice. Conditioning for the most part, can be carried out off the ice on the non practice days either individually or as a team if coach so desires.

## 2.3.8 League Play

- a) All Competitive teams shall compete on their respective Division in the EKMHA League. EKMHA rules and regulations shall apply.
- b) If CVMHA is assessed a fine or cost due to a team's failure to appear at a scheduled out of town game, the CVMHA Board may assess the team involved with the subject fine or cost.
- c) All teams entered in the EKMHA League qualify for EKMHA playoffs.

## 3.0 PLAYERS

### 3.1 Responsibilities

- a) Players not registered with the CVMHA may not participate in any on or off ice activity.
- b) Players who have been selected for a Competitive team, but have not paid their Competitive fees for extra ice are prohibited from both practicing and playing with the team until such time as the Competitive

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fees are paid in full.

- c) Registered players must wear full approved equipment when playing or practicing.

## 4.0 COACHES

### 4.1 Selection

- a) All CVMHA coaching positions are reviewed annually by the CVMHA Head Coach.
- b) Prospective coaches shall fill out CVMHA coaching application prior to selection.
- c) The CVMHA Head Coach shall recommend to the CVMHA Board the appointment of all coaches. In the event of more than one candidate for the position, a committee will select the successful coach.

### 4.2 Responsibilities

#### 4.2.1 Coaching

- a) Coaches shall see that all players on their teams receive fair and equal ice time based on being a competitive or recreational team.
- b) Coaches shall insist on discipline of players in regard to team play, skill development and total effort as well as sportsmanship and fair play toward competitors, in dealing with their players.
- c) By accepting a coach position, the coach accepts responsibilities for the discipline of all athletes. This discipline will be guided by the framework of the NCCP Making Ethical Decisions framework and in discussion with team officials.
- d) Coaches shall not themselves, nor shall they permit
  - the illegal consumption of drugs or alcohol
  - smoking in the dressing rooms
  - swearing in dressing rooms, on the bench, or on the ice
  - abuse of referees, or officials for any reason
  - intimidation and abuse of players by each other
  - intentional damage or destruction of property or equipment
- e) Coaches should expect the same above discipline guidelines from assistant coaches, managers, team officials and parents.
- f) Coaches shall have the authority to discipline a player or players for a single incident for any portion of two games only, on their own initiative. If, in their opinion, further or more severe disciplinary action is required or advisable, including permanent removal of a player from the team, then the CVMHA Head Coach and the discipline committee shall be notified, and no further action shall be taken except with the concurrence and that the direction of the discipline committee.
- g) All 10 minute misconducts, 5 minute majors, games misconducts, gross misconducts, or match penalties must be reported to the Vice-President CVMHA within 72 hours of the game, for disciplinary review.

#### 4.2.2 Team Management

- a) Coaches of all teams shall appoint a team manager to be responsible for team logistics (e.g. tournament entries, uniforms, travel, funds, emailing, texting). Coaches of carded Rep teams are to ensure the team

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manager is carded on a Hockey Canada Officials Certificate.

- b) Coaches of carded Rep teams shall appoint a team trainer certified in the Hockey Canada Safety Program, and carded on Hockey Canada Officials Certificate.
- c) Coaches of carded Rep teams must ensure Hockey Canada Officials and Player registration certificates (i.e. cards) are completed for their team and submitted to CVMHA Registrar by November 15<sup>th</sup>.

## 4.3 Expected Behaviour of CVMHA Coaches and Team Officials

- a) Those individuals accepting the position of coach do so knowing that they become the most important individual to the Team. By leadership, the coach establishes a model that players will mold a significant portion of their attitude toward the game. This fact is especially true in minor hockey where players are in the formative years of their life.
- b) Therefore, coaches and other team officials that circumvent the rules and regulations as established by hockey's governing body (BC Hockey and Hockey Canada) must be dealt with severely, because in doing so, those individuals are not only expressing their attitude toward the game but are molding the attitudes of the players surrounding them.
- c) Following are a few points that coaches and other team officials must keep in mind:
  - i. Abusive language by any team member is not tolerated. The adults must set the standards and the controls.
  - ii. Do not allow any abuse of officials.
  - iii. The official game report is in fact the official record of the contest. The coach must make sure that the information recorded in the game sheet is correct before signing.
  - iv. Know the eligibility of all team members. Ensure that members have all been properly carded or suspensions fully served before playing them.
  - v. Make sure games, tournaments or other events are properly sanctioned before entering.
  - vi. Know the procedure for registering any complaints. For any action to result, concerns must be properly channeled.
  - vii. See the BC Hockey Guide of Hockey Administration for the Code of Ethics for traveling teams.
  - viii. The illegal use of alcohol or drugs will not be tolerated. Anyone found guilty will be subject to suspension.
  - ix. Coaches and other team officials shall read and sign the **"Coaches Code of Ethics"**.
  - x. Coaches and team officials must have a current Criminal Record check.

## 5.0 TEAM MANAGERS

### 5.1 Designation

All teams shall have a person designated as the Team Manager.

### 5.2 Responsibilities

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The Team Manager shall support the team's coaching staff and be responsible for off-ice administration of the team and its activities.

## ***Team Finances***

- Budget
- Collecting and paying team costs (e.g. tournament entry fees)
- Obtaining and repaying cash advances from CVMHA for tournaments etc.
- Financial statements

*Fund-raising*(see Section 16 – Fund-raising below)

## ***Travel / Logistics***

- Coordinate tournament play with league schedule
- Coordinate travel of team members to out of town games or tournaments, encourage team vehicles to travel together if possible.
- DO NOT TRAVEL DURING POOR ROAD CONDITIONS
- Arrange / book accommodations

## ***Uniforms***

- Responsible for handing out jerseys at the start of the season and collecting at the end of the season.

## ***Communication***

- Hold regular on-going meetings with team parents throughout the season to share information and discuss fund raising, tournaments, travel etc.
- Prepare handout information (e.g. team newsletter, financial statements)
- Phoning, emailing and texting

## ***Other***

- Ensure proper completion and filing of team's game sheets
- Arrange time keepers for home games
- Delegate manager's duties, as appropriate, to team parents.

## **6.0 Safety Person**

### **6.1 Qualifications**

- a) All carded Competitive teams shall have a person designated as the Safety Person. The person will be certified in the Hockey Canada Safety Program.

### **6.2 Responsibilities**

(also see "Section 13 –Hockey Canada Insurance and "Section 14 – Recognition and Prevention of Harassment and Abuse")

- a) The Safety Person shall support the team's coaching staff and be responsible for the on and off ice safety of the team and its individual members during approved hockey activities, including:
  - preparation and implementation of an Emergency Action Plan
  - assessment of player injuries (application of ice packs)
  - distribution of Hockey Canada Insurance Claim Forms to injured players
  - awareness and prevention of harassment and abuse

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## 7.0 CVMHA BOARD MEMBERS

### 7.1 Conduct

- a) A Board Member of CVMHA is a board member first, parent/spectator, team officials second.
- b) At all times conduct around rinks and hockey functions shall be without compromise. Conduct shall be considered to be under scrutiny at all times and therefore above reproach.
- c) Any complaints that CVMHA Board Members have about players, coaches, referees, parents or other CVMHA Board members shall be made through the proper channels (i.e. CVMHA Head Coach, CVMHA Head Referee, etc.)

### 7.2 Conflict of Interest

- a) All CVMHA Board Members shall advise in writing to the Association, any business or holdings they have that may be deemed a conflict of interest. This shall include supply of services and goods required by CVMHA. No CVMHA Board Member shall receive personal gain unless a fair bid process has been followed.

### 7.3 Responsibilities

The responsibilities of members of the CVHMA Board are described in the CVMHA By-Laws.

## 8.0 ICE SCHEDULING & UTILIZATION

### 8.1 Ice Schedules

- a) Ice will be distributed to divisions on the basis of player registration.
- b) CVMHA strives to allocate sufficient ice for at least two practice slots per team per week, and will allocate weekend game slots equally to all teams Atom and above.

### 8.2 Ice Utilization

- a) Anyone wishing to book ice or cancel ice must do so 72 hours in advance through the Ice Convener.
- b) Ice may only be booked by the Ice Convener.

## 9.0 EXHIBITION / TOURNAMENT GAME APPROVAL

### 9.1 Approval Procedures

- a) All teams playing out of province teams, either at home or away, must first complete an Out-of-Province request with the CVMHA President or their designate.
- b) Any Teams must receive permission from the CVMHA President to participate in tournaments, Scoresheets must be submitted or return to Statistician.
- c) AP player must be pre-approved by CVMHA Head coach or CVMHA president/vice president

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## 10.0 Travel

- a) Mutual Aid does not cover travel to and from practices and games; therefore players should not drive to their team's out of town games or activities.
- b) Players are prohibited from transporting other players.
- c) Teams are not compelled to travel during poor road conditions. The decision is left to the discretion of the team coach, officials and parents at the time of proposed travel. **[NOTE – poor road conditions is an acceptable reason to cancel regularly scheduled EKMHA League games without penalty.]**

## 11.0 SCORESHEETS /STATS

### 11.1 Procedures for Filing Scoresheets

- a) Scoresheets for all games, whether exhibition, league, tournament, or play-offs, shall be given to the Statistician immediately after the games having been played. A box will be provided for collection of these original scoresheets.
- b) Out of town tournament scoresheets are the responsibility of the individual coaches.
- c) Monthly stat. sheets must be turned in before the end of each month to the Statistician . Failure to do so may result in ice time being withheld from that team.
- d) The Statistician will provide the East Kootenay Rep director with appropriate copies, and give Vice President CVMHA a copy of scoresheets with any misconducts (10 minute, games, gross, and match) for determination of any additional disciplinary action for these individuals.
- e) Teams will be charged with any fees which are charged to CVMHA for non-compliance.

## 12.0 UNIFORMS

### 12.1 Use

- a) Uniforms shall be used for games only.
- b) Uniforms are the property of CVMHA (1998). Any alterations to jerseys require the express approval of the Board.
- c) Uniforms must be returned to the Equipment Manager upon completion of the season.

### 12.2 Care

- a) Uniforms shall be washed on a regular basis during playing season.

## 13.0 Hockey Canada Insurance

- a) The Hockey Canada Insurance fund provides assistance to injured players. The booklet Hockey Canada Insurance produced and updated from time to time by BC Hockey, must be consulted for information about the fund and its application.
- b) All players must be registered with the BC Hockey, Hockey Canada Insurance
- c) Hockey Canada Insurance registration takes place at the same time as the player's minor hockey



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registration. The CVMHA registration fee is inclusive of both fees.

- d) In the event of an injury, the Hockey Canada Insurance claim form (available from the CVMHA Risk Manager) must be completed and returned to the CVMHA Risk Manager who submits it to BC Hockey.
- e) When a player signs a Hockey Canada Player's Certificate then the player's Hockey Canada Insurance number is recorded on the team roster.
- f) If a player misses a game or practice due to injury or illness and is under a physician's care, prior to playing or practicing again, the player must receive written approval from said physician before returning to the ice. The written approval must be given to the CVMHA Risk Manager.
- g) A copy of the Hockey Canada Insurance claim form is to be retained by the CVMHA.
- h) Fund raising activities are not covered by Hockey Canada Insurance

## 14. RECOGNITION AND PREVENTION OF HARASSMENT AND ABUSE

### 14.1 Policy

It is the policy of the Creston Valley Minor Hockey Association (1998) CVMHA, that neither harassment, in any of its forms, nor abuse, whether physical, emotional or sexual, will be tolerated in any of its programs. The CVMHA expects every team, coach, on or off ice official, volunteer, parent or guardian while participating in any of CVMHA's programs to take action to prevent any type of harassment and / or abuse, and specifically to:

- Protect participants from any kind of maltreatment or abuse,
- Refrain from harassing behavior,
- Respond promptly and informally to minor incidents of harassment,
- Follow reporting procedures (see "**subsection 14.4 – Duty to Report**") for responding to incidents or complaints of abuse, neglect or harassment.

### 14.2 Background

In keeping with one of CVMHA's primary purposes "to have and exercise the general care, supervision and direction over the playing interest of its teams and players", and our mission of "ensuring meaningful opportunities and enjoyable experiences in a safe, sportsmanlike environment", CVMHA, in partnership with our governing organizations [Hockey Canada and BC Hockey], will do all it can to prevent abuse, neglect and harassment of its participants during the conduct of its programs and activities. The CVMHA is committed to the highest possible standards of care for its participants.

**Abuse and neglect** are community problems which require urgent attention. To this end, the Province of British Columbia has mandatory reporting laws regarding abuse and neglect of children and youth. The CVMHA is committed to doing its part to help reduce and prevent the abuse and neglect of participants. The CVMHA realizes that persons working closely with the children and youth have a special awareness of abusive situations; therefore these people have a reporting responsibility to ensure the safety of young people participating in their programs.

**Harassment** is unacceptable and harmful and will not be tolerated. The CVMHA recognizes the serious negative impact of all types of harassment on personal dignity, individual and group development and performance, enjoyment of the game and, in some cases, personal safety. At the same time CVMHA recognizes that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide spectrum behaviors and the response to harassment must be equally broad in range,

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appropriate to the behaviors in question, and capable of providing a constructive remedy. The process of investigation and settlement of any complaint of harassment must be fair to all parties, allowing adequate opportunity for the presentation of a defense to the charges.

## 14.3 Definitions

**Abuse and neglect** – Child abuse in any form of physical, emotional and/or sexual mistreatment or lack of care which cause physical injury or emotional damage to a child. A common characteristic of all forms of abuse against a child is an abuse of power of authority and/or a breach of trust. Within British Columbia a person is considered a child up to the age of nineteen years of age.

**Harassment** – Harassment is conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment or which negatively affect a person's performance. Harassment is often based on distinguishable characteristics for which discrimination is prohibited under human rights legislation, such as race, ethnicity, sex, sexual orientation and religion. Harassment may occur not only between someone in a position of power or authority and an adult in a subordinate position (e.g. coach to adult aged player, or head coach to a team coach), but also between peers (e.g. player to player in the same age group, parent to official, coach to coach). Behaviors which are defined as harassment when directed towards a peer or perpetrated between adults are defined as abuse when directed towards a child or youth. (see **appendix b – Harassment & Abuse: Similarities, Differences and Distinguishing Characteristics**, for additional information about abuse and harassment, their similarities and differences)

## 14.4 Duty to Report

- a) Should incidents or complaints of harassment, abuse or neglect arise they are to be reported as follows:

**Harassment – minor incidents** (e.g. inappropriate jokes) should be corrected promptly and informally, taking a constructive approach, with the aim of bringing about a change in negative attitudes and behaviors.

**Harassment – serious incidents** (e.g. course of repeated taunting, any form of sexual or physical assault) must be dealt with in a timely fashion by reporting them to the President, CVMHA. The names of the parties and the circumstances of the complaint will be kept confidential except where disclosure is necessary for the purposes of investigating the incident or complaint, or taking disciplinary measures. ***Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous will be subject to discipline.***

**Hazing** – must be reported in a timely fashion to the President, CVMHA.

**Neglect, Physical Abuse, or Sexual Abuse** – must be promptly reported directly to the Local Police and/or Child Protection Agency, and notice that such a report has been made should also be given to the President, CVMHA. [NOTE: In the case of **neglect** or **physical abuse** by a CVMHA member the local police or child protection agency may opt to turn the matter back to CVMHA for appropriate action]

## 15.0 DISCIPLINARY PROCEDURES

- a) All minor hockey falls within the jurisdiction of the Hockey Canada and the BC Hockey and as such, penalties for rule infractions in a game are laid out by these governing organizations. Additionally, CVMHA is a member of the East Kootenay Minor Hockey Association (EKMHA), and competes within this Association under the umbrella of the Hockey Canada/BC Hockey rule structure. The EKMHA has

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some further rules to augment their operation and the CVMHA is subject to these regulations as well. A player registered with the CVMHA then is subject to the rules and penalties as called for by all the organizations with which CVMHA is affiliated.

- b) When a referee penalizes a player in a game, they do so with the full authority of the Hockey Canada/BC Hockey/EKMHA behind them. CVMHA is bound by the rules and regulations of these senior organizations as interpreted by game official.
- c) CVMHA has the authority to add on further penalty assessments if a game situation calls for it (e.g. repeated suspension penalties).
- d) SEE CVMHA CONSTITUTION FOR STRUCTURE AND OPERATION OF DISCIPLINE COMMITTEE.

## 16.0 FUND-RAISING

### 16.1 Policy

- a) MONEY MUST BE EARNED NOT SOLICITED
- b) Current jersey sponsors are not to be approached for further financial support without the express prior approval of the Board. These sponsors have already been solicited for financial support and therefore should not be solicited again.
- c) All monies raised are to be given to the CVMHA to be dispersed by way of a budget submission by the team.
- d) Team expenses are to be submitted in budget form monthly with no expenditures paid out until money (funds) have been earned and deposited with CVMHA.
- e) CVMHA is not liable for any team expenses in excess of money raised. Surplus funds will remain with CVMHA.

### 16.2 Proposals

- a) Team fund-raising proposals must be submitted to the CVMHA Board for review and approval before they are implemented. The proposal must include:
  - i) a description of the proposed fund-raising activity(ies) or event(s).
  - ii) a budget of the cost of the fund-raising effort and the revenues it is projected to raise.
  - iii) An itemization of what the funds are to be used for. *[NOTE: Eligible team expenses include, tournament entry fees, and player transportation, lodging, and food, but not clothing, or merchandise, etc.]*

### 16.3 Frequency

- a) All teams will be allowed to hold one major fund-raiser per season approved by the Board to offset team expenses.
- b) In the case where one or more teams make Provincials, additional fund-raising may be done subject to the approval of CVMHA Board.

### 16.4 Roles and Responsibilities

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- a) Team fund-raising is to be conducted by the team concerned, and not CVMHA.
- b) Coaching staff within a team is discouraged from taking on fund-raising functions as their time is taken up with the team.
- c) Responsible parents should take on team fund-raising by way of consensus among the parent group.

## 16.5 CVMHA Logo

- a) The CVMHA logo is to be used only on approved merchandise and clothing items. Proposals for the use of the CVMHA logo must be submitted to the CVMHA Board for review and approval.

b)

## 16.6 Miscellaneous

- a) No Minor Hockey player may drive or operate a vehicle for the purposes of fund-raising.

## 17.0 Miscellaneous

- a) For more information about CVMHA programs or the guidelines as described in this document, or for any situation not covered in the guidelines, please contact a member of the CVMHA Board for direction.
- b) A list of the CVMHA Board Members shall be posted on the CVMHA bulletin board during the playing season.

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