

DAWSON CREEK MINOR HOCKEY ASSOCIATION



POLICY MANUAL

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1.0 PURPOSE

This policy manual is intended to provide a source of information that can be used by the Executive, Parents, Managers, Coaches and Players. The Policy Manual supplements the by-laws that are in effect pursuant to the Societies Act of the Statutes of British Columbia.

It is the intention of the Executive that this document be subject to frequent review and revision. The Executive will address the areas of highest priority first, but will ultimately ensure that all relevant policies and procedures will be contained within the manual, and updated as required.

All users of the manual are encouraged to provide feedback to the Executive as to the items to be included, the policy and procedures to be followed, and the language which can best assure clarity around operational issues. The Policy Manual is an organic document and is expected to change and evolve over time.

2.0 MINOR HOCKEY IN GENERAL

Hockey is governed nationally by the Hockey Canada, BC Hockey and locally by the Dawson Creek Minor Hockey Association. These organizations are volunteer based, with governance provided by Executive Boards drawn from adults willing to give personal time in the furtherance of Minor Hockey objectives.

There are four streams of hockey: Initiation, Recreational, Competitive and High Performance.

2.1 Initiation

This program is designed for beginners ranging in age from four to eight. The emphasis is on enjoyment and skill acquisition. The objectives are to have fun, stimulate interest in hockey and a desire to continue participation, develop basic hockey skills, obtain a sense of achievement, promote physical fitness, introduce players to the concepts of cooperation, sportsmanship and leadership, encourage initiative, and prepare players for further participation. In DCMHA, this hockey is known as Learn to Play, Pre-Novice and Novice.

2.2 Recreational

This program is the type of hockey played by the majority of amateur players. It is fun hockey with the emphasis on fitness, skill development and participation in a team sport. The objectives are to provide a game to fit the needs of the participant, be open to all ages, allow players equal ice time, assist in an individual's physical development, and foster a sportsmanlike attitude. In DCMHA, this hockey is known as Recreational and begins at Atom age group (9-10 years).

2.3 Competitive

This program is designed for players who have the desire and ability to play at a high level of competition and who are willing to invest a reasonable amount of time to on- and off-ice training. This type of hockey begins at the Atom level. The objectives are to achieve a degree of excellence, according to the player's interest and potential, provide an opportunity for achievement in an enjoyable and self-fulfilling environment, provide an opportunity to progress to a higher level of competition (High Performance), and stimulate development both from individual and overall sport point of view. In DCMHA, this is known as DEVELOPMENT and continues as REP in Pee Wee.

2.4 High Performance

This program is designed for individuals who have special talents. The objective is to produce the best players possible in order to compete successfully in International Hockey. Locally, this type of hockey is known as the BC Best Ever Program and it is provided and controlled by the BC Amateur Hockey Association. The Program of Excellence is in use across the country to systematically identify, train and teach elite players at the Under 16, Under 17, Under 18, and Under 20 levels.

3.0 GENERAL OBJECTIVES AND PHILOSOPHY OF DCMHA

- 3.1** The purposes of the DCMHA as outlined in the Constitution and By-laws registered pursuant to the Societies Act are:
- To foster, improve, and perpetuate the playing of the game of hockey, and to foster sportsmanship and good citizenship.
 - To ensure that minor hockey is played in accordance with the playing and registration rules as laid down by the DCMHA, BC HOCKEY, and Hockey Canada, as and where applicable.
 - To do all such things as are incidental or conducive to the attainment of any of the above objects or the exercise of the powers of the Society within the Dawson Creek area.
- 3.2** DCMHA recognizes, supports and provides an avenue for players to participate in the four streams of hockey as outlined by Hockey Canada. DCMHA is not intended to be used as an avenue to produce National Hockey League players; that is the purview of organizations such as Junior and College Hockey. Parents are advised that, if they have objectives for their youngsters beyond that provided by the four streams of hockey, they should look to an organization outside DCMHA.
- 3.3** DCMHA recognizes that players participate for a variety of reasons, which may differ from one individual to another. DCMHA will provide an equitable opportunity for every player to play hockey regardless of ability or financial circumstance. DCMHA reserves the right to determine at what level each player will participate. In ensuring that the DCMHA system serves the needs of a wide range of players, it may not be possible to accommodate the specific needs of any one individual.
- 3.4** DCMHA intends to provide continuity from year to year with all teams and divisions working co-operatively to the benefit of the total hockey program within the association.

4.0 ORGANIZATIONAL STRUCTURE OF DCMHA EXECUTIVE

The Executive of the DCMHA consists of the President, Vice-President of Administration, Vice-President of Hockey Operations, Vice-President of Hockey Development, and between ten and twenty Directors. The Executive of DCHMA governs the association and all activities within it. Any matter not covered in this manual remains subject to the discretion and approval of the Executive.

- 4.1** The term of the President and Vice Presidents is one year, and to be eligible for election, candidates must have been members of the Executive for at least one of the last two previous years.
- 4.2** The term of office for all other executive positions is one or two years, as outlined in the constitution and all members of the Association are eligible for election.
- 4.3** All members of the Executive must submit to a Criminal Records and History search through the RCMP. The President is authorized to receive this information and to impose restrictions if necessary, including removal from office, if the RCMP questions the suitability of an Executive member, coach or other official involved with the Association.
- 4.4** The Executive may appoint Officials to assist in the operation of DCMHA. These Officials shall carry out the directives of the Association and participate in Executive meetings in an advisory capacity. Executive members may be appointed as Officials and carry out the duties as prescribed by the Executive. Generally, all matters are decided by a majority of the Executive as defined above.
- 4.5** From time to time, the Executive may elect to detail the duties of Executive members or officials and attach them as Schedules to this manual.

5.0 COMPLAINTS POLICY

The DCMHA recognizes that issues and differences can arise prior, during and following the season. As communication is often a primary issue in these differences, the following procedures have been approved by the Executive for issues that arise:

5.1 INFORMAL MEDIATION

Many issues related to conduct are most appropriately dealt with informally, between the parties. The association can assist by appointing a mediator to facilitate the informal resolution of a complaint. The player or parent is required to wait 24 hours “cool-down time” before raising an issue.

5.2 FORMAL COMPLAINTS

- 1.** When the conduct of a member of the Association results in a formal complaint, the following procedure applies:
 - a. The 24 hour “cool-down time” must be taken. Unless the issue involves harassment, or a person’s wellbeing is at immediate risk.
 - b. A formal complaint may be made by any person with knowledge of the incident using the DCMHA formal complaint form found on the website, www.dcmha.ca. Verbal conversations, text messages, emails, or lobby talk will not be accepted as a formal complaint.
 - c. The Complaint shall be in writing, addressed to the VP, Hockey Operations, and signed by the person or persons making the complaint.
 - d. The complaint will include the names and statements of any witnesses to the conduct complained of.
- 2.** Upon receipt of a formal complaint, the VP, Hockey Operations, as chair, shall form a committee to investigate the incident. The committee will consist of at least 3 individuals. These individuals do not have to be members of the DCMHA Board of Directors and can include but not limited to past presidents, school principals, etc... The committee must not only be fair, but it must be seen to be fair. No committee member may participate if he/she has an interest in the outcome of the investigation or an attitudinal bias that might influence the process. If the VP, Hockey operations is unable to

participate for these reasons, the President will appoint a new Chair of the Committee.

3. The committee shall determine if the formal complaint is valid, and outlines a breach of the DCMHA Policy Manual, Bylaws and Constitution or codes of conduct.
 - a. Anyone making a complaint which if found to be clearly unfounded, false, malicious, or frivolous may be subject to discipline or expulsion from the Association.
4. The VP, Hockey Operations will ensure the committee knows the case to be met, by providing the committee, and the person or persons being investigated, with a copy of the written complaint within 10 days.
 - a. When personal and confidential information is involved, these details may be blacked out in the copy provided to the person or persons being investigated, at the discretion of the VP, Hockey Operations.
5. The committee will set a date for a hearing, which shall be no later than 14 days after the receipt of the written complaint.
6. The member whose conduct is the subject of the complaint will be given an opportunity to present his or her case at the hearing.
7. The committee shall provide a decision in writing to the member and to the executive no later than 10 days after the hearing. If the members of the committee are unable to agree on their decision, they shall provide separate decisions and the majority will have effect.
8. If the member's conduct was found to be in breach of the DCMHA Policy manual, Bylaws and Constitution or codes of conduct, the matter will be forwarded to the Disciplinary committee as outlined in Schedule 28 of the DCMHA Policy Manual.

5.3 NON-TEAM ISSUES

If an issue arises concerning non-team issues, the 24 hour "cool-down time" period shall be taken, and the following procedure applies.

1. A formal complaint may be made by any person with knowledge of the issue using the DCMHA formal complaint form found on the website, www.dcmha.ca. Verbal conversations, text messages, emails, or lobby talk will not be accepted as a formal complaint.
2. The Complaint shall be in writing, addressed to the VP, Administration, and signed by the person or persons making the complaint.

3. The complaint will include the names and statements of any witnesses to the issue complained of.
4. The VP, Administration, President and the Treasurer will review the complaint provide recommendations to the Board of Directors for resolution.

5.4 APPEALS

Should the member whose conduct was the subject of the complaint, or the person making the complaint wishes to have the investigation committee's decision reviewed, the following procedure will be followed:

1. A written request for review shall be delivered to the President of the Association who is chair of the Appeal Panel. The appeal shall be delivered within 7 days of notification of the original decision.
2. The request for review shall specify the basis on which the investigation committee's decision is believed to be incorrect.
3. The request for review shall be accompanied by a non-refundable \$500.00 review fee.
4. The appeal process will not begin until the fee is paid in full.

5.5 CONDUCT OF MEMBERS OF THE EXECUTIVE

When the conduct of a member of the Executive is the subject of a formal complaint that the Complaint committee has determined be valid, he or she shall step down from the Executive until the complaint is resolved.

6.0 OPERATIONAL POLICIES

All players must be registered with DCMHA and have a mutual aid number before participating in any on- or off-ice activity. DCMHA will not issue refunds or accept registrations after December 1st. Prior to that time, refunds are calculated on the basis of \$40.00 administration fee and prorated refund. The Executive reserves the right to determine “early” or “regular” registration deadlines and set differential fees for each. The Executive further reserves the right to close off registrations prior to December 1st if teams within a division are completely filled to capacity. DCMHA may accept any new player who has moved from another association provided that they are registered with mutual aid and pay a prorated registration fee and provided that teams are not completely filled to capacity.

DCMHA’s registration deadline will be October 1st each season. Registrations received following this deadline will require Approval from VP Hockey Operations in conjunction with the DCMHA Executive and Register. Approval will be based on confirmed numbers in the affected age group.

Once rosters are set by the Register there will be No Player Movement Permitted within DCMHA without prior permission given by the VP Hockey Operations once rosters are set. In the event a player wishes to move rosters and permission is not granted that player will be offered a prorated refund from DCMHA if this occurs prior to the December 1st deadline.

- 6.1** Ice times shall generally be distributed to divisions on the basis of player registration allowing for two practices and one game per week.
- 6.2** No player shall be allowed on the ice until a team official is in attendance with visual control on or at ice level and approval is given by that individual to go on the ice.
- 6.3** “Select” or “All-Star” teams are not permitted within any division. If it becomes necessary due to injury or sickness to supplement a team to fulfill a previous game or tournament commitment, the VP Hockey Operations in conjunction with the BC Hockey Relief Player Policy shall seek permission from the District Rep. Otherwise, the game should be cancelled.
- 6.4** Unless approval is given by the Executive, DCMHA does not lend equipment to private individuals or groups.
- 6.5** No player may play hockey in a division above their age category. The President or VP, Hockey Operations may permit a player to play

recreational or initiation hockey in a division below their age category if size or skill discrepancy warrants.

7.0 COACH SELECTION

The President & VP's shall establish a Selection Committee that is responsible for interviewing and making recommendations in the selection of Rep Coaches. All persons interested in coaching a Rep team must apply in writing, outlining qualifications, experience, personal hockey philosophy and references. Only after the Selection Committee has interviewed candidates and made its selections, may such appointments be made public. The VP Operations shall chair the Selection Committee and report its decisions to the Executive.

7.1 Recreation Director shall be responsible for enlisting House Coaches and forwarding these selections to the Head Coach for approval. The IP Director shall be responsible for enlisting coaches for all coaching positions with the division and forwarding these selections to the Head Coach for approval. No appointments will be made public until the Head Coach and VP Hockey Operations has confirmed the selections. In the case where there is more than one applicant, the Head Coach will establish a selection committee to make the decision.

7.2 Rep All coaches must obtain approval from the Head Coach for all assistant coaches, Managers, trainers, and anyone who is mutual aided to the team before asking individuals to fill these positions. Priority is to be given to individuals who have obtained certificates through the National Coaching Certification Program. All team officials must sign the prescribed "Agreement of Position" form (attached Schedule).

7.3 All coaches, assistant coaches and trainers must complete Respect in Sport. All coaches must attend the Hockey Canada Coaches Clinic for the level they are coaching (initiation, coach, development) and all trainers must attend the Hockey Canada Safety Program Clinic. All coaches, assistant coaches and trainers must submit to a Criminal Record and History search through the RCMP. The Head Coach is authorized to receive this information and to impose restrictions if necessary, including removal from the position, if the RCMP question the suitability of a coach, assistant coach or trainer.

7.4 The following documentation shall be provided to the selection committee for all rep development or recreational coaches who apply for a coaching position:

- 7.4.1** All coach suspensions and ejections from the previous 3 seasons he or she was an active coach, whether game or tournament, for all coaches on that Head Coach's team, including assistants.
- 7.4.2** All written complaints from the previous 3 seasons he or she was an active coach, along with the documentation from DCMHA that details the resolution of each complaint.

The selection committee will be required to consider all documentation illustrating past coach behaviour. Should the selection committee select a coach with more than one similar complaint on his personnel file, the committee shall provide a written agreement signed by the VP Hockey Operations and the coach, which illustrates a plan for the behaviour to improve going forward. This agreement will become part of the coach's personnel file, and will be evaluated by DCMHA Executive at the end of the season, and considered along with the coach's application the following season.

- 7.5** At the time that a successful coach candidate is notified of his or her acceptance as head coach, the DCMHA representative making the notification will review DCMHA Policy Manual Schedule 12 in its entirety with that coach. Further the DCMHA representative making the notification will confirm that the coach understands Policy Manual Schedule 12 and agrees to abide by it, by having the coach sign a copy of section 12 and submitting it to DCMHA at the next regularly scheduled meeting.

8.0 COMPETITIVE HOCKEY

It is the objective of the DCMHA to provide strong “Rep” teams every year. Where enrolment and interest warrant, additional tiered teams will also be considered. A sub-committee consisting of the President; Vice President, Hockey Operations; and the Rep Director for the affected Division will make annual recommendations to the full Executive as to whether additional tiered teams should be considered in the Division that year. The decision of the Executive will be final.

In making recommendations, the Sub-committee will consider the number of players willing to participate in competitive hockey, the relative skill of those players, the availability of coaches, parent commitment and any ice time constraints that apply. Competitive teams from the same division will not compete against each other in League or Tournament play without the permission of the Executive. Additional Competitive Teams will be affiliated with the “Rep” team in their division.

Rep teams are to be selected based on skill and ability and will be comprised of the best players regardless of age. The coach is not to select first year players with the intention of building a strong team the following year.

Players from outside associations are eligible to play for competitive teams if their own association has no team in the division. However, if their own association has no carded “Rep” team but does have House teams in the Division, the player is eligible only for the top tiered team. The Board reserves the right to restrict the movement of players from outside associations, if it will impact Provincial Tiering.

A fee will apply for trying out, at the discretion of the Executive; however, there is no additional fee for lower tiered competitive team tryouts, if the player attended the Rep team tryout previously.

8.1 – TRYOUTS AND RELEASES

A. REGISTRATION

Registration must be completed and full tryout fee paid prior to first try-out skate. It is the policy of DCMHA that all registered Players must declare their intention to try-out for their division Rep team prior to the first Evaluation skate. Player (parent) may be asked to declare the preferred position they are trying out for in advance also.

Players may choose to be released at any time during the first 3 skates. At this point if a commitment is made to continue the player accepts and agrees to be part of the Rep team if selected. If at any point after the 3rd skate, the player removes himself from the team he/she will not be eligible to participate for the remainder of that season in any manner with a competitive team. Players in Atom, Pee Wee and Bantam will not be permitted to tryout or play competitive hockey the following season also. Midget players in their final year who quit competitive teams will not be permitted to play the remainder of the season.

* Unless approved by DCMHA prior to removing yourself from the team *

DCMHA supports the Try-Out/Evaluation process that is needed for the coaches to ice the best team they see fit. DCMHA will enforce this process and may at any time remove players from the Try-Out process if it is felt they are abusing the system or any player safety concerns.

** If a player who is selected and rostered to a Competitive team decides to leave the program at any time, they WILL NOT receive a refund of the Carding Fee.

** If a player quits the Rep team after the carding deadline for unjust reasons which will be determined by the Executive they will not be allowed to play on a competitive team the following hockey season.

B. EVALUATION SKATES/PLAYER SELECTION

The team Head Coach shall enlist a selection panel to assist in player evaluation. Coaches are encouraged to avoid any real or perceived bias in selecting evaluators. A minimum panel of three evaluators is required, each having no child or sibling in the division. The Association Head Coach shall review and approve the evaluation panel. Each player shall be evaluated by the panel, using a form supplied by the Vice President, Hockey Operations and to include such specific criteria as skating, shooting, passing/receiving, puck control, positional play, scoring, and checking.

The team Head Coach shall receive evaluations and then make his/her own rankings on a form supplied by the Vice President, Hockey Operations and is to include such specific criteria as attitude, willingness to take instruction/direction, leadership qualities, and respect for coaches/officials/opponents.

The final selection decisions will be made by the team Head Coach. If the child of the team Head Coach is trying out, and is evaluated as being “on the bubble” for selection, the Head Coach is entitled to select his/her child over other candidates of similar ability. If the Head Coach intends to exercise this entitlement, he or she must so inform the VP, Hockey Operations, who will report the situation to the Executive. This policy is intended to encourage the widest possible pool of coach candidates for Competitive teams

C. TEAM SIZE

A rep team in Dawson Creek Minor Hockey Association should consist of:

- a. Minimum of nine (9) forwards
- b. Minimum of six (6) defensemen
- c. Two (2) goaltenders – Can be reviewed by VP Hockey Operations depending on of age goaltenders in category and goaltender evaluations
- d. All numbers will be subject to registration numbers each season and player evaluations.

**** Any variance of this module must be prior approved by the VP Hockey Operations**

A rep coach must declare the number of players he/she shall carry for the season prior to the release date and will be subject to approval from the VP Hockey Operations.

- a. A coach shall not be allowed to vary from his/her declared number during the season unless approval is granted by VP, Hockey Operations.
- b. A new player taken after the assigned release date must be approved by the VP Hockey Operations and must fall under special circumstances.

D. RELEASES

A. The Rep Head Coach shall meet face to face with each Player released to present their evaluation and to ensure that, as much as possible, the Player is presented with both their strengths and the areas requiring development. The Player will be asked not to discuss their selection until they arrive at their home. It will be important to stress the positive attributes (i.e. specific skills, attitude, leadership qualities, etc.) as well as those weaknesses that need to be addressed. This approach should be conducted in a supportive, nurturing and dignified manner.

B. Appeal of Selection Decisions

All evaluation forms are to be kept for seven days to allow for formal appeal at which time they will be destroyed. A parent/player wishing to appeal a selection decision must file notice in writing to the Vice President, Hockey Operations, within seventy-two (72) hours of the player being informed of the decision. The player/parent is entitled to the evaluation forms for the player appealing, as well as the player's "rank" in the group, but may not have access to any other player's actual evaluation form. The Appeal Committee will be the President; Vice-President, Hockey Operations; Association Head Coach; and Rep Director, so long as each can participate without an appearance of bias. The President may name additional persons to the Appeal Committee, as required. The decision of the Appeal Committee is final.

9.0 GENERAL

- 9.1** Teams that play in the All Peace and North East Rural Hockey Leagues are committed to play a set schedule. The team is responsible for any fines levied by the League due to a commitment not being fulfilled. The Executive must approve all team's entry into any League.
- 9.2** The VP Hockey Operations shall be notified in advance of all exhibition and tournament games. The VP Operations must then forward this to the BC Hockey District Director. For any game played in Alberta, the VP Hockey Operations must receive a copy of the game sheets to be forwarded to the BC Hockey area representative. This includes scheduled games, exhibition games and tournament play.
- 9.3** All match penalties must be reported to the President immediately. The Executive may take disciplinary action for match penalties received by players.
- 9.4** Uniforms shall be given out and collected at each game by a designated person who shall be responsible for ensuring uniforms are clean and well maintained.
- 9.5** If a major penalty occurs, the game sheet for the game (home or away), whether exhibition, league, tournament, or playoffs, shall be provided to the VP Hockey Operations, within forty-eight (48) hours of the game being played. Home game score sheets are returned to the concession by the referees, for later collection by the VP, Administration.
- 9.6** DCMHA coaches shall not themselves swear or smoke in the dressing rooms or on the bench, nor shall they engage in abuse of officials or intimidation or abuse of players. Coaches shall not permit such behavior by assistant coaches, trainers or players. Conduct of this nature shall be subject to immediate discipline.
- 9.7** Coaches shall have the authority to suspend a player once, for one game only. If the coach feels further discipline is necessary, such discipline shall be determined by the VP Hockey Operations or the Executive. In addition, the Rep or Recreation Director shall be informed as to any discipline taken with respect to any player within 24 Hours.
- 9.8** As part of Risk Management, it is mandatory that two adults be present in a dressing room when it is occupied by players. Vandalism of dressing rooms and facilities is not to be permitted.
- 9.9** All team coaches and managers must be familiar with the City of Dawson Creek Arena Users Guide. Incident reports and fire drills are to be completed, as outlined in the Guide.

9.10 Standardization of Uniforms

9.10.1 All Jerseys, socks, and pant shells worn by any DCMHA team during any sanctioned event (with the exception of Recreational teams, where players may wish to supply their own socks) shall be approved by DCMHA.

9.10.2 Track Suits and Team Jackets shall be black in color, with the official DCMHA "Johnny Canuck" logo applied to the left chest in monotone white; or in white, red, and blue as per the standard DCMHA logo. Players name and/or number may be applied to either the center back between the shoulder blades, or the left or right upper arm as per the team's wishes. Sponsor logos appearing on all track suits shall be a maximum size of 10 cm x 10 cm. All logos and sponsors on track suits must be approved in writing, by the board, prior to application to the track suit.

ALL TEAM APPAREL MUST DISPLAY THE TEAM NAME AND LOGO
ALL TEAMS WILL INCLUDE THE DCMHA TEAM SPONSOR

9.11 Reimbursement of Refs and Coaches

9.11.1 Any referee or coach or prospective referee or coach who is registered with DCMHA may, at his or her request, may be reimbursed for the amount of any BC Hockey sanctioned training program, up to a maximum of \$250, upon passing the program and demonstration of successful completion of his or her post task related to that program.

9.11.2 If the cost of the BC Hockey endorsed program exceeds \$250, and the individual wishes to be reimbursed, written board approval must be secured by the coach prior to enrolment in the course. When considering the reimbursement of any amount exceeding \$250, the board will carefully consider the ability of DCMHA finances to support the request, as well as the proposed value to be returned to DCMHA by the individual requesting the reimbursement. If approval of reimbursement of amounts over \$250 is granted, the reimbursement by DCMHA will be paid only after the agreed upon value is delivered to DCMHA

9.12 **Yellow Card** - All teams must have a designated event staff adult person at all games (novice and up) held in DC who wear the DCMHA supplied Events jacket who will issue a yellow card to any person in attendance (stands or lobby) of a DCMHA game who do not adhere to DCMHA's yellow card spectator policy.

10.0 PARENT/GUARDIAN/SPECTATOR POLICY

- 10.1** Parents/Guardians will not permit their actions to embarrass DCMHA: coaches, executive members or other Volunteers, players, referees or their own child.
- 10.2** Parents/Guardians will not force an unwilling child to participate in hockey. Remember children are involved in organized hockey for their enjoyment, not yours.
- 10.3** Parents/Guardians will remember that children learn best by example. Applaud good plays by your team and members of the opposing team. Support all efforts to remove verbal abuse and physical aggression.
- 10.4** Recognize the value and importance of volunteer coaches/staff. Accept and show appreciation for the volunteers and officials who give their time and resources to coach and provide minor hockey programs for your child.
- 10.5** Set an example by supporting and respecting your child's coaches. When problems arise, communicate with the Manager on an individual basis following the "24 hour rule". Public comments are not appropriate and will not be tolerated. It is your responsibility to clarify with a child's coach at the start of the season regarding how he/she wishes concerns brought forward. All team concerns, other than concerns regarding player safety, should be addressed at the Managers level first. DCMHA is firm on the observance of a 24 hour "cooling off" period. If the 24 hour cooling off period is not adhered to a written complaint will be filed against any individual(s) in violation of the 24hr Rule, who will then face disciplinary actions from DCMHA.
- 10.6** Maintain and promote a healthy team environment for the players, coaches and team parents. Parents creating team disruptions will face disciplinary action from DCMHA up to their removal from the team or DCMHA in severe cases.
- 10.7** Parents who publicly engage in disruptive and or disrespectful comments towards any team officials, executive or referees will be subject to investigation which if found at fault will result in disciplinary action up to their removal from DCMHA or the team.
- 10.8** Parents will not publicly question the officials' judgment and never their honesty. Failure to follow such guidelines could result in disciplinary actions from DCMHA.

10.9 Social Media- Parents/Guardians who engage in disrespectful comments towards DCMHA players, team officials, Referee's or DCMHA members in general will face disciplinary action from DCMHA up to their removal from DCMHA.

10.10 All complaints will be made in writing utilizing the DCMHA Complaint Form. Bleacher, Lobby, text messages will not act as a form of filing a complaint. Please respect the time of the members of the DCMHA Board and follow this guideline.

Discipline Progression

Step 1 - Written Letter- Upon investigation of alleged infractions if found at fault a written letter will be issued to the person(s) involved.

Step 2 - Face to Face Meeting with DCMHA Disciplinary Committee.

Step 3- Indefinite suspension pending investigation and meeting with DCMHA Investigation Committee

** In more severe cases Step 1 & 2 will be bypassed and move directly to Step 3.

11.0 INITIATION PROGRAM GUIDELINES

As the introductory stage to organized hockey, DCMHA Hockey Program emphasizes the three following areas:

1. **Fun** - The child must enjoy the activity and the process of learning new and challenging skills. By placing an emphasis on fun, it is DCMHA's belief that the child will come to a deeper appreciation for the sport of hockey.
2. **Athletic and Skill Development** - In a carefully structured and fun environment, DCMHA will educate our beginners in the importance of athleticism and good sportsmanship.
3. **Positive Environment** - Through a caring and personal approach, DCMHA wishes to provide each player with a safe and positive environment. A positive environment will aid in achieving one of DCMHA's ultimate goals, to foster good life skills.

Initiation Hockey in DCMHA is divided into 4 levels.

Approximate ages for each are:

Learn To Play – 4, 5 & 6 years old – (Only special permission through evaluation allows 4 year olds to register for H1)

Pre-Novice – 5,6 & 7 years old – Beginner 7 year olds would be placed in this group as OAP's (Over Aged Players) This would be done to help the development of the player to better prepare for next level.

Novice C – 7 & 8 years old - Novice aged players, number of teams subject to DCMHA registration numbers.

Novice D – 7 & 8 years old – Novice aged players, number of teams subject to DCMHA registration numbers.

Although age is taken into consideration, skill matching is generally the defining factor in placement in the Initiation Program.

Learn To Play (Pre-Novice)

- Age - Introduction to hockey generally for 4, 5 and 6 year olds
- Ice – 1-2 times per week maximum, unless approved by IP Director
- Coaches - must have a minimum Initiation Coaching Level
- Limited travel – Permission from IP Director
- Equal ice time required
- Small area games and less than normal formal games per season including 1 Tournament
- Program designed as a Learn To Play
- Program designed as a Learn To Coach for new coaches of players in this group, promote parent involvement

Pre-Novice

- Age – Generally 5,6 and 7 years old
- Ice – 2-3 times per week
- Coaches - must have a minimum Coach Level
- Teams not formed earlier then November 15th
- 3 minute buzzer required
- No off sides or icings in games.
- No travel out of district unless approved by IP Director and VP hockey Operations
- Equal ice time is required
- Use of one referee for game minimum however 2 can be used.
- Team Size- 16 players (subject to change based on all evaluations and numbers in each group)
- 1 or more teams in this group (subject to change based on registration numbers and evaluations.
- No formal games prior to November 30th unless otherwise approved by the IP Director and VP Hockey Operations

Novice C

- Age - 7 or 8 year olds subject to Evaluation
- Ice - 2 – 3 times per week
- Coaches - must have a minimum Coach Level
- Teams not formed earlier then November 1st.
- Offside and Icings used
- No travel out of district unless approved by IP Director and VP Hockey Operations
- Equal ice time is required
- Team size- 12-15 skaters and 1 goalie (subject to change based on all evaluations and numbers in each group)
- 1 or more teams for this group depending on registration numbers and evaluations
- No formal games prior to November 30th unless approved by IP Director and VP hockey Operations.

Novice D

- Age - 7 or 8 years olds
- Ice - 2 – 3 times per week
- Coaches - must have a minimum Coach Level
- Teams not formed earlier then November 1st.
- Offside and Icings used
- 3 goal rule used and enforced.
- Travel out of district permitted
- Equal ice time is required
- 1 or more teams for this group depending on registration numbers and evaluations.
- No formal games prior to November 15th unless approved by IP Director and VP hockey Operations.

General Descriptions

- Team will be formed based on Registration numbers.
- All player evaluations take place prior to November 1st.
- Evaluations would be completed by coaches and overseen by IP Director.
- Learn To Play= (4, 5 & 6 Year Olds) New to the game, limited understanding of the game, limited or no skating and puck skill ability and limited to low understanding of the happenings on the ice.
- Learn To Play and Pre-Novice will be categorized as Pre-Novice. Learn To Play will be provided a separate ice slot throughout the season on the weekend. Pre-Novice will be provided a separate ice slots during the week and weekend.
- Novice will practice together throughout the season during the week.

Notes:

- 1- Players will be moved to a different level as numbers and skill matching are taken into consideration for player placement. At no time will “lobbying to move up or down” be accepted. Should a parent disagree with their placement a formal request may be made in writing to the IP Director and VP Hockey Operations for them to investigate the player placement.
- 2- DCMHA will support the evaluation process and the placement of all players in the proper group for the full benefit of the player. Player placement will not be subject to change from parent requests unless extending circumstances are proven (siblings). This program is designed for the fun of the game and skill matching.
- 3- No player can be moved to a higher age category (Pre-Novice to Novice). Players can be moved to a lower age category as defined in the IP Director description.

12.0 FUND RAISING POLICY

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

11.2 All players and their parents/guardians are expected to assist their teams and DCMHA in meeting expenses through appropriate fund raising efforts. In order to ensure that all regulations are met, and that DCMHA's gaming licenses remain in good standing, all fund raising must be in keeping with this policy.

11.3 The Fund Raising Coordinator will recommend to the Executive annually, various association-wide activities to generate revenue. In some cases, all proceeds will flow to the association, and in other situations, a "share" will be provided to teams to help cover their expenses. This determination will be made by the Executive in consultation with the Fund Raising Coordinator.

11.4 Any solicitation of community businesses for team or program sponsorship, or general support to the Association, will be done by DCMHA, under the auspices of the Fund Raising Coordinator. No team may directly solicit an area business.

11.5 Teams may fund raise to cover expenses. Such fund raising is limited to activities approved by the Fund Raising Coordinator and can include such initiatives as car washes, 50/50 draws, bottle drives and the annual home tournament. Team managers are to secure a Gaming Licence prior to commencing any such activity. Team fundraising may not commence until completion of Rep selection.

11.6 Executive approval is required prior to funds being collected, raised or solicited between the end of season and the beginning of the following season prior to the DCMHA manager/coach meeting. Should executive approval be secured for fundraising during this time period, any funds raised during this time period will become property of DCMHA, held until the teams are finalized, and then disbursed as directed by the Executive.

11.7 Upon completion of the season, and before June 1 of the calendar year, each head coach for each team shall submit a complete statement of team financials to DCMHA, in the statement format supplied by DCMHA. These financials shall confirm that each team has disbursed all funds from its bank account, and has closed its bank account. Funds paid into the bank account by parents may be divided equally between parents and returned to them. Funds paid into the bank account by parents may be divided equally between parents and returned to them. Under no circumstances will fundraised monies be disbursed to any person or business for any reason other than as outlined in this policy.. Excess fundraised monies will be remitted to the DCMHA general account. Any head

coach will not be eligible to apply for a coaching position the following hockey season if his or her team financials are not submitted by June 1 of the calendar year

50/50 or Raffle Gaming Licence

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

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

11.10 For gaming guidelines, ticket raffle procedures and application forms please visit: <http://www.pssg.gov.bc.ca/gaming/licences/index.htm> or call 250-387-5311

Responsibilities

The team is responsible for:

- applying for the appropriate gaming Licence
- ensuring that all standard procedures for Ticket Raffles are adhered to
- keeping all financial records in accordance with the Gaming Event Licence Guidelines
- dispersing gaming funds appropriately

If you require assistance completing your application please contact the VP of Administration.

11.11 A monthly financial statement must be submitted to the DCMHA Treasurer and to the Rep or Recreation Director. Any fundraising program must be well supervised and controlled by the team manager, with full documentation of all expenditures and transactions for audit purposes. Any fund raised monies must be used only for the following purposes:

1. tournament fees
2. charter travel costs, team hotels, team meals
3. DCMHA specified team jackets, team track suits, team socks, and team pant shells

Fund raised money cannot be used for anything other than listed above without prior Board approval. Under no circumstances will excess monies be divided up and distributed to team parents.

11.12 The intent of this policy is to ensure that local businesses will be solicited only once per year and only by the DCMHA itself. However, contributions made by parents and

families, or the businesses owned or operated by those parents/families are not considered fund raising for the purposes of this policy.

13.0 MEDICAL AND FIRST AID POLICIES

Coaches, managers, trainers and Executive members are well aware of the variety of injuries that may befall the players and they know that despite all their vigilance, injuries will happen due to the nature of the game. When an injury does occur, the first person to reach the player must use good judgment to determine the seriousness of the injury, act prudently, and render first aid treatment only.

The trainer is to ensure that the proper documentation is completed. Primarily, this will be the Hockey Canada Injury Report, which is attached to Schedule 8 of this manual.

The head coach should not allow an injured player to return to a game following an injury if there is any question as to the player's capacity to continue. The head coach should err on the side of caution in these cases, but may rely on the advice of a physician if one is present at the game and provides an opinion on the player's game readiness.

Any player incurring a serious injury must produce a doctor's release to their team coach prior to returning to play or practice. It is incumbent on the affected player and parents, to maintain communication with the coach and advise of the doctor's opinions with respect to the problem. After having been provided with sufficient information, the coach must:

- a) Consult with the VP, Hockey Operations as to what might constitute a reasonable time to hold a roster position open for the player.
- b) Enlist the help of the Head Coach or VP, Hockey Operations as to what level the player may safely be capable of playing.

In the event that a player cannot participate in the scheduled Rep evaluation process due to illness or injury, a written submission, accompanied by a Doctor's certificate, may be made to the President and VP, Hockey Operations for consideration. The President and VP, Hockey Operations will determine what actions may be appropriate. The player may be declared ineligible for Rep play for the year. In the alternative, an opportunity may be provided for the player to be assessed following the earliest medically approved date, by evaluators designated by the President and VP, Hockey Operations. The decision of the President and VP, Hockey Operations may be appealed to the Executive.

14.0 RISK MANAGEMENT POLICY

The Risk Manager is responsible for ensuring that the Dawson Creek Minor Hockey Association's Risk Management activities conform to the guidelines established by Hockey Canada and the British Columbia Amateur Hockey Association.

The purpose of this policy is to provide for a safe environment for participation in hockey in Dawson Creek and protect the interests of the Association by identifying risks of bodily injury or financial loss arising from the activities of the Association, measuring risks that have been identified to determine their seriousness and seeking out ways and means of reducing avoidable risks and minimizing the consequences of those risks.

The Dawson Creek Minor Hockey Association will participate in the Hockey Canada insurance program, and no athletes, team official, or executive member will participate in Association activities unless he or she is covered under that insurance.

All trainers for all Association teams will acquire the necessary knowledge to perform their functions by participating in the Hockey Canada Safety Program Clinics. These trainers will do equipment checks to ensure that all player equipment is proper and appropriate, that Association owned uniforms or equipment is proper and appropriate, and that first aid kits are fully stocked and available.

All head coaches shall ensure that no player participates in Association activities unless all required equipment is worn and that players are removed from participation if equipment becomes unsuitable during play (i.e. blood on jersey, STOP Sign on back of jersey becomes detached). The coach and/or trainer must inform the Risk Manager as soon as possible if an injury occurs during participation in an association activity. The team Safety Person and Risk Manager are responsible for ensuring that Hockey Canada Injury Report Forms are completed and forwarded to Hockey Canada as required. The trainer is responsible for putting into place a system whereby the team's medical forms travel with the team to all away games.

Emergency calls to 911 are the preferred method of initiating emergency procedures.

Players must never be left unsupervised while on the ice surface. All allegations of abuse or harassment are to be forwarded to the Risk Manager immediately.

The Risk Manager is responsible for ensuring that applicable BC HOCKEY circulars regarding risk management issues are provided to team managers as soon as practicable. The team manager is to forward the circular to the appropriate team official (head coach, trainer, etcetera).

For detailed information please refer to the BC Hockey Risk Management Manual on the BC Hockey website at www.bchockey.net

15.0 DISCIPLINARY POLICY

Dawson Creek Minor Hockey Association recognizes that in Canadian society there is an increasing emphasis on individual rights and the same is true in sports. Athletes, officials, volunteers and parents expect to be treated in a fair manner in discipline situations and DCMHA is committed to maintaining procedural fairness in these situations.

There are many situations where the disciplinary outcomes are established by rule, or where the disciplinary authority is BC HOCKEY or Hockey Canada, and not the Dawson Creek Minor Hockey Association. The current BC HOCKEY suspension guidelines, which will be enforced as applicable are available at:

<http://www.bchockey.net/Administration/Bulletins.aspx> . Please ensure you are using the most recent Suspension Guidelines.

When DCMHA takes disciplinary action above and beyond the rules of the game, it will ensure that the player and/or team official, volunteer, or parent has the right to a hearing, and that the decision be impartial. The player and/or team official, volunteer or parent will be informed of allegations of wrong doing, be given notice of and an opportunity to present their case, and have an opportunity to appeal an unsatisfactory decision.

The disciplinary committee of the Dawson Creek Minor Hockey Association shall consist of the President (as Chair), the VP, Hockey Operations, the Head Coach, the Risk Manager and any other individuals designated from time to time by the President. The Discipline Committee must not only be fair, it must be seen to be fair. No committee member may participate if he/she has an interest in the outcome of the decision or an attitudinal bias that might influence the result. If the President is unable to participate for these reasons, the VP, Administration, shall chair the committee.

In evaluating situations and making determinations, the committee will ensure that every individual:

- Knows the case to meet (i.e. the requirement to be eligible, the criteria for selection to a team, the qualifications for a position, or the allegations of wrong doing).
- Is given notice of, and opportunity to present a case at a hearing.
- Has an opportunity to respond to the decision made at the hearings.

Further, the Committee will ensure that the process will be free of bias by ensuring that committee members:

- Do not sit in appeal of their own decisions.
- Do not have interest, personal or otherwise, in the outcome of the decision.
- Are free from attitudinal bias.

The Committee shall render a decision in writing and communicate it to the affected individuals, including providing information as to how a decision of the Committee is to be appealed. In the Dawson Creek Minor Hockey Association, appeals from decisions of the Discipline Committee must be made, in writing, to the Executive as a whole. The Executive will review all relevant materials, hold additional hearings if required, and otherwise take whatever steps are necessary to facilitate a decision. The Executive will then make a final determination as to discipline in the particular circumstance.

Only those members of the Executive who did not participate in the original decision, who are free from attitudinal bias, and who have no interest, personal or otherwise, in the outcome of the decisions are eligible to consider the appeal. So long as he/she is eligible under the above criteria, the VP, Administration shall chair the appeal process.

16.0 ABUSE AND HARASSMENT POLICY

The Dawson Creek Minor Hockey Association fully supports the efforts of Hockey Canada and BC Hockey in developing harassment and abuse policies. To that end, the DCMHA incorporates into this policy, the current BC HOCKEY Abuse and Harassment Policy and any subsequent revisions to it.

The DCMHA supports the principles articulated in the Canadian and British Columbia Provincial Human Rights Codes. The DCMHA supports the right of all to freedom from harassment in all aspects of athletic, volunteer, or employment activities related to hockey, including from sexual harassment. It is the particular responsibility of all Dawson Creek Minor Hockey Association players, parents, coaches and other volunteers to ensure that they make every effort to comply with this commitment.

Harassment takes many forms and is difficult to define but can be generally defined as behaviour including comments, conduct or gestures which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment.

Harassment may include:

- Written or verbal abuse or threats.
- Physical assault.
- Racial or ethnic slurs.
- Unwelcome remarks, jokes, innuendoes or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.
- Displaying of sexually explicit, racist or other offensive or derogatory material.
- Sexual, racist, ethnic or religious graffiti.
- Practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance.
- Vandalism.
- Hazing or initiation rites.
- Leering or other suggestive or obscene gestures.
- Intimidation.
- Condescension, paternalism or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions.
- Conduct, comments, gestures or contact of a sexual nature that is likely to cause offence or humiliation, or that might on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or on any opportunity for training or advancement.

Incidents brought to the attention of the DCMHA will be addressed in an expeditious, sensitive, responsible, and confidential manner, with no reprisals to the concerned

individuals. The names of the concerned individual or the circumstances related to the complaint will not be disclosed to any person except where disclosure is necessary for the purpose of investigating the complaint or taking disciplinary measures.

Upon receiving a complaint from a person experiencing harassment or abuse, or from a person believing that harassment or abuse is occurring, the person in position of authority in DCMHA to whom the complaint is registered shall immediately notify the Association's Risk Manager.

The Risk Manager shall gather facts surrounding the incident by speaking directly with the complainant and the person against whom the complaint is made, and any witnesses who in the opinion of the Risk Manager might have relevant facts or observations about the incident.

The Risk Manager shall attempt to mediate a resolution between the parties. The results of the mediation, successful or not, shall be summarized by the Risk Manager in a written report to the Executive. When this attempt at informal resolution is not successful or appropriate, the person who has experienced or witnessed the harassment or abuse may pursue a formal complaint. This written complaint shall be received by the Risk Manager and provided to the Executive.

Within 7 days of receiving the formal complaint, the Executive shall decide if the complaint should be dealt with informally, in which case it shall direct the appropriate response and the matter shall be concluded, or if it should appoint an impartial panel to conduct a hearing.

If a panel is appointed, it will consist, at a minimum of the President, the VP, Administration, and the VP, Hockey Operations, assuming each can participate without any real or perceived expectation of bias. The panel shall prepare a report on the findings of the Risk Manager, and conduct any additional interviews it deems necessary. The complainant and respondent will have the opportunity to respond to this report in writing. The panel will then review all materials and make a recommendation to the Executive.

The Executive of the DCMHA shall rule on the panel's recommendation within 7 days of receipt of written recommendation from the appointed panel.

17.0 TRAVEL TEAM CODE OF CONDUCT

DCMHA teams traveling to out-of-town games or tournaments are ambassadors for the Association and the Community. It is expected that all persons affiliated with DCMHA teams, including players, parents, coaches and officials will behave in an exemplary fashion, and that their activities will reflect well on our minor hockey program.

Proper representation of DCMHA begins with appearance. Appropriate dress is mandatory for all players and team officials of DCMHA teams. For Representative teams, appropriate dress is shirt, tie and dress pants with a jacket. Team members must dress similarly. Ball caps are considered inappropriate to wear for games. For Initiation and Recreational teams, players and team officials are expected to be neat and clean in appearance and are encouraged to adopt some or all of the requirements in place for Rep teams.

DCMHA players and team officials, regardless of division or level, are expected to show respect for their fellow competitors, on-ice officials, and the parent volunteers who are hosting the game/tournament. This means respecting the facility in which the game is to take place by taking care not to damage the building or equipment in the building, keeping the building clean, and reporting any damage to facility staff immediately. This means respecting other facility users by not intentionally injuring or interfering with the enjoyment of others using the building. This means respecting the facility staff and officials by treating the staff and event officials/volunteers with courtesy and respect and by adhering to any rules or regulations pertaining to the event or the safe and enjoyable operation of the facility.

Conduct in accommodations (motel/hotel/restaurant) while out of town for games or tournaments must show respect for the facility and for other patrons of the establishment. If team curfews are set, they must be complied with. Care must be taken not to damage a room, or furniture or fixtures in a room, and the room is to be left in a clean and orderly condition.

PLAYER USE OF DRUGS AND ALCOHOL IS STRICTLY PROHIBITED (ZERO TOLERANCE POLICY)

The future accessibility of DCMHA teams to out-of-town events depends on the proper behavior of current teams. The DCMHA will not accept violations of this policy. In the case of serious breaches of the conduct requirements, future travel for the team may be prohibited, as determined by the Executive. In the case of Representative teams, sanctions could include prohibition from competing in Provincials.

Team managers must ensure that all coaches, trainers, players and parents on their team are aware of this policy, and the possible consequences of any violation.

DCMHA teams are not to travel if a travel advisory is in effect. DCMHA encourages the use of a bus for teams traveling more than 250 kilometers.

18.0 TRAVEL EXPENSE POLICY (PROVINCIALS)

Teams travelling to Provincials will be reimbursed \$5.00/KM up \$2500 and in addition will have their ferry fee reimbursed. The subsidy is subject to DCMHA having sufficient funds available

19.0 PARENT AND PLAYER CODES OF CONDUCT

The following contracts have been developed to assist Hockey Associations to define clear expectations of behavior. Partners are not only expected to sign acceptance of these positive expectations but to abide by these established standards at all BC Hockey related events. It is recommended that all contracts are distributed and signed at the beginning of the season. Hockey Associations are responsible for the safe keeping of these documents. These contracts may be modified to define the association's expectations of their participants.

PARENT CONTRACT: to educate hockey parents of their membership rights, responsibilities and privileges.

PLAYER CONTRACT: to define expectations of behavior/conduct and commitment to the team and to the game.

TEAM OFFICIALS' CONTRACT: to define expectations of Team Officials (coaches, managers, team parents and safety people) with regard to conduct, attitude, philosophy, and team and player management.

ON-ICE OFFICIALS' CONTRACT: to define their integral role in hockey and the expectations of conduct in the management of the game. They must recognize their impact on the game and their fellow partners.

SPORT ADMINISTRATORS' CONTRACT: to define the expectations of conduct for those volunteers (association executive members, volunteers, directors, and coordinators) involved in the off-ice management of the game.

<http://www.bchockey.net/Files/Fair%20Play%20Code%20Contracts.pdf>

If you unable to find the information you are looking for please contact the DCMHA office at 250.782.7233 during office hours.

20.0 ABUSE OF ON-ICE OFFICIALS

The Dawson Creek Minor Hockey Association recognizes that the role of on-ice officials is a difficult one. We also recognize that recruitment and retention of on-ice officials is becoming increasingly more difficult each year. This is in part due to the abuse that on-ice officials receive from players, coaches, and parents.

In an effort to improve the recruitment and retention of on-ice officials, the Dawson Creek Minor Hockey Association is issuing the following notice to members of the Association:

Additional penalties or suspensions may be imposed by the DCMHA for coaches or players receiving penalties or suspensions for abuse of officials.

SCHEDULE 1 CURRENT EXECUTIVE LIST

The most accurate information can be found online at <http://www.dcmha.ca/executive>.
If you unable to find the information you are looking for please contact the DCMHA office at 250.782.7233 during office hours.

SCHEDULE 2 Removed (Tournament Schedule)

SCHEDULE 3 DATES FOR HOCKEY CANADA COACHES CLINICS AND HOCKEY CANADA SAFETY PROGRAM CLINICS

Coaching (NCCP), officiating (HCOP) and safety (HCSP) clinic registration is completed online by way of the Hockey Canada E-Learning. Delegates create an E-learning account, then register for their desired clinic. E-learning accounts are a one-time setup and will recognize each member only by their email address (note: family members will need to use separate email accounts). More information is available below in the Online Clinic Registration Instructions and Frequently Asked Questions (FAQ).

<http://www.bchockey.net/clinics/clinics.aspx>

If you unable to find the information you are looking for please contact the DCMHA office at 250.782.7233 during office hours.

SCHEDULE 4 BC HOCKEY KEY DATES

Please visit www.bchockey.net for current information.

If you unable to find the information you are looking for please contact the DCMHA office at 250.782.7233 during office hours.

SCHEDULE 5 PROVINCIAL CHAMPIONSHIP DATES/VENUES

The most accurate information can be found online at
<https://www.bchockey.net/Championships/championships.aspx>

If you unable to find the information you are looking for please contact the DCMHA office at 250.782.7233 during office hours.

SCHEDULE 6 HIGH PERFORMANCE INFORMATION

The most accurate information can be found online at
<https://www.bchockey.net/HighPerformance/highperformance.aspx>

If you unable to find the information you are looking for please contact the DCMHA office at 250.782.7233 during office hours.

SCHEDULE 7 DUTIES OF THE PRESIDENT

The President is elected by the general membership and is responsible for the provision of direction to the officers and for the overall management of the Association.

The President is the final arbitrator of all disputes that arise in the Association and will make his/her rulings based on the adopted policies of the Association and any special circumstances which may exist.

The President is the official representative of the Association and serves as its primary contact when engaging the general public, the community, partner organizations and both BC HOCKEY and Hockey Canada.

The President chairs Association and Executive meetings, as well as any committee meetings, disciplinary hearings, or complaints process which he or she participates in. The President supervises the VP, Hockey Operations and VP, Administration and the VP, Hockey Development in the performance of their duties. The President appoints officers to fulfill the roles outlined in DCMHA Policy and Procedures, and may appoint replacements for the Vice President positions if a Vice President is absent, resigns or otherwise is unable to act.

The President shall have the power to suspend any Team, Player, Team Official, Volunteer, or Parent for inappropriate conduct on or off the ice, any abusive conduct or language, any failure to comply with the Bylaws or Policies of Dawson Creek Minor Hockey, or other behaviour contrary to the best interests of the Association, until such time as the appropriate committee or the Executive as a whole can meet to make a determination.

In the event of the absence of the President, or in the event of his/her inability to act, the VP, Hockey Development shall assume the duties of the position.

SCHEDULE 8 DUTIES OF THE VICE PRESIDENT, HOCKEY OPERATIONS

The Vice President, Hockey Operations, is elected by the General Membership.

The Vice President, Hockey Operations, is responsible for ensuring that the daily on-ice functions of the DCMHA are carried out in keeping with the policies and procedures of the DCMHA and within the rules and regulations prescribed by BC HOCKEY and Hockey Canada, as applicable.

The Vice President, Hockey Operations, shall report directly to the President for all matters which cannot be held in abeyance until the next Executive meeting. On behalf of the DCMHA, the Vice President, Hockey Operations, shall have the authority to direct and supervise the Rep and Recreation Directors, Learn to Play Director, IP Director, Female Director, Head Coach, Referee-in-Chief, Registrar and Risk Manager.

The Vice President, Hockey Operations, shall sit on the Selection Committee for Rep Coaches, and ensure that player selection, player development, player movement and team activities at the Rep level are carried out in keeping with the policies and procedures of DCMHA. The Vice President, Hockey Operations, shall ensure that the assignment of players in the Recreational stream (Pre Novice, Novice, Atom House, Pee Wee House, Bantam House, and Midget House) is done in an equitable manner and in keeping with DCMHA's objectives for Recreational hockey. In fulfilling these duties, the Vice President, Hockey Operations, will work closely with Rep and Recreation Directors, the Head Coach, team coaches, players and parents to further the objectives and philosophy of the DCMHA.

The Vice President, Hockey Operations, shall undertake the following specific tasks:

- Enforce all rules and regulations of the DCMHA.
- Fulfill the responsibilities assigned on the Complaints Policy.
- Assist the Registrar in the registration of teams
- Act as chair of the Rep Coach Selection Committee
- Appoint the Referee-in-Chief
- Appoint the Registrar (typically the Office Manager)
- Assist the President in designating a Head Coach, Rep and Recreation Directors, Risk Manager, Learn to Play Director, IP Director, Female Director and Equipment Manager and supervise his/her activities throughout the season.
- Have final authority to resolve disputes regarding ice usage.
- Shall inform the Equipment Manager of equipment requirements.

In the absence of the Vice President, Hockey Operations, or in the event of his/her inability to act, the President shall designate an individual to assume these duties.

SCHEDULE 9 DUTIES OF THE VP, HOCKEY DEVELOPMENT

The Vice President, Hockey Development is elected by the General Membership.

The VP, Hockey Development is responsible for coordinating and maintaining the DCMHA development programs. The responsibilities include coach development, Player Development, Officials Development. In carrying out these responsibilities, the VP, Hockey Development supervised the functions of the Head Coach, Recruitment and Retention Director, IP Coordinator, and Female Coordinator. The VP, Hockey Development also coordinates his/her activities with those of the VP, Hockey Operations and VP, Administration where there is shared jurisdiction (i.e. Head Coach).

The VP, Hockey Development carries out the following specific tasks:

- Acts as the President in the absence of the President
- Acts as the primary point of reference for the Associations Development programs
- Monitor and cultivate the long term strategic plan

In the absence of the Vice President, Hockey Development, or in the event of his/her inability to act, the President/Executive shall designate an individual to assume these duties.

SCHEDULE 10 DUTIES OF THE VP, ADMINISTRATION

The Vice President, Administration, is elected by the General Membership.

The VP, Administration is responsible for the administrative (off-ice) activities of the DCMHA. These responsibilities include the office administrative tasks necessary to the operation, as well as the corporate duties of the Association. In carrying out these responsibilities, the VP, Administration supervises the functions of the Fund Raising Coordinator, Secretary, Treasurer, Equipment Manager, and the duties of the Registrar that are not related to carded players. The VP Administration also coordinates his/her activities with those of the VP, Hockey Development and VP, Hockey Operations in situations where there is shared jurisdiction (i.e. Risk Management).

The VP, Administration carries out the following specific tasks:

- Acts as primary point of reference for the Association's office administrative activities, responsible for daily office duties of the association
- Supervises Fund Raising Coordinator, Secretary, Treasurer, the non-carded player duties of the Registrar, and the Equipment Manager
- Ensures that the corporate responsibilities of the Association are carried out.
 - Insurance
 - Establishment of bank accounts
 - Affiliation with BC HOCKEY, Hockey Canada
 - Coordinates hiring of any staff
 - Coordinates the purchase of any hockey equipment, office equipment, or supplies
 - Maintains the corporate records
 - Arranges office/meeting/storage space
 - Liaison with external auditor, if required
 - Arranges conduct of AGM, election of officers
 - Prepares annual budget for DCMHA, forwards to Executive for approval
 - Monitors team budgets with the Rep and Recreation Directors and advises Fund Raising Coordinator of team reserve targets
 - Ensures that sponsorships are billed and collected by December 1 of each year.
 - Ensures that Association mail is picked up, correspondence is directed to appropriate recipients, and that responses are provided as necessary.

In the absence of the Vice President, Administration, or in the event of his/her inability to act, the President/Executive shall designate an individual to assume these duties.

SCHEDULE 11 DUTIES OF REGISTRAR

The Registrar is appointed by the Vice President, Hockey Operations and is responsible to the Vice President, Hockey Operations and Vice President, Administration for the efficient management of player registration in accordance with the policy and procedures of DCMHA and of the BC HOCKEY and Hockey Canada.

The Registrar will ensure that registration information is available to all parents/guardians prior to the commencement of the season. The Registrar coordinates registration opportunities and works in cooperation with the VP Publicity to ensure that these opportunities are well advertised.

The Registrar is responsible for the coordination of registration and listing of players for insurance purposes. Every participant is to be fully registered. Registration information will be supplied to Team Managers and coaches. In the event that player information supplied at registration is insufficient to obtain insurance, the Registrar shall inform the VP, Hockey Operations, who shall ensure that appropriate information is collected.

The Registrar shall work with the Risk Manager to ensure that insurance/injury forms are kept in first aid boxes, and sufficient extra forms are available from the Registrar. Players claiming assistance through the fund must do so on appropriate Hockey Canada Injury Report forms.

The Registrar is responsible to ensure that forms are properly completed and filed within 90 days of the date of the injury. The Registrar is to enlist the assistance of the Risk Manager if forms are returned inadequately or improperly completed.

The Registrar works closely with the Treasurer to ensure that registration fees are collected prior to any player participating in a sanctioned practice, or game. The Registrar tracks players signing up for Rep tryouts and provides this information to the VP, Hockey Operations, and Rep Director prior to the commencement of the first tryout session.

In the absence of the Registrar, or in the event of his/her inability to act, the President shall designate an individual to assume these duties.

SCHEDULE 12 DUTIES OF REFEREE-IN-CHIEF

The Referee-in-Chief is appointed by the Vice President, Hockey Operations and is responsible to the Vice President, Hockey Operations for coordinating and developing all officials within the DCMHA. Whenever possible, the Referee-in-Chief should be a member of the Referees Association of BC HOCKEY.

He or she will act as a liaison between DCMHA, referee assigners, and those referees wishing to officiate DCMHA games. The Referee-in Chief will maintain a list of all available referees, their level of expertise and their contact information, which will be provided to the assigners.

The Referee-in-Chief will institute and supervise a training program for referees/officials prior to the start of the playing year. The Referee-in-Chief will encourage all area referees to make themselves available for DCMHA games, including games at levels below the individual referee's level of expertise.

The Referee-in-Chief will intervene on behalf of referee assigners who are having difficulty obtaining referees and will generally attempt to ensure that the relationship between DCMHA and area referees is positive and effective.

The Referee-in-Chief will assist the VP, Hockey Operations in determining appropriate disciplinary response to player/coach behavior. The Referee-in-Chief will act as liaison to the Referees association in situations where DCMHA has concerns regarding the conduct of a game official.

SCHEDULE 13 DUTIES OF SECRETARY

The Secretary shall be appointed by the President/Executive and shall report to the VP, Administration on all matters concerning their daily activities.

The Secretary is responsible for maintaining records of the Association's yearly activity, including such tasks as minute taking, correspondence administration, and policy and procedure manual maintenance.

Specific duties of the Secretary include:

- Responsible for all correspondence and related duties
- Notifies BC HOCKEY and Hockey Canada of changes to the DCMHA Executive each year
- Forwards necessary membership fees to those bodies
- Files the report of the AGM to the Registrar of Societies
- Assists the VP, Administration to secure office, meeting and storage space each year
- Under the direction of the VP, Administration, orders stationary, envelopes, and office supplies as required
- Attends the BC HOCKEY convention
- Responds to correspondence as required or as directed by the President, VP Administration or Executive

In the absence of the Secretary, or in the event of his/her inability to act, the President/Executive shall designate an individual to assume these duties.

SCHEDULE 14

DUTIES OF RISK MANAGER

The Risk Manager is appointed by the President/Executive and is responsible to the VP, Administration for coordinating the Risk Management activities of the Association and for ensuring that the risk of liability to the Association is reduced.

The Risk Manager shall perform the following specific duties:

- Act as primary point of reference on matters concerning Risk Management.
- Examine the most practical and economically feasible ways of dealing with liability exposure to the Association.
- Assumes the duties assigned in the Association Complaints Policy regarding complaints of abuse or harassment.
- Identifies potential risk exposure situations and takes measures to minimize, reduce, or eliminates the risks to players and the Association.
- Maintains a risk management program, communicating any matters of a serious nature to the Executive.
- Completes Hockey Canada Safety Program Injury & Incident Reports as required and works with the Registrar and VP, Hockey Operations to maintain the Hockey Canada insurance program.
- Ensure that trainers have completed the necessary equipment checks.
- Work with Equipment Manager to ensure first aid kits are well stocked and available, and that each trainer has appropriate Hockey Canada injury report forms.
- Responsible for ensuring that all team officials within his/her division have successfully completed all required clinics (i.e. Speak Out, Hockey Canada Safety Program, Hockey Canada Coaches Clinics), that all officials have completed a Criminal Records and History Search by the RCMP, that every player/team in his/her division has completed all necessary forms, and that these have been forwarded to the appropriate individuals.

In the absence of the Risk Manager, or in the event of his/her inability to act, the President may designate an individual to assume these duties.

SCHEDULE 15 DUTIES OF ASSOCIATION HEAD COACH

The Head Coach is appointed by the President/Executive and is responsible to the VP, Hockey Operations for coordinating and developing all coaches/trainers in DCMHA. The Head Coach is the liaison between association coaches and the VP, Hockey Operations and the Executive. The Head Coach also acts as the DCMHA liaison with the District Coaching Coordinator.

The Head Coach is responsible for assisting VP Operations with the selection of Rep Coaches. The Head Coach reviews and approves any assistant coaches/trainers proposed by the Rep head coaches or House/Initiation coaches, assistant coaches and trainers proposed by the Division Coordinator/Directors.

The Head Coach meets regularly with Division Coordinators/Directors and the VP, Hockey Operations to discuss problems and solutions. The Head Coach performs evaluations of coaches during practices and games and may attend, at his/her discretion, any DCMHA practice and game to ensure that coaches prepare and use prearranged practice plans and that the DCMHA's policy requirements for fair ice time distribution are followed.

The Head Coach institutes and supervises a training program for coaches/trainers prior to the start of the playing year. The Head Coach requests, coordinates and follows up on coaching clinics for the DCMHA, as required. The Head Coach ensures that all coaches, through the National Coaching Certification Program and its objectives, maintain a high level of coaching standards.

The Head Coach assists and provides direction to the Rep coaches in evaluating and selecting players for Rep teams. The Head Coach assists and provides direction to Division coordinators in evaluating and selecting Initiation and Recreational teams.

The Head Coach coordinates meetings of coaches and players with the Referee-in-Chief or BC HOCKEY Rules Committee member for better understanding of the rules of the game.

In the absence of the Head Coach or in the event of his/her inability to act, the President may designate an individual to assume these duties.

SCHEDULE 16 DUTIES OF COMPETITIVE DIRECTOR

The Competitive Director is appointed by the President/Executive and is responsible to the VP, Hockey Operations for all matters pertaining to competitive teams in DCMHA. The Competitive Director shall undertake the following specific tasks:

- Participate in player evaluations if required.
- Oversee player selection process for tryouts
- Host risk education meeting at the start of the season along with Risk Manager & DCMHA Head Coach
- Oversee Competitive Team Managers & Treasurers
- Assist coaches and/or managers with required paperwork such as Fair Play Contracts, budgets, carding information etc.
- Familiarize coaches and team managers with Rules and Regulations and DCMHA Policies and Procedures
- Be available to attend coach and manager meetings if requested
- Ensure annual team budgets and monthly financial statements are forwarded to Administrator
- Communicate deadlines to coaches and/or team managers
- Review game sheets and forward on VP Hockey Operations when required.
- Act as liaison between Team Managers and DCMHA Executive and assist with problems should they arise.
- Represent the interests of the Competitive teams at Executive meetings
- Ensure coaches enforce coach, parent and player Fair Play Codes
- Reports to VP Hockey Operations

In the absence of the Competitive Director or in the event of his/her inability to act, the President may designate an individual to assume these duties.

SCHEDULE 17 DUTIES OF RECREATION DIRECTOR

- Host risk education meeting at the start of the season along with Risk Manager & DCMHA Head Coach
- Oversee Recreational team Managers & Treasurers
- Oversee and ensure equal teams are formed within division
- Assist coaches and/or managers with required paperwork such as Fair Play Contracts, budgets, etc.
- Familiarize coaches and team managers with Rules and Regulations and DCMHA Policies and Procedures
- Be available to attend coach and manager meetings if requested
- Ensure annual team budgets and monthly financial statements are forwarded to Administrator
- Communicate deadlines to coaches and/or team managers
- Review game sheets and forward on VP Hockey Operations when required.
- Act as liaison between Team Managers and DCMHA Executive and assist with problems should they arise.
- Represent the interests of the Recreational teams at Executive meetings
- Ensure coaches enforce coach, parent and player Fair Play Codes
- Reports to VP Hockey Operations

SCHEDULE 18 DUTIES OF INITIATION DIRECTOR

The Initiation Director shall report to the Vice President, Hockey Operations.

The Initiation Director's main focus is to promote an initiation program that aims to make children's first contact with hockey a safe and positive experience. It shall be a structured, "Learn to Play" hockey program designed to introduce beginners to the game's basic skills. It shall enable participants to become contributing members of a team, develop self-confidence, and experience a sense of personal achievement.

The Initiation Director will use the following process to achieve desired outcomes:

1. Have coaches teach basic hockey skills so players can enjoy the game, primarily through the use of stations and small area games.
2. Have coaches' develop and enhance basic motor patterns and skills through Hockey Canada's practices guidelines.
3. Have coaches develop the concept of a team through player participation during on Ice activities.
4. Have coaches teach and encourage fitness, fair play and cooperation while emphasizing the fun of the game.
5. The Initiation Program (IP group) shall begin the season with basic skills performed together by the group as a whole for the purposes of evaluating the players.
6. Upon approval by the VP Hockey Ops and the IP Director, the IP group will be separated into groups by skill level determined by the coaches' evaluations, and these groups will all participate in stations run on different areas of the ice.
7. Upon approval by the VP Hockey Ops and the IP Director, the IP group will be divided into equal strength teams. The teams will practice, primarily using stations and small area games.
8. Upon approval by the VP Hockey Ops and the IP Director, the IP group may begin to schedule games, but will continue to emphasize skill development more than game play
9. The Initiation Program will be run in direct co ordinance of Hockey Canada's practice guidelines.
10. If determined by the evaluations that a player would benefit from being placed in a lower age group for developmental purposes this will require approval by the VP Hockey Ops, IP Director and head coaches

SCHEDULE 19 DUTIES OF THE LEARN TO PLAY DIRECTOR

The Learn to Play Director shall report to the IP Director.

The Learn to Play Director's main focus is to promote a program that aims to make children's first contact with hockey a safe and positive experience. It shall be a structured, hockey program designed to introduce beginners to the game's basic skills. It shall enable participants to become contributing members of a team, develop self-confidence, and experience a sense of personal achievement.

The Learn to Play Director will perform the following specific tasks:

- Be the chief contact person for parent education on Minor Hockey programs and operations.
- Support Coaches, instructors and managers in their roles.
- Work with the IP director to ensure the program is being delivered properly.
-

SCHEDULE 20 DUTIES OF THE COMMUNITY RELATIONS COORDINATOR

The Community Relations Coordinator is responsible for all public relations activities of the DCMHA. The objectives of these functions is to ensure that information is provided in a timely manner to players, parents, coaches and the general public, and that the public image of the Association is maintained at a high level.

The Community Relations Coordinator is responsible for ensuring the following tasks are carried out, and is expected to enlist parent volunteers as required to assist in the performance of these duties:

- Liaison with media in the area – newspapers, radio, etc., - to develop a working relationship
- Keep in close touch with Team Managers to watch for news or feature stories
- Help reporters get stories they request (after checking with the coach/manager)
- Prepare any promotional material the Executive requests
- Arrange for publication of any notices or other information that is requested by the Executive
- Responsible for scheduling and organizing DCMHA picture night
- Coordinate Hockey Canada week and Minor Hockey week activities
- Coordinate Awards Night
- Coordinate with schools on scholarship program (local)
- Placements of advertisements, posters, and Website announcements.

SCHEDULE 21 DUTIES OF EQUIPMENT DIRECTOR

The Equipment Manager is appointed by the President/Executive and is responsible to the VP, Administration for all the equipment owned by the DCMHA. He or she shall:

- Maintain accurate records as to the disposition of equipment.
- Control inventory and account for all equipment through the Treasurer and VP, Administration.
- Obtain coach/manager signatures for all equipment assigned to each team.
- Purchase all equipment as requested by the VP, Hockey Operations and approved by the Executive, or as approved in the annual budget.
- Ensure equipment is maintained in good condition or is replaced.
- Inform the Treasurer of any equipment outstanding as of April 30, so that members can be billed for replacing unreturned equipment.
- Ensures a proper level of security is in place for equipment lock-up.
- Ensures adequate replacement insurance is in place for equipment.
- Ensures that invoices are forwarded to the Treasurer for payment.

In the absence of the Equipment Director or in the event of his/her inability to act, the President may designate an individual to assume these duties.

SCHEDULE 22 DUTIES OF TOURNAMENT DIRECTOR

Home tournaments are to be coordinated by the teams themselves assisted by the Tournament Director. Teams must appoint a tournament coordinator.

All DCMHA tournaments must have the approval of the Executive who will arrange for the event to be sanctioned by BC HOCKEY. The Office Manager prepares and distributes a list of tournament dates prior to each season.

The host team(s) will be responsible for all other costs, including referee costs, trophies, player packages, sponsor boards, posters, tournament rosters, schedules, prize table items, etc. The host team must pay all ice costs and should ensure that entry fees for out-of-town teams are sufficient to cover these expenses. The total amount of Tournament Fees charged is to cover ice and referee costs only. The Office Manager will provide the Tournament Coordinator with amounts owing for ice. Entry fees for out-of-town teams must be approved by the VP, Hockey Operations.

Tournament coordinators are responsible for ensuring that all games are accommodated within the allotted ice time, arena staff have a copy of the game and flood times, scorekeepers are provided for each game, the referee assigner has adequate advance notice of referee requirements, and that the DCMHA fund raising guidelines are followed.

Teams hosting tournaments are not allowed to solicit the local business community for tournament sponsorship. They are allowed to approach the parent/relative group of the host teams to obtain trophy sponsorship, raffle table prizes, etc. The teams are expected to use raffle tables, program sales, and 50/50 draws to cover tournament costs. If necessary, fees can be assessed to each player on the host team(s). Any surplus of revenue over expense is to be allocated to the host team.

The Tournament Coordinator is expected to provide neighboring association with tournament dates, entry fee information and contact details to enter. This should be done early in the season to ensure full entry. It is suggested that posters should be prepared and distributed, with follow-up phone calls to the neighboring association. The first tournament date is at the end of October each year, so an early start is essential.

All parent/guardians are expected to volunteer their time at the home tournament. The Team tournament coordinator is expected to organize the event and be on site during its allotted times. However, the actual job duties (scorekeeping, raffle table, 50/50, poster preparation, program information, preparation and insertion, player packages, etc) are expected to be done by parents/guardians/grandparents and friends.

In town tournaments are the opportunity for DCMHA to play host to neighboring associations and put our best face forward. It is expected that all coaches, players, team managers, and parents/guardians, will display the highest standards of conduct throughout these events.

SCHEDULE 23 DUTIES OF FUND RAISING COORDINATOR

The Fund Raising Coordinator is appointed by the President/Executive and is responsible to the VP, Administration for ensuring that the Association's Fund Raising Policy is adhered to and that sufficient fund raising activity is undertaken to fund Association expenses.

The Fund Raising Coordinator shall perform the following specific duties:

- Be the primary point of reference and key association representative in contact with team sponsors.
- Responsible for solicitation, renewal, and enrolment of team, program or Association sponsors.
- Assist tournament coordinators in following the Fund Raising policy.
- Responsible, through the VP, Administration, and in coordination with the Treasurer, for collection of sponsorship fees.
- Supervise and schedule volunteers to participate in fund-raising activities.
- Liaison with Team Manager, provides assistance and approval for team fund raising activities.
- Maintain a schedule of fund raising activities (by teams or by the Association) to ensure there is no duplication of events or contravention of the Fund Raising Policy.
- Review and evaluate fundraising proposals presented to the Association.

In the absence of the Fund Raising Coordinator, or in the event of his/her inability to act, the President may designate an individual to assume these duties.

SCHEDULE 24 DUTIES OF THE FEMALE DIRECTOR

SCHEDULE 25 DUTIES OF THE LEAGUE COORDINATOR

The League Coordinator is appointed by the President/Executive and is responsible to the VP, Hockey Operations. The main focus of this role is to work with the all Leagues DCMHA has entered teams into.

The League Coordinator shall preform the following specific tasks:

- Attend all League Meetings as required.
- Oversee individual teams for scheduling purposes.
- Liaison with other associations as required
- Act as the designated board member for the Leagues on behalf of DCMHA if required by any leagues constitution.
- Attend District Meeting on behalf of DCMHA.
- Report the DCMHA Executive on any upcoming changes.

In the absence of the League Coordinator, or in the event of his/her inability to act, the President may designate an individual to assume these duties.

SCHEDULE 26 DUTIES OF THE RECRUITMENT AND RETENTION DIRECTOR

The Recruitment and Retention Director is appointed by the President/Executive and is responsible to the VP, Hockey Development. The Recruitment and Retention Director shall undertake the following specific tasks:

- Facilitate and Participate in the planning of all Recruitment activities (ie. Jamborees, fun days, registration days)
- Liaison with other associations and the Community Relations Coordinator to promote DCMHA.
- Seek out feedback from all Streams and Divisions and report to the DCMHA Executive any concerns and successes in the current programs.
- Recommend enhancements to current programs and new opportunities as they arise.

In the absence of the Recruitment and Retention Director, or in the event of his/her inability to act, the team coach shall designate an individual to assume these duties.

SCHEDULE 27 DUTIES OF THE TEAM COACH

The Coach is appointed by the Selection Committee (Rep Teams) or the Recreation Director and VP Hockey Operations. Assistant Coaches are determined by the team coach and must be approved by the Head Coach (or Selection Committee as appropriate).

Coaches/assistant coaches are responsible to the Rep or Recreation Director, Head Coach and VP, Hockey Operations for ensuring that their team operates efficiently and in accordance with DCMHA policy and procedures. The coach/assistant coach is also responsible, for the actions of players and parents on his/her team.

He/she shall:

- Make games and practices fun while instilling the values of sportsmanship and fair play. Players should ALWAYS look forward to coming to the rink.
- Work with the Head Coach and VP, Hockey Operations to deliver a balanced skills program.
- Conduct themselves in such a fashion as to provide an example of good conduct and sportsmanship at all times.
- Ensure the safety of players and that players are wearing proper CSA approved hockey equipment when on the ice. Team trainers are expected to provide the coach with notice of any inappropriate equipment.
- Ensure that there are two adults in the dressing room at all times when players are present. Team managers are to assist the Coach in fulfilling this requirement.
- Project a favorable image of hockey and coaching and consistently display high personal standards. Refrain from using profane language.
- Ensure all equipment provided by DCMHA is properly cared for.
- Act in a courteous manner toward any or all players, parents, fans, Executive members, and game officials. Treat everyone fairly, including visiting parents and players.
- Ensure that the team is on time for all ice sessions and clear the ice immediately once the allotted time has elapsed.
- Report team progress and concerns to the Rep or Recreation Director. Attend all meetings called by the Executive.
- Regularly seek ways of increasing coaching development and self-awareness.
- Submit confidential Criminal Records and History search forms to the Risk Manager.
- Complete Respect in Sport and attend Hockey Canada Safety Program, or Hockey Canada Coaches Clinics as required by DCMHA.
- Appoint a Team Manager & Team Treasurer with the approval of the Rep or Recreation Director and the VP, Hockey Operations and work with the Manager and with parent volunteers for the team throughout the season.

SCHEDULE 28 DUTIES OF TEAM MANAGER

The Team Manager is appointed by the team Head Coach in consultation with the Rep or Recreation Director and the VP, Hockey Operations. The Team Manager is responsible to the team coach, Rep or Recreation Director and the VP, Hockey Operations to ensure that the team operates efficiently and in accordance with DCMHA policy and procedures.

The Team Manager is responsible for everything to do with the team apart from practices and games. The Team Manager is the liaison between parents and the coaches, and between the team and the Rep or Recreation Director. It is imperative that the Team Manager has a cordial working relationship with the team's coach, the Rep or Recreation Director and the Office Manager. The Manager is expected to handle the administration of the team, freeing the coach to concentrate on team and player development.

The Team Manager is responsible for ensuring the following functions are performed for the team, and is expected to enlist parent volunteers as required to cover off these tasks:

- Team uniforms are distributed prior to a game, collected afterward and kept clean and properly maintained.
- The DCMHA Office Manager is supplied a list containing the names and contact information of team players and the uniform number assigned to them.
- Any equipment supplied to the team by DCMHA (i.e. uniforms, goalie gear) is inventoried, maintained in good order, and returned to the Equipment Manager at year-end.
- That the DCMHA ice cancellation policy is adhered to, and that the Office Manager is informed by Monday at noon of any scheduled ice that will not be needed for the week commencing the following Monday.
- That a travel coordinator is designated for out of town tournaments.
- That a time clock coordinator is designated for in town games.
- That the referee assigner is informed of all referee requirements for home games well in advance of the scheduled game.
- Work with the Team Head Coach to schedule exhibition games (in town and out of town) and to arrange participation in out-of-town tournaments.
- That a tournament coordinator is designated to work with the Tournament Director to organize the home tournament.
- That a fund-raising coordinator is designated for the various DCMHA and team fund raising initiatives, and to ensure that DCMHA's fund raising policy is adhered to.
- That the Office Manager is provided a list with contact information of any parent volunteer assigned any of the specific responsibilities outlined above. Absent such a list, DCMHA will assume the Team Manager has elected to accept all these responsibilities him/herself.

- That parents are regularly informed of team matters, either through email, team messaging applications or through actual parent meetings.
- That each parent/guardian receives a list of all team members, name of their parent/guardian and contact information, along with uniform number. This will assist the parents to become familiar with the team. Best practice is to provide a laminated, business card sized list for ease of use.
- The Team Manager can play a crucial role in the mediation of issues that arise within a team, if required the Team Manager must support the Complaints Policy detailed in 5.0. Particularly, the Team Manager must enforce the 24-hour cooling off provision.
- That the Registrar is provided a list, immediately upon positions being filled, of all coaches, assistant coaches, trainers, and the manager. Any official of the team must be listed with the Registrar for insurance purposes.

In the absence of the Team Manager, or in the event of his/her inability to act, the team coach shall designate an individual to assume these duties.

SCHEDULE 29 DUTIES OF THE TEAM TRESURER

The Team treasurer is appointed by the team Head Coach in consultation with the Rep or Recreation Director and the VP of Administration. The treasurer is responsible to the team coach, Rep or Recreation Director and the VP of administration to ensure that the team operates efficiently and in accordance with DCMHA policy and procedures. The Team treasurer is responsible for everything to do with the team finances and budget. The Team treasurer is the liaison for the Team Manager and has a cordial working relationship with the team's coach, the Rep or Recreation Director and the DCMHA Office Manager. The Treasurer is expected to handle the administration of the team, freeing the coach to concentrate on team and player development.

The Team treasurer is responsible for ensuring the following functions are performed for the team.

- Work with team head coach to make budget for the year's financial requirements.
- Responsible for the management of all team funds as per DCMHA policy
- Prepare monthly financial reports and submit to rep or recreational director and to DCMHA office manager.
- Responsible for obtaining a second signer for accounts.
- Ensure team bank accounts are opened at beginning of every season and closed at the end of every season.
- Responsible for team bank account and all funds being allocated on team's behalf.
- Responsible for team funds being managed as outlined in DCMHA policy

SCHEDULE 30 NORTH EAST BC AND YUKON DISTRICT TRACKER FLYERS

For Reference:

Memorandum of Understanding

Between

Fort St John Minor Hockey Association

And

Peace River District Minor Hockey Association

And

NEBC & Yukon District Tracker Flyers

Whereas competitive District Midget AAA Hockey is under the governance of the Directors of the NEBC & Yukon Tracker Flyer(hereafter referred to as the “Team”

Whereas the Fort St. John Minor Hockey Association (hereafter referred to as FSJ MHA) can provide operational functions to facilitate the Peace River District Midget AAA Hockey Team

The two associations and the NEBC & Yukon District Tracker Flyers enter into this agreement to facilitate the functions of the said team. To ensure open communication and co-ordination of objectives the following is agreed.

- 1) The Team will be provided a list of directors to the PRDMHA AGM in May each year, the list will come from the past directors or the previous year’s team manager. PRDMHA will have the right to deny any of the directors if they have a majority vote that one or more of the directors is not suitable for the duty of director.
- 2) FSJMHA will be the “Home” Association for the purposes outlined below
- 3) The Liaison between FSJMA and the Team will be determined each year after the start of the team’s season. It could be a director, manager, or team appointed position. Each year an appropriate person will be assigned and be responsible to make reports to FSJMHA and PRDMHA. Reports will be sent via email or fax.

4) PRDMHA will be the liaison body between Hockey Canada and BC Hockey unless such privileges are delegated by the PRDMHA and inform the team through the liaison person of any directives from BC Hockey

5) For the purposes of this MOU, Hockey Operations are defined as:

1) **Ice scheduling** will be done in cooperation with FSJMHA, tryouts, exhibition during pre-season, regular season games, playoffs and regular season practice will be coordinated by the teams' directors or an appointed person by the directors, again in cooperation with FSJMHA.

2) **Registration:** Each player will be required to be registered with their home association and prove registration before they will be allowed on the ice for try outs. Acceptable proof will be a Hockey Canada # which will be used to check registration. The player will provide the # and the team will use this # to verify proper registration. Under no circumstances will a player be allowed on the ice without proper registration.

Once team has been selected; registration of players not from FSJMHA will be done by the Home association all MH registration fees will be paid to the Home association. FSJMHA will process all registration documentation, including: Mutual Aiding; Hockey Canada Carding etc...

- Try out fees will be determined, collected and retained by the team.

3) **Transportation.** In coordination with the Junior Sports Committee of Fort St John, provide a bus to be used by the Team, in accordance with the bussing agreement currently between the Fort St. John Junior Sports Centre Committee and FS J MHA.

4) The team will be assigned a referee assignor at the beginning of each year by FSJMHA and refs will be booked through the assignor.

5) **Risk Management and Discipline.** FS J MHA will provide the Board with the necessary resources required to ensure that the Team follows BCAHA, and Hockey Canada rules and policies on Risk Management, Discipline and any other related programs.

6) **Staff Development.** FS J MHA will make available to the Team any required or requested Hockey Canada training programs, including, but not limited to: Coaching Clinics, HCSP, Speak Out, and Team First. The cost of attendance by team officials to these clinics will be borne by FS J MHA, but initial payment will be the responsibility of the applicant and upon successful completion of the entire course a refund to the applicant will be issued by the home association.

7) **Coaching and volunteers,** The Head coach position will be selected by the Teams executive; applications will be accepted until the executive has confirmed a suitable

coach. The head coach will pick his own assistant coaches which must be approved by the Teams executive. Coaches may be any person so long as they are approved by the executive. Positions such as manager, and bookkeeper must be approved by the Teams executive.

8. Billeting. FS J MHA will assist the Board or an appointed person in procuring and coordinating any required billets for out of town players. This will include applications by interested billets, including reference and criminal record checks.

9) FSJMHA will collect MH registration fees from the players and agrees to pay for all ice fees; it is the intent the MH registration fees will be more or less revenue neutral.

10) The team will be responsible to maintain a good relationship with the team sponsor and collect the sponsorship money or alter its team fees so as not to be a financial strain on either FSJMHA or PRMHA.

11) The District team complaint handling process will follow the following steps:

11a) Parent complaints will first be handled by the team manager, failing complaint resolution, the parent will, in writing, provide the teams manager an outline of the complaint to be forwarded to the directors at which time the directors will try to settle any issues, failing an adequate resolution the matter will be forwarded to PRDMHA and BCAHA for direction and resolution. No matter will be forwarded unless it has first been brought to the attention of the team's manager and the directors of the team.

11b) In the event that resolution cannot be attained through the Board of Governors the Board, via the Chairman will bring the complaint before the PRDMHA.

11c) In the event that the complaint remains unresolved through the PRDMHA the matter will be referred to BCAHA through the PRDMHA President.

12) In exchange for these services as defined in this MOU, and to take advantage of resources already in place, the Team will be located in Fort St. John, and will be known as the N.E.B.C. & Yukon District Tracker Flyers.

13) These Understandings may be added to, deleted from or amended at any time, given thirty (30) days' notice in writing to the Directors of the team, where the directors will vote and ratify or deny.

Signed:

PRDMHA President	Print Name	Dated
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FSJMHA president	Print Name	Dated
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NEBC & Yukon Tracker Flyer Director	Print Name	Dated
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DCMHA recognizes that the Tracker Flyer program is a regional program. The Dawson Creek Minor Hockey Association supports in principal the concept of the Regional AAA Hockey Program in the Peace River District. In order to support the program, the DCMHA will commit to this support for a three year period. This support will be voted on every three years at the DCMHA AGM. What this support entails is:

- allowing players from DCMHA to try out and play on the regional team
- allowing players to affiliate from the Midget Tier 3 team
- DCMHA will commit ice times and ice scheduling
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SCHEDULE 31 TEAM OFFICIALS CONTACT SHEET

This form must be turned in to the DCMHA office.

Division _____

Team Name _____

Coach _____

Home Phone _____

Work Phone _____

Cell _____

Email _____

Manager _____

Home Phone _____

Work Phone _____

Cell _____

Email _____

These contacts will be used to notify of ice changes and cancellations