



# DAWSON CREEK MINOR HOCKEY OPERATIONS & GOVERNANCE GUIDE

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## DCMHA Executive Structure Overview

The **Dawson Creek Minor Hockey Association (DCMHA)** is governed by a volunteer Executive that provides strategic direction, policy oversight, and operational accountability for the organization. The Executive ensures that all programs are delivered in accordance with the mission, values, and regulations of DCMHA, BC Hockey, and Hockey Canada.

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### Executive and Board Composition

The DCMHA Executive consists of the following voting members:

- **President**
- **Vice President of Administration**
- **Vice President of Hockey Operations**
- **Vice President of Hockey Development**

### Board Composition

The DCMHA Board of Directors is comprised of:

- Directors (10 to 20 members)
  - Non-Voting Officials (e.g., Coordinators, Liaisons, Division Representatives), who serve in an advisory capacity
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### Governance and Authority

- The Executive governs all activities within DCMHA.
  - Matters not explicitly addressed in the DCMHA Manual, Bylaws, or Policies are subject to Executive discretion and decision.
  - Executive decisions are determined by a majority vote unless otherwise specified in the Constitution or Bylaws.
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### Executive Terms and Eligibility

#### President and Vice Presidents:

- Each Vice President and the President serve **two-year terms**.
- Terms are **staggered** to ensure continuity and leadership balance:

- **President** and **Vice President of Hockey Development** are elected in the same rotation.
- **Vice President of Administration** and **Vice President of Hockey Operations** are elected in the alternate rotation.
- To be eligible for election as President or Vice President, candidates must have served as a member of the Executive or Board in at least one of the two previous years.

## **Directors and Board Members:**

- The term of office for Directors and other-Board members is one or two years, as defined in the DCMHA Constitution.
  - All members of the Association in good standing are eligible for election to these positions.
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## **Screening and Suitability**

- All Executive members must undergo a **Criminal Record Check and Vulnerable Sector Search** through the **Royal Canadian Mounted Police (RCMP)**.
  - The President is authorized to receive and review this information.
  - If a result raises concerns about a member's suitability, the President may impose restrictions, including removal from office, in accordance with safeguarding policies.
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## **Appointed Officials**

- The Executive may appoint additional **Officials or Coordinators** to assist with the operation of DCMHA programs (e.g., Referee-in-Chief, Equipment Manager, Division Coordinators).
  - These individuals report to the Executive and participate in meetings in an **advisory, non-voting** capacity, when requested.
  - Executive members may also be appointed to specific operational roles or sub-committees, as required.
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## **Schedules and Position Descriptions**

- From time to time, the Executive may define specific responsibilities for Executive or appointed roles.
- These responsibilities may be detailed in **Schedules** or **Appendices** to the DCMHA Manual and are subject to periodic review and update.

## DCMHA Executive & Board Member Agreement & Waiver

This Agreement is between the **Dawson Creek Minor Hockey Association (DCMHA)** and the undersigned **Board Member**, effective as of the signature date below. It outlines the expectations, responsibilities, and conduct required during your term of service.

### 1. Confidentiality

- I agree to maintain the confidentiality of all DCMHA-related information during and after my term, including personal, financial, and strategic matters.
- I will not share confidential information with third parties without prior written consent, except where legally required.

### 2. Conflict of Interest

- I will avoid any real or perceived conflicts of interest that may compromise my objectivity or integrity as a Board Member.
- I will immediately disclose any potential conflict of interest (personal, financial, or professional) to the Board.

### 3. Commitment to DCMHA

- I commit to serving DCMHA with integrity, honesty, and in alignment with its mission, vision, and values.
- I will actively participate in Board decisions and support the success of DCMHA programs and initiatives.

### 4. Attendance at Meetings

- I understand that regular attendance is essential. Missing three (3) consecutive meetings without valid cause may result in removal.
- I will notify the Chairperson or Secretary in advance if I am unable to attend a meeting.

### 5. Removal from Position

- I acknowledge that failure to uphold any terms of this Agreement may result in my removal from the Board, in accordance with DCMHA policy.

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## 6. Acknowledgement & Acceptance

By signing below, I acknowledge that I have read and understood the terms of this Agreement and agree to comply fully.

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### Board Member Information

**Name (Print):** \_\_\_\_\_

**Board Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### DCMHA Representative

**Name (Print):** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Dawson Creek Minor Hockey – Executive Positions**

In the event of a vacancy within the Executive, the remaining Executive members shall appoint an interim replacement within 30 days of the vacancy. The interim appointee shall carry out the responsibilities of the position until the next Annual General Meeting, where the position shall be filled through the election process.

### **President – Roles and Responsibilities**

The President is elected by the general membership and holds the highest leadership role within the Dawson Creek Minor Hockey Association (DCMHA). The President is responsible for the overall governance, strategic direction, and representation of the Association, ensuring that all activities align with the bylaws, policies, and values of DCMHA.

#### *Leadership and Governance*

- Provide strategic direction and oversight for the operations of the Association.
- Ensure all officers, directors, and volunteers act in accordance with DCMHA bylaws, policies, and procedures.
- Act as the final authority on disputes and disciplinary matters, with decisions guided by policy and context.
- Supervise and support the Vice Presidents (Hockey Operations, Administration, and Hockey Development) in carrying out their responsibilities.
- Appoint officers and, if necessary, temporary replacements for Vice Presidents, in accordance with DCMHA policy.

#### *Representation and Communication*

- Serve as the primary spokesperson and representative for DCMHA in all external communications and engagements.
- Represent DCMHA to BC Hockey, Hockey Canada, partner organizations, and the community at large.
- Foster positive relationships with stakeholders, including players, parents, volunteers, and the broader hockey community.

#### *Meetings and Committee Oversight*

- Chair all Executive and general membership meetings of the Association.
- Lead or participate in disciplinary hearings and complaints processes, ensuring fair and timely resolution.
- Attend and contribute to relevant committee meetings as required.

#### *Disciplinary Authority*

- Exercise the authority to suspend any team, player, team official, volunteer, or parent for:
  - Inappropriate conduct on or off the ice
  - Abusive language or behavior
  - Failure to comply with Association bylaws or policies
  - Actions deemed not in the best interest of the Association
- Ensure that all suspensions are reviewed by the appropriate committee or the Executive at the earliest opportunity.

*Succession*

- In the absence or incapacity of the President, the Vice President of Hockey Development shall assume the duties of the President until such time as the President can resume their role or a replacement is appointed.



## **Vice President of Hockey Operations – Roles and Responsibilities**

The Vice President of Hockey Operations is elected by the general membership and is responsible for overseeing the day-to-day on-ice activities of the Dawson Creek Minor Hockey Association (DCMHA). This role ensures that all hockey operations are conducted in alignment with DCMHA policies and procedures, and in accordance with the rules and regulations set forth by BC Hockey and Hockey Canada.

### *Operational Oversight*

- Manage and supervise all on-ice programming and activities across both the Representative (Rep) and Recreation streams.
- Ensure that all programming adheres to DCMHA policies and to the guidelines of BC Hockey and Hockey Canada.
- Work closely with Division Directors, the Head Coach, Head Manager, team coaches, players, and parents to support player development and maintain the integrity of DCMHA's hockey philosophy.

### *Leadership and Supervision*

- Report directly to the President for urgent matters that require attention prior to the next Executive meeting.
- Provide leadership and guidance for the following positions:
  - Division Directors
  - Head Coach
  - Head Manager
  - Female Director
  - Referee-in-Chief
  - Registrar
  - Risk Manager

### *Team and Player Management*

- Participate in and chair the Rep Coach Selection Committee.
- Oversee player selection, movement, and development at the Rep level.
- Ensure equitable team placement for Recreation stream players (U7 – U18), in line with DCMHA's developmental objectives.
- Resolve disputes related to ice allocation and usage.

### *Key Responsibilities*

- Enforce all rules and regulations of the DCMHA.
- Fulfill duties as outlined in the DCMHA Complaints Policy.
- Assist the Registrar in the registration of teams.
- Appoint the Referee-in-Chief and the Registrar (typically the Office Manager).
- Collaborate with the President to designate and support roles including:
  - Head Coach
  - Head Manager
  - Division Directors
  - Risk Manager
  - Female Director
  - Equipment Manager

- Communicate equipment requirements to the Equipment Manager as needed.

*Succession*

- In the absence or inability of the Vice President of Hockey Operations to act, the President shall designate another qualified individual to assume these duties temporarily.



## **Vice President of Hockey Development – Roles and Responsibilities**

The Vice President of Hockey Development is elected by the general membership and is responsible for the coordination, implementation, and continuous improvement of all development programs within the Dawson Creek Minor Hockey Association (DCMHA). This includes overseeing the development of players, coaches, and officials, ensuring that these programs align with the Association's strategic goals and the standards of BC Hockey and Hockey Canada.

### *Development Program Oversight*

- Serve as the primary point of reference for all DCMHA development programs, including:
  - Coach Development
  - Player Development
  - Officials Development
- Coordinate with the Vice President of Hockey Operations and the Vice President of Administration where responsibilities intersect (e.g., Head Coach oversight).
- Ensure that development programs are delivered in accordance with DCMHA's mission, policies, and long-term strategic objectives.

### *Leadership and Supervision*

- Provide leadership and supervision in the following positions:
  - Head Coach
  - Recruitment and Retention Director
  - Division Directors (LTP – U18)

### *Strategic Planning and Implementation*

- Monitor and contribute to the long-term strategic planning and development goals of the Association.
- Collaborate with other Executive members to align development initiatives with overall Association priorities.

### *Key Responsibilities*

- Act on behalf of the President in their absence, ensuring continuity of leadership within the Association.
- Support and guide the development pathway for players, coaches, and officials across all age groups and levels.
- Foster a positive, inclusive, and skill-focused development culture within DCMHA.

### *Succession*

- In the absence or inability of the Vice President of Hockey Development to act, the President or Executive shall designate another qualified individual to assume these duties temporarily.

### *Reporting*

- Report directly to the Vice President of Hockey Operations.
- Submit a report for the Annual General Meeting

## **Vice President of Administration – Roles and Responsibilities**

*The Vice President of Administration should possess a solid understanding of financial principles, including the ability to read and interpret financial statements, budgets, and reports. This knowledge is essential to effectively oversee the Association's financial activities, monitor team budgets, and collaborate with the Office Manager/Registrar, external auditors, and other stakeholders to ensure sound fiscal management.*

The Vice President of Administration is elected by the general membership and is responsible for overseeing the off-ice (administrative) operations of the Dawson Creek Minor Hockey Association (DCMHA). This role ensures that the Association's administrative functions are carried out efficiently and in alignment with DCMHA policies, while also supporting coordination across hockey operations and development as needed.

### *Administrative Oversight*

- Serve as the primary point of reference for the Association's administrative activities.
- Manage and support the daily office functions of the DCMHA in collaboration with the Office Manager/Registrar.
- Coordinate administrative responsibilities that overlap with the Vice President of Hockey Development and the Vice President of Hockey Operations (e.g., Risk Management).

### *Leadership and Supervision*

- Supervise and provide direction to the following positions:
  - Fundraising Coordinator
  - Risk Manager
  - Equipment Manager
  - Office Manager/Registrar
  - Association Head Manager

### *Key Responsibilities*

- Ensure the corporate and governance responsibilities of the Association are met, including:
  - Establishment and oversight of bank accounts
  - Affiliation maintenance with BC Hockey and Hockey Canada
  - Coordination of hiring for administrative or support staff
  - Oversight of purchasing for hockey equipment, office equipment, and supplies (in consultation with the President and other Vice Presidents)
  - Act as a liaison with the external auditor and Office Manager, if required
  - Organize and oversee the Annual General Meeting (AGM), including officer elections
- Act as the primary point of contact for:
  - Fundraising inquiries and team-level fundraising approval
  - Team Treasurers
  - Monitoring and advising on team budgets alongside Association Head Manager/Division Directors/Managers
  - Advising the Board of Directors on team reserve targets

*Succession*

- In the absence or inability of the Vice President of Administration to act, the President or Executive shall designate another qualified individual to temporarily assume these duties, following DCMHA Guidelines.



## **Office Manager / Registrar / Ice Scheduler – Roles and Responsibilities**

### **Position Overview**

- The only paid position within DCMHA, appointed by the President/Executive/Board.
- Reports to the Vice President of Administration and the Executive.

### **General Administrative Duties**

- Maintain insurance affiliations with BC Hockey and Hockey Canada.
- Manage general bookkeeping, including generating financial reports and reconciliations, reporting regularly to the Vice President of Administration and Executive.
- Perform basic data entry into various systems.
- Maintain corporate records and records of the Association's annual activities.
- Take minutes at all Board meetings and the Annual General Meeting (AGM).
- Ensure DCMHA website and Facebook page are regularly updated.
- Arrange office, meeting, and storage space as required.
- Liaise with the external auditor if required.
- Prepare the annual budget for DCMHA and present it to the Executive for approval.
- Ensure sponsorships are billed and collected by December 1 each year.
- Ensure Association mail is picked up and processed.
- Respond to or forward all Association correspondence to the appropriate Vice President or Director.
- Order all office supplies.
- Notify BC Hockey and Hockey Canada of changes to DCMHA Executive annually.
- File the report of the AGM to the Registrar of Societies.
- Ensure all BC Hockey, Hockey Canada, and league deadlines are adhered to.
- Submit Hockey Canada roster information and ensure all team rosters are approved by BC Hockey and Hockey Canada, complying with all relevant guidelines and deadlines.
- Verify that all coaches within the Association possess the required certifications appropriate to their team's age group and level; promptly communicate any deficiencies to the Vice President of Hockey Operations, Vice President of Administration, Association Head Coach, and respective team staff.

### **Registrar Duties**

- Ensure registration information is available to parents/guardians before the season starts.
- Coordinate registration opportunities and ensure they are posted on the DCMHA webpage and social media platforms for effective advertising.
- Oversee registration and maintain player listings for insurance purposes; ensure every participant is fully registered.
- Provide registration information to Team Managers and coaches.
- Collaborate with the Vice President of Hockey Operations to obtain any missing player information necessary for insurance.
- Work with the Risk Manager to ensure insurance/injury forms are stocked in first aid boxes.
- Ensure players claiming assistance complete appropriate Hockey Canada Injury Report forms.
- Ensure injury forms are properly completed and filed within 90 days; liaise with the Risk Manager for any incomplete forms.
- Work closely with the Vice President of Administration to ensure registration fees are collected

before any sanctioned practice or game.

- Track players signing up for Rep tryouts and provide this information to the Vice President of Hockey Operations, Association Head Coach, and appropriate Division Director before tryouts begin.

### **Ice Scheduler Duties**

- Coordinate with the City of Dawson Creek to secure ice availability for DCMHA.
  - Schedule ice times for Rep, Recreation, and Initiation divisions, including practices, games, and tournaments for the season.
  - Provide available ice times to each league in which DCMHA is registered.
  - Notify Team Managers and Coaches promptly of any changes to the ice schedule.
  - Ensure ice time allocations follow DCMHA policies and guidelines for each division and level.
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### **Fundraising and BC Gaming**

- Apply annually for the BC Gaming Grant.
- Oversee all association gaming license applications and help as needed.



## **Referee-in-Chief – Roles and Responsibilities**

The Referee-in-Chief is appointed by the President & Vice President of Hockey Operations and reports directly to that position. The Referee-in-Chief is responsible for coordinating, developing, and supporting all officials within the Dawson Creek Minor Hockey Association (DCMHA).

### *Officials Coordination and Development*

- Act as the primary liaison between DCMHA, referee assigners, and referees interested in officiating DCMHA games.
- Maintain an up-to-date list of all available referees, including their levels of expertise and contact information, to facilitate efficient game assignments.
- Encourage referees of all levels to officiate games within DCMHA, including those below their certification level, to support the needs of the Association.

### *Training and Supervision*

- Develop and oversee a comprehensive training program for referees and officials prior to the start of each playing season.
- Whenever possible, maintain membership in the Referees Association of BC Hockey to stay connected with the wider officiating community and best practices.

### *Relationship Management*

- Support referee assigners in obtaining officials for games, intervening as necessary to resolve difficulties in referee availability.
- Foster and maintain a positive, effective relationship between DCMHA and area referees to encourage continued collaboration.

### *Discipline and Conduct*

- Assist the Vice President of Hockey Operations in determining appropriate disciplinary measures related to player or coach behavior during games.
- Serve as the liaison to the Referees Association in addressing any concerns DCMHA has regarding the conduct or performance of game officials.



## **Board Member Roles:**

### **Risk Manager – Roles and Responsibilities**

The Risk Manager is appointed by the President/Executive and reports to the Vice President of Administration. The Risk Manager is responsible for coordinating the risk management activities of the Dawson Creek Minor Hockey Association (DCMHA) and for minimizing the Association's liability exposure.

#### *Risk Management Coordination*

- Act as the primary point of reference for all matters related to risk management within the Association.
- Identify practical and cost-effective methods to manage and reduce liability risks facing DCMHA.
- Oversee the implementation and maintenance of the Association's risk management program.
- Communicate any serious risk management concerns or incidents to the Executive team promptly.

#### *Compliance and Reporting*

- Perform duties outlined in the Association's Complaints Policy, particularly those related to complaints of abuse or harassment.
- Complete Hockey Canada Safety Program Injury and Incident Reports as required.
- Collaborate with the Registrar and Vice President of Hockey Operations to maintain the Hockey Canada insurance program.

#### *Safety and Training Oversight*

- Ensure all trainers have completed the necessary equipment safety checks.
- Work with the Equipment Manager to guarantee that first aid kits are well-stocked and accessible.
- Ensure each trainer has appropriate Hockey Canada injury report forms.

#### *Certification and Documentation*

- Verify that all team officials within their division have successfully completed all mandatory clinics and courses (e.g., Speak Out, Hockey Canada Safety Program, Hockey Canada Coaches Clinics).
- Confirm that all officials have completed Criminal Records and History Searches as required by the RCMP.

Ensure all players and teams within their division have submitted necessary forms, and that these are forwarded to the appropriate individuals.

#### *Reporting*

- Submit a report for the Annual General Meeting

#### *Succession*

- In the absence or inability of the Risk Manager to act, the President may appoint another qualified individual to temporarily assume these responsibilities.

## **Association Head Coach – Roles and Responsibilities**

The Head Coach is appointed by the President/Executive and reports to the Vice President of Hockey Operations. The Head Coach is responsible for the coordination, development, and support of all coaches and trainers within the Dawson Creek Minor Hockey Association (DCMHA).

### *Coaching Coordination and Liaison*

- Serve as the primary liaison between association coaches, the Vice President of Hockey Operations, and the Executive.
- Act as the DCMHA liaison with the District Coordinator to ensure alignment with broader coaching initiatives.
- Assist the Vice President of Hockey Operations, and approved selection committee in the selection of Rep and Recreation Coaches.

### *Coach Oversight and Approval*

- Review and approve assistant coaches and trainers proposed by:
  - Rep head coaches
  - Division Directors and selected Head Coaches for Recreation and Initiation levels
- Conduct regular meetings with Division Directors and the Vice President of Hockey Operations to address coaching concerns and solutions.
- Perform evaluations of coaches during practices and games.
- Attend DCMHA practices and games as necessary to ensure:
  - Use of prearranged practice plans
  - Compliance with DCMHA policies on fair ice time distribution

### *Coach Training and Development*

- Develop and supervise a coaching training program prior to each playing season.
- Request, coordinate, and follow up on coaching clinics for DCMHA coaches as needed.
- Ensure coaches maintain a high standard of coaching through adherence to the National Coaching Certification Program (NCCP) and its objectives.

### *Player Selection Support*

- Assist and guide Rep coaches in evaluating and selecting players for Rep teams.
- Assist in coach recruitment, when required.
- Support Division Directors in the evaluation and selection of Initiation and Recreation teams.

### *Rules Education*

- Coordinate meetings between coaches, players, and the Referee-in-Chief or BC Hockey Rules Committee members to improve their understanding of game rules, when required.

### *Reporting*

- Submit a report for the Annual General Meeting

### *Succession*

- In the absence or inability of the Head Coach to act, the President may appoint a qualified individual to temporarily assume these duties.

## **Association Head Manager – Roles and Responsibilities**

The Association Head Manager is appointed by the President/Executive and reports to the Vice President of Administration. The Head Manager is responsible for supporting all Team Managers in the Dawson Creek Minor Hockey Association (DCMHA) and serves as the primary liaison between Team Managers, Office Administrator/Registrar and the Executive.

### *Team Manager Coordination and Liaison*

- Hold Team Manager meetings at the beginning and end of each season to provide guidance, set expectations, and gather feedback.
- Serve as the primary point of contact between all Team Managers, Office Administrator/Registrar and the Executive/Board.
- Report to the Vice President of Administration or Vice President of Hockey Operations, depending on the nature of the issue.
- Ensure Team Managers represent DCMHA and their teams with professionalism and a high standard of conduct.

### *Team Manager Oversight and Support*

- Approve Team Manager selections submitted by Head Coaches, in consultation with the Executive.
- Provide ongoing support to Team Managers in areas such as:
  - o Game sheet management
  - o Parental communication and concerns
  - o Complaint handling and conflict resolution
- Collaborate with Team Managers on the selection of Team Treasurers.

### *Administrative and Budget Support*

- Assist Team Managers and Team Treasurers in developing season budgets.
- Work with the Vice President of Administration on reviewing and approving team budgets.
- Provide guidance on administrative processes and documentation required by DCMHA.
- Approve end-of-season coach gifts, taking into consideration price, source of funds, and availability.
- Approve team wind-up parties and associated costs in accordance with DCMHA guidelines.

### *Scheduling and Representation*

- Attend League Scheduling meetings as required, representing DCMHA and ensuring Team Managers are informed of outcomes and expectations.

### *Reporting*

- Submit a report for the Annual General Meeting

### *Succession*

- In the absence or inability of the Association Head Manager to act, the President may appoint a qualified individual to temporarily assume these duties.

## **Competitive Director – Roles and Responsibilities**

The Competitive Director is appointed by the President/Executive and reports to the Vice President of Hockey Operations. The Competitive Director is responsible for all matters pertaining to competitive teams within the Dawson Creek Minor Hockey Association (DCMHA).

### *Player Evaluation and Selection*

- Participate in player evaluations as required.
- Oversee the player selection process for tryouts.

### *Risk Management and Education*

- Host the risk education meeting at the start of the season in coordination with the Risk Manager and the DCMHA Head Coach.

### *Team Management Oversight*

- Assist coaches with required paperwork, including:
  - Fair Play Contracts
  - Carding information
- Familiarize coaches with relevant Rules, Regulations, and DCMHA Policies and Procedures.
- Be available to attend coach meetings when requested.

### *Administrative Duties*

- Act as liaison between competitive teams and the DCMHA Executive.
- Act as liaison between all leagues that competitive teams are registered to and the DCMHA Executive
- Assist in resolving issues that may arise within competitive teams.
- Represent the interests of competitive teams at Executive meetings.

### *Fair Play Enforcement*

- Ensure coaches enforce the coach, parent, and player Fair Play Codes.

### *Reporting*

- Report directly to the Vice President of Hockey Operations.
- Submit a report for the Annual General Meeting

### *Succession*

- In the absence or inability of the Competitive Director to act, the President may designate a qualified individual to temporarily assume these duties.

## **Equipment Director – Roles and Responsibilities**

The Equipment Director is appointed by the President/Executive and reports to the Vice President of Administration. The Equipment Director is responsible for all equipment owned by the Dawson Creek Minor Hockey Association (DCMHA).

### *Equipment Inventory and Control*

- Maintain accurate records regarding the disposition of all equipment.
- Control inventory and account for all equipment through coordination with the Office Manager and Vice President of Administration.
- Obtain coach or manager signatures for all equipment assigned to each team.

### *Purchasing and Maintenance*

- Purchase all equipment as requested by the Vice President of Hockey Operations and approved by the Executive, or as approved in the annual budget.
- Ensure that all equipment is maintained in good condition or replaced as necessary.

### *Accountability and Security*

- Inform the Office Manager of any equipment outstanding as of April 30, to enable billing for unreturned equipment.
- Ensure proper security measures are in place for equipment storage.
- Ensure that adequate replacement insurance coverage is maintained for all equipment.

Ensure that invoices for equipment purchases are forwarded to the Office Manager for payment.

### *Reporting*

- Submit a report for the Annual General Meeting

### *Succession*

- In the absence or inability of the Equipment Director to act, the President may designate an individual to temporarily assume these duties.

## **League Director – Roles and Responsibilities**

### *Appointment and Reporting*

- Appointed by the President/Executive and reports to the Vice President of Hockey Operations.
- Main focus is working with all leagues in which DCMHA has entered teams.

### *League Meetings and Representation*

- Attend all required league meetings.
- Act as the designated DCMHA board member for leagues if required by the league's constitution.
- Attend district meetings on behalf of DCMHA.

### *Team Oversight and Liaison*

- Oversee individual teams for scheduling purposes.
- Liaise with other associations as needed.
- Report to the DCMHA Executive on any upcoming changes within the leagues.

### *Reporting*

- Submit a report for the Annual General Meeting

*Succession*

- In the absence or inability of the League Director to act, the President may designate an individual to temporarily assume these duties.



## **Division Director (Learn to Play – U18) – Roles and Responsibilities**

The Division Director is appointed by the President/Executive and reports to the Vice President of Hockey Operations. The Division Director is responsible for overseeing the operations, development, and administration of their assigned division within the Dawson Creek Minor Hockey Association (DCMHA), spanning from Learn to Play (LTP) through to U18.

### *Division Oversight and Coordination*

- Coordinate division activities to ensure they align with DCMHA policies, procedures, and objectives.
- Facilitate communication between coaches, team managers, players, parents, and the DCMHA Executive – is the **first point of contact** for each of their respective age divisions.
- Oversee the scheduling and organization of practices, games, and division events.

### *Coach and Player Support*

- Assist in the recruitment, selection, and development of coaches within the division.
- Support coaches in adhering to DCMHA policies and coaching standards.
- Address concerns or issues raised by players, parents, or coaches within the division.

### *Administrative Duties*

- Ensure that all required forms, registrations, and documentation for players and team officials within the division are completed and submitted appropriately.
- Work with the Vice President of Hockey Operations and other relevant officers to resolve issues related to player movement, development, and team assignments.
- Attend team/parent meetings at the beginning of the season to introduce yourself and the role you play within DCMHA and on the Board.
- Attend regular meetings with the Vice President of Hockey Operations and other Division Directors to discuss division-related matters.
- Submit a report for the Annual General Meeting

### *Tournament Support*

- Oversee tournaments within the respective division, ensuring proper planning, coordination, and adherence to DCMHA guidelines.
- Assist teams in organizing tournaments and ensure each team appoints a Tournament Coordinator.
- Provide support to Team Managers in securing BC Hockey sanctioning for all tournaments.
- Ensure host teams cover all tournament costs (referees, trophies, ice, etc.) and that entry fees are set appropriately.
- Coordinate with the Office Manager to track and communicate ice cost responsibilities.
- Support host teams in creating a tournament schedule; in some cases, the Executive may assist with this.
- Enforce DCMHA fundraising and sponsorship guidelines during tournaments.
- Ensure all parents/guardians volunteer and help delegate duties such as scorekeeping, raffles, and program prep.
- Promote a positive image of DCMHA through high standards of conduct during tournaments.

### *Compliance and Development*

- Promote player development and positive hockey experiences consistent with the philosophy of DCMHA.
- Ensure all team officials within the division have completed the required clinics and certifications.
- Support and enforce the Association's Codes of Conduct and Fair Play policies.

### *Succession*

- In the absence or inability of the Division Director to act, the President may designate a qualified individual to temporarily assume these duties.

## **Female Director – Roles and Responsibilities**

### *Position Overview*

- The Female Director is appointed by the President/Executive.
- Reports to the Vice President of Hockey Development.

### *Team Oversight and Support*

- Oversee Female team Managers and Treasurers.
- Familiarize Female team coaches and managers with DCMHA Rules and Regulations, as well as Policies and Procedures.
- Act as the primary point of contact for Female teams, fielding questions and presenting issues or requests to the Executive Board as needed.
- Represent the interests and needs of all Female teams at Executive meetings.

### *Program Development and Activities*

- Facilitate and actively participate in the planning and execution of all Female program activities (e.g., Jamborees, fun days, registration days).
- Assist in recruiting and developing Female players within DCMHA.
- Promote the continued growth and engagement of Female hockey throughout the Association.

### *Reporting*

- Submit a report for the Annual General Meeting

### *Succession*

- In the absence or inability of the Female Director to act, the President may designate an individual to temporarily assume these duties.

## **Dawson Creek Minor Hockey Association: Team Roles**

### **Team Head Coach – Roles and Responsibilities**

The Team Head Coach is appointed by the Selection Committee for Rep and Vice President of Hockey Operations. The Team Head Coach is responsible to the Division Director, Head Coach, and Vice President of Hockey Operations for the effective leadership, development, and performance of their team in accordance with DCMHA policies and procedures. The Head Coach also oversees the conduct of players and parents associated with the team.

The Team Head Coach plays a vital role in creating a positive and supportive environment that fosters player development and sportsmanship. The Head Coach works closely with assistant coaches, team managers, and association staff to ensure the team operates smoothly and meets its seasonal objectives.

#### **Responsibilities**

- Develop and maintain a year plan outlining the objectives and goals for the team throughout the season.
- Create a fun and positive environment that instills the values of sportsmanship and fair play, ensuring players always look forward to coming to the rink.
- Demonstrate exemplary conduct and sportsmanship at all times, acting as a role model for players and parents.
- Ensure player safety and confirm all players wear proper CSA-approved hockey equipment during ice time; coordinate with team trainers regarding equipment concerns.
- Maintain a minimum of two adults in the dressing room whenever players are present, with assistance from Team Managers to fulfill this requirement.
- Promote a positive image of hockey and coaching, consistently displaying high personal standards and refraining from profane language.
- Ensure all DCMHA-provided equipment is properly cared for and maintained.
- Treat players, parents, fans, Executive members, and game officials courteously and fairly, including visiting teams and their supporters.
- Ensure timely arrival and departure for all ice sessions, clearing the ice immediately at the end of the allotted time.
- Report team progress and any concerns to the Division Director and attend all meetings called by the DCMHA Executive.
- Pursue ongoing coaching development and self-improvement.
- Submit confidential Criminal Records and History Search forms to the Risk Manager as required.
- Complete the Respect in Sport program and attend Hockey Canada Safety Program or Coaches Clinics as mandated by DCMHA.
- Appoint a Team Manager and Team Treasurer with approval from the Division Director and Vice President of Hockey Operations, and work collaboratively with them and parent volunteers throughout the season.

#### *Development*

- Collaborate with the Head Coach and Vice President of Hockey Operations to deliver a balanced skills development program.
- Follow and implement the player development guidelines and standards established by the DCMHA to ensure consistent and effective skill progression.

#### *Succession*

- In the absence or inability of the Team Head Coach to act, the Division Director, in consultation with the Vice President of Hockey Operations, may designate a qualified individual to assume these responsibilities.

## **Team Manager – Roles and Responsibilities**

The Team Manager is appointed by the Team Head Coach in consultation with the Association Head Manager and the Vice President of Hockey Operations. The Team Manager is responsible to the Team Head Coach, Division Director (Recreation or Rep), and the Vice President of Hockey Operations, and **reports to the Association Head Manager** for the effective and organized operation of the team in accordance with DCMHA policies and procedures.

The Team Manager acts as the primary liaison between the coaching staff, parents/guardians, and the Division Director. Their role is to manage and coordinate all off-ice administrative tasks, allowing the coaching staff to focus on player development and on-ice performance.

### **Responsibilities**

#### *Team Administration and Logistics*

- Distribute, track, and collect team uniforms; ensure proper care and accountability throughout the season.
- Submit an accurate team roster to the DCMHA Office Manager, including player contact details and assigned jersey numbers.
- Oversee the maintenance and return of any DCMHA-issued team equipment to the Equipment Manager at season's end.
- Ensure adherence to DCMHA's ice cancellation policy; inform the Office Manager by the required deadline of any unused ice time.
- Work with the Head Coach to organize exhibition games and out-of-town tournament participation.

#### *Volunteer Coordination and Communication*

- Appoint and oversee volunteer coordinators as needed (e.g., travel, time clock, fundraising, tournament, referee notifications).
- Ensure all parent volunteers are registered with their contact information provided to the Office Manager.
- Facilitate regular communication between coaches and parents to ensure clarity regarding schedules, expectations, and events.
- Attend Team Manager meetings organized by the Association Head Manager.
- Act as the first point of contact for parent concerns and escalate issues to the Association Head Manager or Division Director as necessary.

#### *Team Representation and Conduct*

- Ensure the team adheres to DCMHA fundraising policies and conducts all initiatives transparently and within association guidelines.
- Represent the team and association with professionalism and integrity in all interactions with families, other teams, officials, and league partners.
- Support the Association Head Manager and Vice President of Administration in the planning and oversight of the team's budget in collaboration with the Team Treasurer.

#### *Succession*

In the absence or inability of the Team Manager to act, the Team Head Coach, in consultation

with the Association Head Manager and Vice President of Administration, may designate a qualified individual to assume these responsibilities.

### **Team Treasurer – Roles and Responsibilities**

The Team Treasurer is appointed by the Team Head Coach in consultation with the Association Head Manager and the Vice President of Administration. The Treasurer reports to the Vice President of Administration and the Association Head Manager and is responsible for ensuring the team operates efficiently and in accordance with DCMHA policies and procedures, specifically managing all financial matters related to the team. The Treasurer is also the liaison to the Team Manager and maintains a cooperative working relationship with the Team Coach, Division Director, DCMHA Office Manager, and parents.

#### **Criminal Record Check**

- The Team Treasurer must complete a Criminal Record Check prior to assuming duties, as required by DCMHA.

#### **Responsibilities**

##### *Financial Management and Reporting*

- Work with the Team Head Coach to prepare an annual budget for the team's financial requirements.
- Manage all team funds in compliance with DCMHA policies.
- Prepare monthly financial reports and submit them to the Vice President of Administration, Association Head Manager, and DCMHA Office Manager.
- Obtain a second signer for all team accounts.
- At the direction of the Vice President of Administration, activate team bank accounts with a second signor and ensure all transactions are completed by the end of March.
- Oversee allocation of team funds according to approved budgets and policies.

##### *Communication*

- Facilitate regular communication with the Team Manager and parents regarding monthly financial statements and budget actuals.

##### *Succession*

In the absence or inability of the Team Treasurer to act, the Team Head Coach, in consultation with the Division Director and Vice President of Administration, may designate a qualified individual to assume these responsibilities.

# **Dawson Creek Minor Hockey Association (DCMHA) Codes of Conduct**

*Promoting Respect, Responsibility, and Integrity in All Aspects of the Game*

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## **Introduction**

The Dawson Creek Minor Hockey Association (DCMHA) is committed to fostering a safe, respectful, and inclusive environment for all participants. These Codes of Conduct set clear expectations for behavior and responsibility across all roles within our hockey community, including players, parents, coaches, officials, volunteers, and administrators.

All participants are required to review, understand, and sign the appropriate Code of Conduct at the beginning of each season. These documents are retained by the Association and may be modified to meet specific team or association needs.

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## **1. Player Code of Conduct**

### **Purpose:**

To establish clear standards of behavior, effort, and sportsmanship for all players.

### **Expectations:**

- Respect teammates, coaches, officials, opponents, and spectators always.
- Compete with integrity and a positive attitude, win or lose.
- Arrive on time and be prepared for all practices, games, and team functions.
- Follow team rules and coaching direction respectfully and without argument.
- Accept feedback as part of personal and athletic development.
- Abstain from bullying, discrimination, or any form of harassment.
- Represent DCMHA with pride and professionalism, both on and off the ice.
- Avoid the use of alcohol, drugs, tobacco, vaping products, and any other banned substances (Zero Tolerance Policy applies).

## **2. Parent/Guardian Code of Conduct**

### **Purpose:**

To clarify the essential supportive role of parents and guardians in their child's hockey experience.

### **Expectations:**

- Encourage your child with positive reinforcement; focus on effort and development over results.
- Treat all players, coaches, officials, parents, and volunteers with courtesy and respect.
- Allow coaches to coach, refrain from shouting instructions from the stands.
- Address concerns or questions calmly through appropriate channels (e.g., team manager or designated liaison).
- Refrain from negative behavior in or around arenas, including verbal abuse, aggressive confrontation, or social media misconduct.
- Promote a healthy balance between sport, academics, family, and rest.
- Be a positive ambassador for DCMHA and lead by example at all events.

## **3. Team Officials' Code of Conduct**

*(Includes Head Coaches, Assistant Coaches, Managers, Safety Coordinators, and Team Parents)*

### **Purpose:**

To define expectations of conduct, leadership, and responsibility for all team staff.

**Expectations:**

- Provide a safe, inclusive, and positive environment for all players.
- Promote respect, sportsmanship, and fair play in all situations.
- Communicate clearly, constructively, and respectfully with players and parents.
- Support player development—physically, mentally, and emotionally.
- Maintain certification and comply with all Hockey Canada safety, ethics, and risk management standards.
- Uphold and enforce all DCMHA and league policies, including disciplinary procedures.
- Lead by example—on and off the ice, at home or while traveling.
- Make decisions in the best interests of the team and individual players' well-being.

**4. On-Ice Officials' Code of Conduct**

**Purpose:**

To outline the professional standards expected of referees and linespersons in game management and conduct.

**Expectations:**

- Officiate with impartiality, integrity, and consistency.
- Demonstrate a calm and confident presence in all game situations.
- Communicate respectfully with players, coaches, and fellow officials.
- Continually develop knowledge of the game, rules, and positioning.
- Handle conflict professionally—without escalation or personal bias.
- Recognize the influence officials have on player development and game tone.

**5. Sport Administrators' Code of Conduct**

*(Includes: Executive Members, Directors, Coordinators, and Volunteers)*

**Purpose:**

To ensure DCMHA is governed with integrity, transparency, and a participant-first approach.

**Expectations:**

- Treat all participants fairly, equitably, and with respect.
- Provide consistent, clear communication to teams and families.
- Make decisions based on the best interests of the players and the hockey program.
- Respect confidentiality, comply with policies, and uphold the spirit of minor hockey.
- Manage conflicts of interest appropriately and ethically.
- Foster an inclusive culture that supports diversity and accessibility.

**6. Travel Team Code of Conduct**

**Purpose:**

To establish expectations for conduct, appearance, and responsibility when DCMHA teams participate in out-of-town games, tournaments, and events. Travel teams represent both the Association and the Dawson Creek community, and must do so with integrity, professionalism, and respect.

**General Expectations**

- All participants (players, coaches, parents, and team officials) are ambassadors for DCMHA and must always demonstrate exemplary behavior.
- Conduct should reflect positively on DCMHA, its programs, and the broader hockey community.

- Poor behavior or misconduct may result in sanctions, including suspension of team travel privileges or disqualification from events.

### **Appearance and Dress Code**

- **Representative (Rep) Teams:**
  - Players and team officials must wear a **shirt, tie, dress pants, and jacket** when traveling for games or tournaments.
  - Teams are expected to dress **uniformly** and maintain a **neat, professional appearance**.
- **Recreational and Initiation Teams:**
  - Players and team officials must be **clean and presentable**.
  - These teams are encouraged to adopt Rep team dress standards where feasible.
- ***All players must adhere to any specific dress code policies or expectations established by their Head Coach.***

### **Respect for Facilities and Hosts**

- All team members must treat arenas, dressing rooms, and public spaces with care and respect.
- Expectations include:
  - **No damage** to property, equipment, or fixtures.
  - **Clean up** after use of shared spaces (e.g., dressing rooms, lobbies, restaurants).
  - **Promptly report** any existing or accidental damage to facility staff or team officials.
- Respect is also to be shown to:
  - Opposing teams and fans.
  - On-ice officials and tournament organizers.
  - Facility staff, security, and volunteers.

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### **Conduct in Accommodations**

- All participants must behave respectfully and responsibly in hotels, motels, and restaurants.
- Expectations include:
  - Adherence to **team curfews** as set by the coaching staff.
  - Maintaining **quiet, respectful behavior** in hallways and public areas.
  - Leaving all rooms **clean and undamaged** upon checkout.
  - Refraining from disruptive behavior that could disturb other guests or damage DCMHA's reputation.

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### **Zero Tolerance Policy – Alcohol, Drugs, and Substances**

- DCMHA maintains a **Zero Tolerance Policy** regarding the use of drugs, alcohol, or banned substances by players.
- Any violation will result in **serious consequences**, which may include:
  - Suspension or removal from the team.
  - Loss of travel privileges for the team.
  - Ineligibility for participation in Provincial Championships (Rep teams).
  - Additional disciplinary action as determined by the DCMHA Executive.

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## Travel Safety

- Teams **must not travel** when a **travel advisory is in effect** for the intended route or destination.
- **Questions or Concerns?**
- If you require further information or clarification, please contact:
- **DCMHA Office**  
250-782-7233  
[dcmha@pris.ca](mailto:dcmha@pris.ca)





## VOLUNTEER INFORMATION SHEET

Season: 20 \_\_\_/20 \_\_\_

Name: \_\_\_\_\_

Division & Team: \_\_\_\_\_

HCR #: \_\_\_\_\_

Can be found online: <https://myaccount.spordle.com/login>

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position requested/held on team:

Manager

Assistant Coach

Treasurer

Safety Person

Certifications:

CATT (Concussion)

Criminal Record Check **Annual**

Respect In Sport Activity Leader

Hockey Canada Safety Person

### **Volunteer Acknowledgment**

I understand that as a volunteer, I represent the Dawson Creek Minor Hockey Association (DCMHA) and agree to follow all assigned roles, responsibilities, and DCMHA Codes of Conduct. I acknowledge that failure to meet these expectations may result in my removal from the volunteer position. I also confirm that I will provide a current and clear Criminal Record Check as required by DCMHA.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
DCMHA Representative Signature

To complete your criminal record check: <http://justice.gov.bc.ca/eCRC> access code:

JB3QCQHELT

***CRC MUST BE SUBMITTED FOR THE SEASON BEFORE SUBMITTING TO VOLUNTEER***

All certifications can be found on your Spordle account: <https://myaccount.spordle.com/login> under the Qualifications tab.

