

CORNER BROOK MINOR HOCKEY ASSOCIATION



Policy & Procedure Manual

Revised 2021-22

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1.0 Background	7
1.1 Forward	7
1.2 Purpose	7
1.3 Mission Statement	8
1.4 Values and Principles	9
1.5 Constitution	10
1.6 Amendments	16
1.7 Logos	17
 2.0 General Administration	 18
2.1 Registration	18
2.2 Confidentiality	20
2.3 Screening	21
2.4 Travel Reimbursement Guidelines	21
2.5 Conflict of Interest	22
2.6 Minor Hockey Room Policy	23
2.7 Key Holder Policy	23
2.8 Money/Receipts/Deposits	24
2.9 Ice Time	25
 3.0 Communication	 26
3.1 External Communication	26
3.2 Internal Communication	26

4.0 Operational Policies/Risk Management	27
4.1 Financial Policy	27
4.2 Fundraising Policy	29
4.3 Canteen Policy	31
4.4 Anti-Drug Policy	31
4.5 Anti-Violence Policy	33
 5.0 General	 37
5.1 Volunteers	37
5.2 Staff	37
5.3 Removal of Executive Members/Volunteer Staff	39
5.4 Fair Play in action/Ice Time Allocation Policy	39
5.5 Player Movement	41
5.6 High Performance Program	43
5.7 Scholarships	44
5.8 Sponsorships	44
 6.0 Minor Hockey Operations	 45
6.1 Program Descriptions	45
6.2 Division Guideline for House League	45
6.3 Initiation Programs: Timbits - Novice	50
6.4 House League: U11 - Juvenile	51
6.5 Female Hockey: U12, U15 & U20	51
6.6 Hockey Canada's Co-Ed Dressing Room Policy	53

6.7 CBMHA Female Dressing Room Policy	54
6.8 Midget Policy	55
6.9 Rules and Policies for all Arenas	55
7.0 House League Program Regulations	57
7.1 Teams: House League Program	57
7.2 Coaches: House League Program	57
7.3 House League: Coaching Duties	58
7.4 House League Jerseys	58
8.0 Rep Program	60
8.1 Team Structure	60
8.2 Rep Team Coaches	60
8.3 Rep Team Tryouts	61
8.4 Rep Team Selection	63
8.5 Team Rosters	64
8.6 U9 Pick-ups	65
9.0 Officiating	65
9.1 Referee Program	65
9.2 Officiating Level System	66
9.3 Official Referee Rules and Guidelines	70

10.0 Coaching	75
10.1 Selection of Coaches	75
10.2 Coach’s selection Committee	76
10.3 Coaching Structure	77
 11.0 Goalie Development/Goalie Program	 78
 12.0 Travel	 78
12.1 Travel Safety Policy	78
12.2 Travel rules	79
12.3 Tournaments	79
12.4 Tournament Sponsored by Other Associations	81
12.5 Tournament Listings	81
 13.0 Equipment Administration	 82
13.1 Uniforms and Equipment	82
13.2 Equipment Policy	83
 14.0 Season Finale	 87
14.1 Trophies & Awards	87
14.2 Banquet Procedures	89
14.3 Awards and Nominations	90

15.0. Definitions	92
16.0 Appendix	
A - Player Movement Application Form	96
B - Organizational Table	97
C - Expense Claim Form	99
D - Code of Conducts for Players, Volunteers and Officials	100
E - Hockey NL Approved Fundraisers/Special Events	104
F - CBMHA Incident Report Form	105
G - Hockey NL Ice Time Allocation Policy and Disciplinary Guidelines	106
H - Hockey NL Coaching Criteria	109
I - CBMHA Rep Team Coaching Application	110
J - Volunteer & Employment Position Descriptions	114

1.0 BACKGROUND

1.1 Forward

The Corner Brook Minor Hockey Association is a non-profit organization that follows and abides by its affiliates Hockey NL and Hockey Canada.

The policy and procedure manual was created in 2010 with the sole purpose to aid CBMHA coaches, players, parents/guardians, volunteers and the Executive with all appropriate information. The manual is intended to guide parties involved with pertinent information concerning the association's rules of operation.

The manual allows those involved with the association to become familiarized with CBMHA programs. Arising issues, concerns, how to resolve conflicts and general information can be found throughout the manual.

1.2 Purpose

The primary purpose of the Corner Brook Minor Hockey Association is to provide equal opportunities to every child who is eligible to play amateur hockey within the boundaries set forth in this manual. The Association strives each season to ensure that every player acquires the skills and knowledge to exude good sportsmanship, fair play and most of all for the love of the game. This policy and procedures manual is developed to assist and direct all persons involved with CBMHA.

The Executive shall ensure that all relevant policies and procedures are available within this manual. This document may be subject to frequent review and revision. Therefore, it is pertinent that those involved with CBMHA familiarize themselves with the manual each season.

CAUTION:

Maintaining revision control of this document will be difficult as there can be numerous copies of this document in circulation. As a result, the CBMHA office will maintain the official (most recent) version on file at all times. Also the official (most recent) version of the document will be posted on the CBMHA website.

1.3 Mission Statement

The Corner Brook Minor Hockey Association exists for the purpose of offering all students of the Corner Brook/Bay of Islands area a quality program in hockey.

To this end the objectives of the Association are:

- To provide all students an equal opportunity to participate in hockey in accordance with interest and ability
- To develop confidence in themselves and respect for others through hard work and fair play
- To demonstrate, by example, a positive attitude towards others
- To provide instructions, direction and assistance in the supervision of the hockey program
- To provide hockey programs in a cost effective and efficient manner
- To secure ice-time for hockey programs in the City of Corner Brook at the Corner Brook Civic Centre
- To organize hockey leagues, to arrange games, and organize tournaments in the City of Corner Brook.

1.4 Values and Principles

Organizations tend to acquire a core of central beliefs, values and attitudes that shape the personality of the organization and are often tested in conflict or crisis situations. CBMHA has to have a set of values and principles to ensure that players, parents, coaches and executive understand what CBMHA is all about and understand fully the reasoning behind its rules and producers.

1. CBMHA is an association consisting of two programs, a House League Program and a Rep Hockey Program. While CBMHA plays host to the Pee wee, Bantam and Midget AAA leagues, these programs do not operate under CBMHA.
2. All players have the opportunity to participate in either program. However, the opportunity to participate in the Rep program will be determined by the Rep team selection process.
3. CBMHA will encourage and promote communication between players, parents, coaches and the Executive, as a good communication is a key component of all successful organizations.
4. To ensure that all players receive the full benefit of the ice hockey programs offered by CBMHA, all parents are encouraged to participate fully in the associations activities.
5. CBMHA has to ensure that the programs and the people selected to administer these programs are the best to meet the needs to players participating in the system.
6. CBMHA must operate in an open and democratic manner to ensure that all participants are given equal opportunity to provide input.

1.5 Constitution

The Companies Act

Revised Statues of Newfoundland – 1970

Articles of Association of Corner Brook Minor Hockey Association

Membership in the Association is voluntary and is open to any interested person or group who agrees to and accepts the objects of the Association and the Newfoundland Amateur Hockey Association.

- a. Sustaining members: Persons residing within the boundaries of Corner Brook Minor Hockey Association or whose child was registered in the Corner Brook Minor Hockey Association in the previous year.
- b. Affiliated members: any local group interested in the furtherance of the Association.
- a. Commercial members: Any commercial firm interested in the furtherance of the Association.
- b. Honorary Members: when and as conferred by the Executive of the Association

1. Every sustaining member who:
 - a. Is nineteen (19) years of age, or older and
 - b. Has paid a \$2.00 annual Membership Fee to the Association shall be entitled to one (1) vote at the General Meeting of the Association.
2. The Annual Fees for other members of the Association shall be determined by the Executive yearly.
3. The Annual General Meeting of the Association shall be held each year at a place and date to be determined by the Executive and notice of each Annual general meeting shall be made known to the Memberships (30) days prior to the Annual Meeting.

4. The Order of Business at the Annual General Meeting shall be as follows:
 - a. The reading of the minutes of the last Annual General meeting or any special meeting held during the year.
 - b. The President's address and report
 - c. The Treasurers report
 - d. Committee reports
 - e. Matters of which notice has been given
 - f. Election of Officers
 - g. General Business
 - h. Adjournment
5. Special General Meeting of the Association may be called to order of the President or on the request of any ten (10) members of the Association setting forth the objects of such meeting which must be held within thirty (30) days of receipt of such request.
6. A quorum at an Annual General Meeting or a special meeting of the Association shall consist of twenty (20) members in attendance.
7. The Officers of the Association shall be:
 - a. President
 - b. The immediate Past President
 - c. 1st Vice President
 - d. Eight (8) Vice Presidents, one from U7, U9, U11, U13, U15, U18 and two from Female
 - e. Secretary
 - f. Treasurer
 - g. Registrar

Commencing at the Annual General Meeting of the Association in 1986 and at the Annual General Meeting of the Association in each even numbered year thereafter the Secretary and the 1st Vice President shall be elected for a term of (2) years, year thereafter the President,

Treasurer and the Registrar shall be elected for a term of two (2) years. The Divisional Vice Presidents shall be elected for a term of one year. The Officers shall form the Executive and it shall be responsible for the overall management of the Association.

8. The Directors of the Association shall be:

- a. Public Relations
- b. Ice Manager
- c. Referee in Chief
- d. Fundraising Chairman
- e. Risk Manager
- f. Rep Coordinator

The Directors do not have full voting rights and attendance at meetings is voluntary.

9. The President or in the absence of the President the 1st Vice President shall preside at all meetings of the Association and of its Executive. The President shall be responsible for the proper observance at all times of the memorandum and articles of the Association and shall arrange for such meetings of the objects of the Association and may be one (1) of the signing officers of the Association.
10. In the event the President becomes unable to execute his or her duties, the 1st Vice President shall assume the duties of the President until the next Annual General Meeting. The 1st Vice President shall be responsible for the organizing and overseeing the Associations Annual Meeting or any special general meeting(s).
11. The immediate Past President shall be chairman of the advisory and nominating committee.
12. The Treasurer shall insure that an accurate record of all receipts and disbursements of the Association is kept at all times. The Treasurer shall have a financial statement monthly or at the request of the Executive. The Treasurer shall have prepared by a certified accounting firm the financial statement for presentation to the membership each year at the Annual General Meeting of the Association. The Treasurer shall be one of the signing authorities and chairman of the finance committee. The Treasurer may be one of the three (3) signing officers of the Corner Brook Minor Hockey Moms account and or any other money raised in the name of the Association.

13. The Secretary shall keep accurate records of proceeding of the Association and shall be legal holder of all trophies and cups in trust of the Association. The Secretary shall notify the Executive of the time and place of meetings and the notice of the Annual General Meeting or Special Meeting. The Secretary shall have the authority to check the accounts of the Treasurer and shall be required to bring to the attention of the meeting any irregularities that may have occurred from time to time and shall have the same responsibility regarding the Corner Brook Minor Hockey Moms Association Account or other money raised in the name of the Association and may be one (1) of the signing officers of the Corner Brook Minor Hockey Association. The Secretary when requested shall be a member of the finance committee.
14. The term of office for the Executive shall be as stated in Article 8.
15. The office of the Past President shall be filled automatically by the outgoing President who will have the right to attend any and all meetings of the Executive and will have the full power to participate in all proceedings and shall have the right to vote.
16. The office of the Honorary President may be filled by the Executive of the Association.
17. The election of officers of the Association will be held at the Annual General meeting of the Association and voting will be by secret ballot.
18. Officers of the Association shall be eligible for re-election.
19. The directors referred to in Article 9 shall be appointed by the Executive.
20. Any member of the Association seeking a nomination as an officer must be in good standing and have all fees paid. Any member who is unable to be present at the Annual Meeting may signify his acceptance of nomination by letter.
21. Vacancies among the positions of officers may be filled until the next Annual Meeting of the Association by the remaining members of the Executive.
22. The officers shall compose the Executive of the Association.
23. The Executive shall carry on the General business of the Association.
24. The Executive may employ a Technical Director whose duties shall be to conduct the required business of the Association. The Executive shall determine the working conditions, salary, and duties of the Technical Director.

25. The Executive shall meet at least once monthly and at such time and place as the President may direct. The President may call additional meetings of the Executive at his discretion or upon request in writing of five (5) members of the Executive.
26. A quorum of the Executive shall consist of a majority of members of the Executive.
27. The Executive shall have power to make rules, regulations and arrangements as to all matters of business, duties, management regulations or otherwise so far as not already herein provided especially for, these rules, regulations, and arrangements shall be as outlines in the policy manual and handbook of the Corner Brook Minor Hockey Association starting with the 1996-97 season. The policy manual may be amended as approved by the Executive.
28. Robert's Rules of Order shall be followed for all meetings of the Association and Executive.
29. The President may appoint committees from the general membership to carry out the objectives and responsibilities of the Association.
30. The articles of the Association may be amended by a $\frac{3}{4}$ majority vote on a formal motion duly seconded from the floor of any Annual General Meeting of the Association.
31. All members of the Executive who miss three (3) consecutive meetings or more than 50% of the meetings for the year will automatically be removed from office unless for just cause.
32. Any member of the Corner Brook Minor Hockey Association found in a position where a conflict of interest may be present should not be entitled to a vote.
33. The Executive will endeavour to promote an initiation clinic at least once in a two (2) year period.
34. When possible, the President and Vice President shall be two of the persons attending the NLHA meetings.
35. Matters of which notice has been given will be required in writing to the executive 21 days prior to the Annual Meeting. Such notice will be required to make a constitutional amendment. Floor will have a copy of any amendments.
36. A general meeting of the Association shall be held each year between the period of January 1st and January 16th at a place and date to be determined by the Executive and notice of the General Meeting shall be made known to the membership thirty (30) days prior to the General meeting. The purpose of the general meeting shall be to discuss general business of Corner Brook Minor Hockey.

37. Any persons seeking the office of President, who has not served in an Executive position in either of the previous two years, must give written notice to the nomination committee of their intention at least 48 hours before the Annual General Meeting unless that person has been recommended by the nomination committee. This shall be advertised in conjunction with Article 4, 30 days prior to the Annual Meeting.

See Organizational Table Appendix B

1.6 Amendments

A policy amendment is a policy for proposing and ratifying changes to existing policies. To propose an amendment to a policy, a proposal shall be created as a subpage of the policy to be amended. Below are the required guidelines for proposing all potential policy changes. A form shall be filled out and submitted to the executive containing the following information.

- 1) Previous policy
- 2) Suggested change
- 3) Justification for change
- 4) Submitted fifteen (15) days prior to the next scheduled meeting.

Policy changes form can be found on the website under the policy and procedure tab. Once a policy change form is submitted voting shall take place at the next meeting.

1.7 Logos

The Corner Brook Minor Hockey Association logos may not be used without the express written consent of CBMHA. This included the acronym “CBMHA”. Unauthorized use is strictly prohibited.

Specific blue, black, red and white colour schemes, for all apparel containing our logo have been established. Please ensure that these guidelines are respected.

Please refrain from using any Corner Brook Royals Senior Hockey Logos to represent CBMHA.

Approved Logos:



Not approved logos:



2.0 GENERAL ADMINISTRATION

This section includes but is not limited to registration processes and guidelines that shall be adhered to by all members affiliated with Corner Brook Minor Hockey Association.

2.1 Registration

All children and youth within the CBMHA jurisdiction are eligible to register in CBMHA's 22 week program. Players must be 4 years old before December 31 of the current season in order to participate and must register in the appropriate division by age.

Division	Age	# of Sessions per Season
U7 and U7 Female	Players 6 years of age and younger as of December 31 in the current season.	44 sessions
U9 and U9 Female	Players 8 years of age and younger as of December 31 in the current season.	66 sessions, 44 for Female
U11 and U11 Female	Players 10 years of age and younger as of December 31 in the current season.	66 sessions, 44 for Female
U13 and U13 Female	Players 12 years of age and younger as of December 31 in the current season.	66 sessions, 44 for Female
U15 and U15 Female	Players 14 years of age and younger as of December 31 in the current season.	66 sessions, 44 for Female
U18 and U18 Female	Players 17 years of age and younger as of December 31 in the current season.	44 sessions
U21 and U21 Female	Players 20 years of age and younger as of December 31 in the current season.	44 sessions

On-line registration will be open for a two week period, approximately the end of August to early September. These dates will be set annually by the executive and advertised on the CBMHA website as well as on CBMHA's social media.

No player is permitted to participate in CBMHA activities unless he/she is properly registered and any outstanding balances have been paid in full. A player is registered when all necessary forms have been filed with the Registrar and payment has been made. First time registrants must provide a photocopy of their birth certificate on payment night.

All registration must include completion of the **mandatory** Respect in Sport for Parents Program (RIS). One parent/guardian of every player must complete this program. Your RIS Certificate number is required on your registration form. The link to the Respect in Sport Program is

Fees will be determined by the executive based on the financial stability of the organization and on current ice rates set by the City of Corner Brook. A portion of the registration fee includes a non-refundable HNL registration fee which includes insurance coverage under the Hockey Canada plan and all assessments for development and the various councils. More information on the insurance policy can be found on the Hockey Canada website.

In the event an injury occurs wherein a claim must be made, the Hockey Canada Injury Report Form must be completed and submitted within 90 days. A copy of this form can be found [here](#)

Payment options include cheque, email money transfer and bank draft. No cash will be accepted. A payment plan is available with cheques made payable to CBMHA in three instalments. The dates for these cheques are:

- Payment night as set by the executive each year
- October 15th
- November 15th

All three cheques must be submitted on payment night. As of December 31 all fees must be paid in full. If fees remain after December 31, registration will be rescinded. Other methods of payment are due in full at time of registration.

Any service charges incurred by the association due to an NSF cheque will be the responsibility of the bearer. In the event of the inability to pay, special arrangements may be made on a case by case basis as deemed appropriate by the Registrar and Treasurer.

A 25% discount on one registration will be offered to families registering three or more children. The discount will be applied to the player in the division with the lowest registration fee and does not apply to the HNL insurance portion of the fees.

A female player who registers in the Minor program may opt into the Female program at a discounted flat rate as determined annually by the executive.

Funding is available for families who qualify. Some programs include Jumpstart, Breakaway Foundation, Kid Sport and Assist Fund. See links below. It is the responsibility of the parent/guardian to apply for funding based on each program's criteria and timelines.

All players are expected to abide by the **Player Code of Conduct** as outlined in Appendix D.

The official hockey season start and end dates will be set by the executive on an annual basis.

Refunds are subject to an administration fee of \$20.00. The HNL registration fee is nonrefundable. A parent/guardian requesting a refund must submit the Registration Refund Form. Forms submitted prior to the player's first scheduled game/practice will be granted in full. All others will be prorated weekly based on the date the form was submitted. Prorated refunds will be issued less the administration and HNL fees.

CBMHA collects personal information for operational purposes and does not provide your personal information to third parties.

2.2 Confidentiality

All volunteer and staff members must exercise good judgement and proper care to avoid unauthorized or improper disclosure of personal information.

2.3 Screening Policy

A Criminal Record Check and a Vulnerable Sector Check are mandatory for all volunteers and staff. Application for these are made to either the Royal Canadian Mounted Police or the Royal Newfoundland Constabulary depending on a person's residence. Sexual and financial crimes are automatic dismissals. All other convictions will be evaluated by the Executive on a case by case basis. A code of conduct is required every year for all staff and volunteers. The fee for these will be waived with a volunteer letter from the Registrar. These letters are available in the minor hockey office. It is imperative that these checks are completed and submitted to the Registrar prior to the start of the season or any involvement with CBMHA sanctioned activities.

2.4 Travel Reimbursement Guidelines

CBMHA recognizes that travel expenditures are inevitable while volunteering in CBMHA activities. In order to keep cost under control the following guidelines are outlined to ensure that volunteers are not burdened with overwhelming cost and the association does not incur any unnecessary expenses.

CBMHA will not pay out claims from a previous season. All claims must be claimed in the season in which the expense(s) occurred.

- All person(s) claiming travel expenses must have preapproval from the Executive or appropriate team official before travel expenses occur. A volunteer is only eligible for approval if performing his/her duties while travelling.
- Original receipt(s) and expense claim form (See Appendix C) must be filled out when submitting a claim to the Treasurer. All receipts shall have the name of the establishment, date, dollar amount and ensure that "PAID" is written across the receipt. Debit and Credit card receipts shall not be accepted as the only form of proof of purchase but may be attached to the original receipt.
- CBMHA will only reimburse for meals, fuel, and accommodations using the Provincial Government rates for that current season. It shall be the Office Administrations responsibility to ensure that a current copy is available on the website. It is up to the volunteer to submit claims in a timely manner.
- All receipts shall require a signature from the claimant verifying who is submitting the receipt. All travel expenses will not be processed and reimbursement shall not be paid out if the above guidelines are not followed. CBMHA reserves the right to deny any claim that is not considered a legitimate expense as decided upon by the Executive.

2.5 Conflict of Interest

Statement

Volunteers, staff and all other membership of Corner Brook Minor Hockey Association are expected to display a level of honesty, integrity and ethics. All membership involved with the association is asked to support the interest of CBMHA and not allow self-interest to dictate his or her professional obligations to the association.

If a member of the association is found to be in a(n) situation(s) that has the potential to undermine the impartiality of a person and/or situation for which there is a possibility of a clash between the person's self-interest, professional interest or public interest will be removed from the position and/or situation as per the constitution. Another member of the organization shall full fill the duties as appointed by the President and/or the Executive in accordance to the chain of command.

It is the responsibility of the executive member(s) and all other membership to disclose any potential conflict of interest. In the event that an executive member is aware of the potential conflict it is his/her duty to inform all other members and remove themselves from and further involvement.

Below are some tips to effectively approach conflict of interest issues.

- Identify the conflict of interest
- Ensure the conflicted member does not participate in discussions and decision making.
- Ensure that members vote does not count towards quorum.

Ensure that details of conflict of interest are recorded in the minutes to deflect any future issues arising from the reasons why decisions were made on a particular issue.

2.6 Minor Hockey Room

All CBMHA property and resources including but not limited to skate sharpener, hockey equipment, telephone services, fax machine, computer, printer, and photocopier are for authorized users only. In order to borrow hockey equipment or to sign out resources a signature and date will be required. The sign out sheet will be available in the minor hockey room. In the event that equipment and/or resources are damaged or has not been returned the person who signed out or used equipment and/or resources shall be invoiced for replacement cost.

2.7 Key Holder Policy

Purpose:

To maintain a secure environment, confidentiality and any form of mismanagement of resources.

Statements:

- In order to maintain control over entrance into the minor hockey room there shall be a limited number of key holders. They shall consist of the President, Secretary, Registrar, Treasurer, Office Administration, and Equipment Manager.
- In order to monitor distribution of keys in the minor hockey room the existing lock shall be replaced with a new lock on a bi-annual basis. This shall be on the same term as the President or replaced as deemed appropriate by the Executive.
- In the event that additional keys need to be distributed the additional keys can only be issued by the President. To keep track of these keys a sign out sheet will be available in the minor hockey room.
- The President shall be responsible for all keys belonging to the organization.
- The Secretary and/or Office Administration shall be responsible for the mail key.
- The Registrar, Office Administration and Secretary shall be responsible for all filing cabinet keys and any other locations which files must be held confidential.
- The Female VP and the Equipment Manager shall have keys to the female dressing room. A sign-out key is to be kept in the minor hockey room for females to use.
- The Equipment Manager shall have a key to the equipment room. A sign-out key is to be kept in the minor hockey room for coaches to use when signing out goalie gear.
- Any other keys will be assigned to an individual who require access to complete their duties.

Criteria:

- Keys should not be loaned out
- Lost keys should be reported immediately
- All keys must be surrendered when the key holder exits from his/her duties

Violations:

- Loaning keys without authorization
- Duplication of keys (except when authorized by President)
- Altering of keys, locks, or mechanisms
- Propping of doors

If this policy is violated the involved person(s) will be responsible for replacement costs.

2.8 Money/Receipts/Deposits

Financial

In order to protect CBMHA from theft or mismanagement of monies coming into the minor hockey room the following shall be adhered to:

- There shall be no more than \$1000.00 in the form of cheques or money order contained in the lock box at one given time.
- There shall be no more than \$500.00 in the form of cash contained in the lock box at one given time.
- Only the Treasurer and Office Administration will have keys to the lock box.
- There shall be no more than \$50.00 in the form of cash in the skate sharpening payment locked cash box. Only the Equipment manager and Office Administration will have keys to the skate sharpening cash box.
- Credit cards are only accepted at registration night.
- In addition all monies shall be receipted in a two ply receipt book that must be kept safe and secure in the minor hockey room. Once receipt books are filled out they are to be kept on file with other financial documents. The following guidelines must be adhered to.

1st copy shall be given to the person(s) who is making payment to CBMHA.

2nd copy shall be kept in the receipt book in the event that figures do not match the balance in the deposit book.

Deposits must be made on minimum weekly basis. Only CBMHA money shall be kept in the minor hockey room. Rep teams and/or any other group cannot leave money in the safe unless previous authorization has been given from the Executive. If authorization is granted all other monies shall be kept separate from CBMHA monies and the team or group must supply their own receipt book, CBMHA receipt book shall only be used for CBMHA money.

Security

All financial resources are to be kept secure and shall abide by the confidentiality policy in section 2.2. The Secretary, Treasurer, Public Relations, Fundraising Chair, Office Administration and the President shall be the only persons authorized to access monies in the minor hockey room lockbox, receipt book and deposits. At any time these authorized person(s) can request to view any and all financial resources in the minor hockey room.

2.9 Ice Time

Notification of the inability to use assigned ice time must be received by the Ice Scheduler at least 72 hours before the assigned time. Any team failing to comply with this rule shall have the next practice time that it could utilize, cancelled, unless the Ice Scheduler approves a notice which is submitted less than 48 hours before the assigned ice time. Failure to notify the Ice Scheduler in the above time frame will result in paying for the scheduled ice time.

Any team that wants to arrange extra ice time is to contact the Ice Scheduler who will determine if such time can be made available.

Each team is assigned practices and game times on a rotational basis that is fair to all teams booking ice. Prime slots will be rotated from team to team to ensure everyone gets equal ice.

The Ice Scheduler will also be responsible for booking ice for the partner Pee wee and Bantam AAA programs as well as CBRH Titans Hockey program.

Any teams coaching staff that cannot utilize assigned ice time must notify the Ice Scheduler, who is the only person who can approve changes in teams' utilization of assigned ice time.

No ice time may be booked or charged to CBMHA unless approval of such is given by the Ice Scheduler. Scheduling and changes to ice time is at the discretion of the Ice Scheduler. The Ice Scheduler has the right to refuse any changes in previous scheduled ice time.

At no time are teams allowed to book ice directly through the Corner Brook Civic Centre. All ice must be booked through the Ice Scheduler to ensure equality and fairness.

3.0 COMMUNICATION

3.1 External Communication

CBMHA is committed to providing pertinent information to all parties involved with the association. Various means of communication and approved social media platforms can be used and will be administered and monitored by a member(s) of the Executive or designated person.

The Executive has the right to remove or block any inappropriate or disparaging comments or posts from CBMHA social media platforms.

No pictures or names of members will be posted without consent.

CBMHA upholds Hockey NL's Social Media Policy and adheres to the social media violations set forth by Hockey NL. Refer to link for this policy.

3.2 Internal Communication

CBMHA will follow Robert's Rules of Order to govern its meetings.

Executive meeting minutes will be emailed to the executive for review prior to the next scheduled meeting.

4.0 OPERATIONAL POLICIES/RISK MANAGEMENT

4.1 Financial Policy

The purpose of the financial policy is to ensure that the Corner Brook Minor Hockey Association is protected against financial mismanagement. The policy will adhere to the guidelines set by Hockey NL and Hockey Canada (HC). The policy serves to protect players, parents, volunteers, officers, coaches, executives and officials from fraud and mismanagement of all monies paid and collected within the association.

CBMHA financial management refers to, but is not limited to, individuals or groups responsible to maintain any monies associated with CBMHA. This may include main account (s), Rep team

accounts, and Mega Tournament Accounts. All appointed person(s) responsible shall adhere to the following:

All monies collected in the name of CBMHA must be deposited through the registered Canadian Financial Institution bank account. The account may be set up at the beginning of the season or maintain current account(s).

- All accounts must be located in Corner Brook.
- All accounts must hold the CBMHA name and the group for whom the account belongs. For example, CBMHA Peewee A. All accounts will hold the mailing address of CBMHA. No financial records will have volunteers, parents or staff members personal or business addresses.
- There shall be a minimum of three signing authorities for all accounts. The treasurer who has been elected, as per the constitution shall be one of the signing authorities for all accounts, and recorded in the minutes of Executive meeting(s).
- All monies shall be receipted. A copy of the receipts shall be provided to whom the monies were received by. A copy for easy tracking shall contain the following information:
 - Name of CBMHA and the holder of the account
 - The date of transaction
 - Service rendered/purpose of payment
 - Company or individual owing payment
 - Signature of individual accepting payment
 - Amount of payment
 - Form of payment

Proper bookkeeping must be kept for all monies collected and distributed in the name of CBMHA, including but not limited to:

- Listing of all deposits and the source
- Listing of all expense and the source
- Starting and ending bank balance(s)

- When writing a cheque the description line has to be filled out; and if one is available write the invoice number on the cheque
- Monthly statements provided with cheque(s) returned or copies of the cheque(s) for record keeping.
- Any additional executive members given an authority as per constitution
- Any other policy included in the constitution
- All month recorded through fundraising must adhere to the fundraising policy.

In addition to section 4.2 all accounts which are held by the executive, including but not limited to any main accounts shall adhere to the following;

- The Treasurer shall provide financial statements to the membership at the Semi Annual Meeting and at the Annual General Meeting.
- The Treasurer shall provide monthly updates at each executive meeting.

In addition to section 4.1 all accounts other than the main account(s) held by the CBMHA, including but not limited to Rep team, mega tournament shall adhere to the following:

- Signing authorities must report to the Treasurer when the team or group has been decided upon. The Treasurer shall provide a letter to the bank to enable any change of signing authorities.
- The Treasurer shall be informed of all account matter(s). All banking information must be kept confidential.
- Financial statement and cancelled cheque's, or copies of the written cheques, receipts, invoices and all other financial records are to be held by the designated person of the particular team or group. All teams and/or group(s) are responsible for the purchase of receipt books and the team name must be stamped or printed on the receipt.
- Documents are to be kept secure and available upon request by the Treasurer, and any member of the Executive as deemed appropriate.
- Financial statements shall be submitted mid-way through the season (mid Jan) and at the end of the season for the respective season to the Treasurer.

- It is recommended the volunteer(s) and the parents of the group for which the account(s) resides receives a copy of the financial statements and budget and have the right to ask any financial questions within the team or group.
- The parents and volunteer(s) may be informed of any unforeseen payments before any transactions takes place.

4.2 Fundraising Policy

Fundraising is a very important part for any non-profit organization. The organization, most teams and groups may have to fundraise throughout the season. No person(s) shall fundraise, solicit and/or accept donations without approval from the fundraising chair or appointed member(s) from the Executive.

After all teams and groups are formed and before any fundraising takes place teams and groups shall request permission prior to any fundraising activity. When fundraising, the person(s) or team(s) shall also submit a projected budget to the fundraising chair or appointed Executive member(s). In the event that additional fundraising is necessary during the season the fundraising activities must be justified for approval. All budgets shall be kept confidential as per the confidentiality policy. In extenuating circumstances a written request must be received by the team manager in order to review a team and/or groups budget. The only authorization for a written copy of the budget can only be requested by the player, parent(s) and/or guardian(s) on the team. Under no circumstances shall a player parent(s) and/or guardian(s) request information for a team that their child is not player. Once the player, parent(s) and/or guardian(s) has been issued the budget the confidentiality policy must be applied. Once a decision has been made a written approval or denial for request shall be issued to the appropriate person(s).

In addition to the above statements a request shall be automatically denied if the fundraising activity is not insured by Hockey NL. Any fundraising activities not covered by insurance are not permitted. (See List in Appendix E)

Note: It is mandatory for a lottery license to be purchased before the sale of tickets. The license shall be given to the secretary to be kept on file. All lotto licences must go through the fundraising chair who will apply on behalf of the team. If a financial report is due a copy must be given to the fundraising chair to keep on file. All sold and unsold tickets must be kept on hand for a one year period.

Budget:

It is recommended that all Rep teams submit a budget for the season as to give parents an idea of the financial commitment required. Budgeting issues should be discussed with parents at the beginning of the season to ensure that team expectations are reasonable.

When drafting a budget it is important to consider which expenses are unavoidable, what activities the team would like to participate in and the cost of these activities, and how the team(s) plans to raise and distribute these additional funds.

Rep Team Expenses:

There are various expenses that shall arise during the season and each team should be aware of such expenses such as;

- Events/Tournaments
- General operations
- Miscellaneous payments
- Administrative costs

Association Fundraising:

Prior to the start of the season the Treasurer shall provide a projected budget to the Executive before decisions are made regarding the amount for registration, fundraising and sponsorship revenue. The fundraising chair or appointed Executive member shall be responsible to oversee fundraising activities within the organization.

Income:

Once the budget is completed the team(s) may decide that fundraising is necessary in order to meet financial needs throughout the season. A budget is an excellent tool that allows the team(s) to understand how much money they need to efficiently maintain financial cost and pay their bills in a timely fashion.

Concluding the Season:

All rep teams shall ensure that all outstanding balances shall be paid in full. All unused funds in excess of \$100.00 are to be returned to CBMHA and will be deposited into the main bank account. A team will be allowed to carry a balance of \$100.00 over for start-up fees for the next season. In the event that there is no team for two consecutive years the funds are to be deposited into Corner Brook Minor Hockey Association's main bank account.

4.3 Canteen Policy

Corner Brook Minor Hockey operates as a non-profit organization. Therefore, it is necessary to fundraise throughout the season to cover various operational costs. One of the fundraising efforts that CBMHA utilizes is the canteen.

CBMHA is committed to providing a canteen service to meet the needs of our minor hockey program and special events taking place.

4.4 Anti-Drug Policy

The use of alcohol, illegal and the misuse of legal drugs must not be permitted in youth sports. The Corner Brook Minor Hockey Association is devoted to providing our players, ice officials, volunteers and staff with an alcohol and a drug free environment. Corner Brook Minor Hockey's alcohol and drug policy will be strictly enforced. It is everyone's responsibility to report any violations of this policy. In the event that a member is suspended the incident will be dealt with by the Risk Manager and or under the anti-violence disciplinary action procedure policy. The circumstances surrounding the incident will be reviewed in a timely manner resulting in a decision. Until a decision has been reached the accused member will NOT be permitted to participate in practices, games, or tournaments. The appropriate authorities will be contacted if legally required.

All Members and Staff:

As role models all members are expected to conduct themselves in a professional manner at all times. In order to lead by example everyone should limit alcohol to licensed establishments. Under no circumstances should a member(s) interact with a player while under the influence of alcohol. Member(s) are also subject to abide by the rules of the drug policy. Any person or persons

involved with CBMHA caught distributing to minors will be immediately suspended until an investigation is completed.

Players:

Any player who is under the influence of alcohol and/or drugs, in the possession of alcohol and/or drugs, or is caught attempting to distribute alcohol and/or drugs will be immediately suspended until a hearing is held by the appropriate official(s).

Volunteers:

Any volunteer while performing his/her duties who is under the influence of alcohol and/or drugs, or caught distributing alcohol and/or drugs will be immediately suspended until a hearing is held by the appropriate official(s).

Parents:

CBMHA asks all parents to observe the high standards that CBMHA sets forth at the rink, hotels, and during all activities associated with CBMHA.

In the event that a member finds he/she is in violation of this policy the below recommendations may be followed:

- 1) First violation: 30-day suspension
- 2) Second violation: Permanent Expulsion from CBMHA

Any use of long term medications not on file with the registrar may be questioned at any time.

4.5 Anti-Violence Policy

The purpose of this policy is to ensure a safe environment of all parties involved in the Corner Brook Minor Hockey Association. This policy applies to players, coaches, assistant coaches, trainers, managers, officials, parents, volunteer or staff and any other individuals involved in the Corner Brook Minor Hockey Association. This Policy is based on the Hockey Canada document “Safety Requires Teamwork and Safety for all” Revised 2008-2009”, various risk management materials and policies from other Minor Hockey Associations .

This policy applies to harassment, abuse and/or bullying which may occur during the course of any CBMHA business, activities and events, including but not limited to competitions, team practices, training camps, exhibitions, meetings and travel associated with these activities.

CBMHA expects every player, coach, assistant coach, trainer, manager, official, parent, volunteer, and staff with CBMHA to take reasonable steps to safeguard the participants against harassment, abuse and bullying.

No player, coach, assistant coach, trainer, manager, official, parent, volunteer, staff or any individuals involved in CBMHA shall permit, condone, or tolerate bullying or abuse. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening or terrorizing another player, coach, assistant coach, trainer, manager, official, parent, volunteer, staff, or any individual involved in CBMHA by sending or posting e-mail messages, instant messages, text messages, digital pictures or images or web site postings, including social media and blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off CBMHA property and/or without the CBMHA resources.

Complaints:

The Executive shall designate one person, Risk Manager, to accept complaints of abuse, harassment and bullying originating from within their organization. This person or committee will be identified by the Executive at the beginning of each season.

It is the policy of CBMHA that any and all situations involving harassment, bullying and abuse must be reported to the CBMHA and proper authorities according to provincial laws.

<http://www.health.gov.nl.ca/health/cyfs/CYFScampaign.pdf>

Where there is a complaint of abuse of a child or youth participant there will be no investigation by the CBMHA. Any investigation will be left to the Police or Child, Youth and Family Services.

The CBMHA are not required to deal with all complaints. The CBMHA may decide not to deal with the complaint if it is of the opinion that it:

- Could be more appropriately dealt with under another policy, rule or regulations,
- Is frivolous, vexatious or made in bad faith,
- Is not within the governing body's jurisdiction; or

- Is based on occurrences that are more than six months old.

Complaints of bullying must be filled out on the CBMHA intake form. (See Appendix G)

Upon receipt of a bullying complaint submitted to the designated person, the designated person shall forward a copy immediately to the President and the VP of the division(s).

False accusations or reports of bullying against another player are prohibited and can result in discipline measures.

Reporting and Investigating:

When an individual wishes to file a complaint, the CBMHA intake form must be completed by the parent. If the Risk Manager and/or the VP of the division are unavailable another member of the executive will represent the Risk Manager and/or the VP.

All children and youth must be accompanied by a parent or guardian when a complaint is made against another player, coach, assistant coach, trainer, manager, official, parent, director, volunteer, staff or any individual involved in CBMHA.

All complaints must be completed in confidence and privacy within the legal limits of the law.

If a disclosure of abuse is made, it must be reported directly to the Police or Child, Youth and Family Services. Do **NOT** interview the child or youth. The president must also be informed of the complaint.

For other complaints, the Executive member receiving the complaint will record all information/details related to the incidents. All complaints will be taken seriously and care will be taken to support the victim. Referrals for additional support may be given.

The individual, whom the allegations are against, shall be interviewed in privacy with their parent(s) or guardian(s) present. At no time, shall a child be interviewed without a parent or guardian present. Likewise, any interviews with possible witnesses will be completed in the presence of parents/guardians.

When the case has been investigated, recommendation on discipline shall be submitted to the Executive. In the event both parties are able to agree upon discipline, the Risk Manager will forward a copy to the President and the VP of the divisions involved.

Disclosures and Suspicions of abuse:

In the event any member of the organization suspects one of the four types of abuse, verbal, emotional, physical or sexual, the following process is to be followed:

If the disclosure comes from a child, he/she will be guaranteed protection.

The incident will be immediately reported to Child, Youth and Family Services and the police. Any directions provided by these authorities must be followed immediately.

Anyone who has reasonable grounds for suspecting abuse has an obligation to report their suspicions to Child, Youth and Family Services and/or the police.

The Risk Manager may act as a support for the person making the complaint.

The CBMHA will **NOT** notify the individual against whom the allegations have been made. However, once the authorities have done so, the individual will be suspended from all involvement in the CBMHA activities until the situation is resolved. This is necessary because the CBMHA's first responsibility is to protect the child.

Throughout this process, the President of the CBMHA will act as a spokesperson on behalf of the CBMHA while maintaining confidentiality.

The CBMHA will cooperate with the Authorities but will not conduct parallel internal investigation.

When the investigation is completed, the CBMHA will decide on the appropriate action to take. If convicted of an offence, the CBMHA will revoke their membership and any involvement in CBMHA.

At any time an incident occurs, the CBMHA will review this policy and revise as necessary.

Discipline:

When the investigation is completed, the Risk Manager shall enforce discipline. Minimum of three Executive members, President, VP of the division and another available member of the Executive is responsible to decide an appropriate discipline through a motion in a timely manner. In the event, both parties can agree on discipline, the Risk Manager shall inform the President and the VP of the divisions involved.

Any player, coach, assistant coach, trainer, manager, official, parent, director, volunteer, staff, or any other individual involved in the CBMHA found in violation of this policy may be disciplined up to and including dismissal and/or revocation of the membership with the CBMHA.

Any player coach, assistant coach, trainer, manager, official, parent, director, volunteer, staff or any individual involved in CBMHA who knowingly brings a false complaint against a CBMHA participant may be disciplined up to and including dismissal and/or revocation of membership with the CBMHA.

Any player, coach, assistant coach, trainer, manager, official, parent, director, volunteer staff, or any individual involved in CBMHA who is the subject of a complaint of harassment, abuse or bullying may be suspended from his or her position, or made subject to other precautions taken for the duration of an investigation.

Any coach, assistant, coach, trainer, manager, trainer, official, director, volunteer, staff or any other individual involved in the CBMHA who is discovered by means other than a criminal record check to have a conviction that may impact upon their position, may be disciplined up to and including dismissal and/or revocation of membership with the CMBHA.

5.0 GENERAL

5.1 Volunteers

Volunteers in essence are the life line of Corner Brook Minor Hockey. The association would not otherwise exist without volunteers donating their time, commitment and skills. CBMHA not only encourages new volunteers to participate in our programs but also we encourage existing members to volunteer within the association in order to demonstrate their abilities and talents. There are various positions that are available throughout the association, including but not limited to the executive, team staff (coaches, managers, trainers) and tournament volunteers. These positions are either appointed or elected on an annual or bi-annual basis. To gain a clear insight on elected versus appointed positions please refer to the constitution in section 1.5. In order to volunteer in all capacities everyone is subject to a criminal reference check and a vulnerable person's check and in some cases volunteers are required to submit a screening application form that has to be kept on file with CBMHA and Hockey NL. All criminal reference checks must be completed on an annual basis a waiver will be granted to any fees associated with the reference check. Finally, all volunteers must complete the Respect in Sport (coaches' version) depending on the position being applied for and further training may be required.

5.2 Staff

Corner Brook Minor Hockey Association operates as a non-profit organization that relies heavily on volunteers to assist in operations during each season. However, CBMHA also acts as an employer. The Executive reserves the right to decide on the duties, start and end dates, wages and benefits of each employee. It is recommended these items are decided upon before registration dates have been set. Due to paid employees the organization is bound to abide by employment legislation within Newfoundland and Labrador. CBMHA abides by "The Labour Standards Act that sets out minimum standards of employment in such areas as minimum wage, hours of work, paid holidays, and various other terms of employment. Minimum standards are legislated to ensure that employees are treated fairly and equitably. For further information please refer to the Employee Standards Act at www.hrle.gov.nl.ca

5.3 Removal of Executive Members/Volunteer Staff

Unfortunately from time to time issue(s) and concern(s) may arise within the association that may require disciplinary action from the Executive. Below are some guidelines that the Executive may choose to follow in the event that disciplinary action is required. The Executive has the power to follow disciplinary measures as deemed appropriate by the Executive.

Criteria for removal of an Executive member and/or Volunteer:

- An executive member or volunteer shall be removed from their position if they violate the Anti-violence policy in section 4.5 where he/she pose a clear danger to other volunteers, players, parents/guardians and any other official who is directly involved with the association.

Procedure for Discipline:

- Non-compliance is sometimes inevitable within the association. Depending upon the frequency and severity of an incident the ideal pattern for disciplinary measures may be:
 - Verbal warning
 - Written warning
 - Disciplinary warning
 - Dismissal

Unacceptable Behaviour

- Falsification of information
- Incompetence or negligence while performing his/her duties
- Careless, negligent, or improper use of CBMHA equipment and resources, property etc.
- Discourteous treatment of other volunteers, staff, etc.
- Violation of rules, procedures, regulation
- Disrupts safety morale
- Harassment
- Misuse of CBMHA documentation

Immediate dismissal

- Any form of abuse as identified in the anti-violence policy in section 4.5
- Immoral/ indecent conduct while performing his/her duties as identified in the code of conducts in Appendix D.
- Criminal (theft and/or assault)
- Dissemination of information that is deemed confidential in nature
- Deliberate violation of instruction

CBMHA reserves the right to remove volunteers as deemed appropriate based on the above standards and any other guidelines that the Executive sees fit.

5.4 Fair Play in action/Ice Time Allocation Policy

Fair play is a program designed to encourage and promote safety and respect. Minor hockey is an exciting and at times an intense sport, which can also become dangerous if rules are ignored. This program sets a positive example that not only encourages winning but to play safe and to have fun. By promoting fair play not only will the sport become safe it will instil values in our youth. Minor hockey can be rewarding not only for its trophies and medals but also for building self-esteem for future endeavours. When coaches, officials and parents work together they can have a lasting impact on youth. Leading by example our youth will exude confidence in their abilities, tolerance for other players mistakes, respect for team-mates, coaches and officials, and most of all it helps to prevent injury and exude good sportsmanship

What is fair play?

Integrity, fairness and respect- these are the principles of fair play. Children learn best by seeing and doing. Minor Hockey offers an excellent opportunity to teach fair play in a way that is both effective and fun. . In order to help our youth learn the importance of fair play, below are a few guidelines for everyone to keep in mind when participating in minor hockey.

Principles of Fair Play:

- Respect the rules
- Respect the officials and their decisions
- Respect the opponent

- Maintain self-control at all times

These guidelines may reduce the likelihood of injury, promote sportsmanship and make minor hockey an enjoyable and safe sport.

Why Encourage Fair Play?

Sport has two kinds of participants: athletes who derive great enjoyment and personal challenge from their game, and then there are those who do not and eventually drop out. What makes the game so different for those two groups? For many, it's the result of what they learned – or didn't learn – when they first become involved in amateur sport.

Without fair play, some players will come to believe that winning or scoring goals are the only aims. That means they will miss a lot of the enjoyment and opportunities that hockey has to offer. Players should be recognized and rewarded for achievements other than scoring goals. Fair play behaviours, teamwork and improved performance are also very important contributions and deserve to be recognized. Teaching respect for rules and for other participants, teaching fair play and the spirit of the game – these things are just as important as teaching the skills.

The federal fair play commission established in 1986 quotes studies that have shown that most children play for fun and would rather play for a losing team than sit on a bench for a winning one.

Why Teach Fair Play?

Most Minor Hockey coaches take time from an already busy schedule to be a volunteer. Young hockey players look up to their coaches. This responsibility can make coaching very difficult but yet a rewarding job. Coaches can influence the personal development of players as well as teach them to play well. They must be a positive role model, setting a positive example in the best way to encourage positive behaviour.

Players should not be criticized or ridiculed. Overly hard criticism of players especially young ones can seriously damage their self-esteem, some may even leave hockey. It is important to offer constructive feedback and present any perceived problems as positive challenges.

With Fair Play, Everybody Wins!

In the world of business, an arrangement that benefits two parties is a win-deal; one that allows both sides to take advantage of the same opportunity without compromising their competitive spirit or their individual goals.

Fair play makes this possible in the world of Minor hockey. By making sure that the rules, officials and opponents are respected at all times, it gives all players an equal chance to develop and test their skills. What's more it challenges them to measure their success by scoring and performing well-with dignity, integrity and pride.

Wanting to in is great and should be encouraged, but not at all costs. Fair play; it's a win-win approach that means greater benefits and better competition for everyone in hockey!

Fair Play in Competition:

Wanting to win is great and should be encouraged, but not at all costs. It is healthy for young players to have a desire to win but it is unhealthy when that desire becomes an obsession with winning.

Players and coaches should treat their opponents with respect; remember it is the other team that provides one of the main ingredients in a game – the competition.

Corner Brook Minor Hockey Association adheres to Hockey NL Ice Time Allocation Policy. Any coach found guilty of not adhering to the ice time allocation policy will be subject to Hockey NL Disciplinary Action. See Appendix G.

5.5 Player Movement

CBMHA will continue to encourage hockey excellence while maintaining consistent player development practices. The purpose of the player movement policy is to ensure that players are presented with the best possible environment to develop. This includes movement between divisions for both players that are behind or ahead in development. Exceptional players requesting to move up a division must possess advanced skill which is ahead of their current peer group. Players requesting to move down a division should be seeking a learning environment that will allow them to develop comfortably. Player movement is not always recommended.

Player movement may be initiated by either the TD or a parent. The process is outlined below.

1. A Player Movement Application Form (Appendix A) must be completed by the parent and submitted to the player's current Division VP no later than October 30 for players looking to advance to the next level and no later than December 1 for players looking to move to a lower level. Applications submitted after this date will only be accepted under extenuating circumstances. The division VPs and TD will consider the reason for request and information supplied by both references. After consultation between the TD and the Division VPs, the application will either be denied or move to the evaluation process.

2. If the application moves to the evaluation phase, the TD in collaboration with the Division VPs will arrange for the player to participate in two practises and one game in their current division to allow for a full evaluation prior to any further/final recommendation. The evaluation will be administered by the TD and two evaluators approved and appointed by the Division VPs and President. The evaluators will be impartial and possess a strong hockey background at the divisions in question. Together the TD and evaluators will make a recommendation in writing to the Division VPs who will communicate the result to the parent.

All applications will be actioned and decisioned within 14 days of receipt, and all decisions will be final.

Important to Note

Players can only advance one division.

Approval is only valid for one season and players are required to apply yearly if desired.

Players who are moved down a division will be permitted to move back to their division once skill set is adequate.

Once a player advances to the next division they will not be permitted to move back for any try-outs including but not limited to REP, AA, AAA, etc.

Movement of a player from U13 to U15 would require input from HNL.

In order to qualify you must be 6 years old before December 31 of the current season.

The maximum number of players that can advance from one division to the next will be limited to two per season.

5.6 High Performance Program

CBMHA and Hockey NL believe it is essential that opportunities exist for those who have special talents. These advanced players should be given the chance to develop to their fullest potential because they will form the teams which will represent Canada in international competition. CBMHA and Hockey NL objective in this program is to produce the best players possible in order to compete successfully in International Hockey.

The High Performance Program exposes participants to high level coaching and training methods, developmental and educational curriculum, consistent evaluation criteria and standards. The Program also provides for top regional, national and international competition.

CBMHA will share all High Performance Program/Spring Identification Camp information on the CBMHA website as well as through CBMHA social media.

For further information please visit Hockey NL at www.hockeynl.ca

5.7 Scholarships

Hockey NL introduced a scholarship program in the 1978-1979 seasons. Since then Hockey NL have awarded numerous scholarships to the Hockey NL league. There are two scholarships available each year, one for All-Star and one for House League. There are also scholarships available for officials attending post-secondary schooling. CBMHA realizes the financial and academic values of these scholarships and encourages members from the association to nominate and encourage candidates to apply. For further information please visit Hockey NL at www.hockeynl.ca

5.8 Sponsorships

House League:

The Public Relations Position will be responsible for securing sponsorships for the house league program for all divisions. The sponsorship budget will be set by the treasurer before the start of the season.

The Public Relations Position will contact former sponsors from previous years to seek their sponsorship first. Previous sponsors have the first right of refusal. New sponsors will only be brought on if vacancies open.

House League sponsorship is \$500/year. For any new house league sponsorship the cost is \$1000 for the first year as jerseys need to be ordered. Then the amount decreases to \$500 per year.

The Public Relations position also seeks out sponsorship for the House League Tournaments that have known sponsors and assists the Divisional VPs to find new sponsorships for Divisional tournaments.

Rep Teams:

The Public Relations Position arranges for Rep team sponsors and fees paid are directed to general Association funding. The sponsor is under no obligation to provide additional support to the team. The sponsor is already committed to making a substantial contribution to Association funding. If you desire to request goods from your sponsor, you are required to discuss your intentions with the Public Relations Position who will then bring your intentions to the Executive.

All team submissions in the newspaper and on any social media sites MUST include the name of the team and sponsor. E.g.: Corner Brook EL Bugden Atom A Royals

All Rep teams will receive two sets of sponsor bars for their home and away jerseys. These will be worn at all times and returned at the end of the year.

All Rep teams will receive a sponsor banner that will be displayed whenever the team plays. This banner will travel with the team to all tournaments and exhibition games. This banner will be returned at the end of year.

The cost of all Rep Sponsorships are \$1000/year.

Rep teams are discouraged from soliciting monies from new sponsors. If a parent on a team has a sponsor contact who wishes to contribute directly to that team to help with a tournament fee, fundraiser or operational cost, the Public Relations Position is to be made aware of this. This newly solicited sponsor will not be the main sponsor of the team as that is arranged directly through the association.

Sponsorship Acknowledgement and Recognition:

The Public Relations Position will also be responsible for acknowledging and thanking the house league and rep sponsors. This is done at Christmas via a Christmas card and at the end of year. All sponsors are invited to the year-end banquet and are given a thank you plaque with a team picture and the date of the hockey season.

The Public Relations position also has to ensure that the all CBMHA sponsor logos are updated on the CBMHA sponsorship window in the Kinsmen Arena Lobby as well as on the CBMHA website.

6.0 MINOR HOCKEY OPERATIONS

Our programs are designed to provide players with the opportunity to participate at their age and/or skill level.

6.1 Program Descriptions

House League:

This program is the type played by the majority of amateur players. It is fun hockey with emphasis on fitness, relaxation and fellowship. The objectives are to promote a game to fit the need of the participants, to be open to all ages, to allow players equal ice time, deemphasize the importance of winning, allow enjoyable participation of the fun aspect, assist in individual's physical development, and create a social development.

Rep League:

This program is designed for players who have the desire and ability to play at a more competitive level. Participants must be willing to invest a reasonable amount of time on and off ice. This type of hockey begins at the atom level (Introduction to Rep). The objectives are to achieve a degree of excellence according to a player's interest and potential, provide an opportunity to progress to a high level of competition and to stimulate development both from an individual and overall sport point of view. There is an additional cost to the player for Ref fees related to the additional ice times during the season.

6.2 Division Guidelines for House League

A) Timbit

- League – Scoreboard is not used and no league standings are recorded.
- Teams – maximum 16 players per team.
- Age – Introduction to Hockey generally 4 to 6 year olds.

- Ice – 2 times per week (shared) as scheduling permits.
- Coaches – Coach 1 Required.
- Safety – HCSP certification required.
- All Team Officials require Respect in Sport.
- Travel – Tournament travel only. No out of District teams allowed in except for Tournaments.
- Tournaments – maximum two (2-3) per season. Only allowed with Associations running the same Initiation program.
- Practice to Games Ratio – 3 to 1.
- Positions – Goalies and skaters on automatic rotation even at tournaments.
- Games – Buzzer at 2 minute shifts. No off sides or icing called.
- Referees – One-man system (generally a coach).

B) Novice

- League – Scoreboard is used but and no league standings are recorded.
- Teams – maximum 16 players per team.
- Age – generally 7 and 8 year olds.
- Ice – 3 times per week (shared) as scheduling permits.
- Coaches – Coach 1/2 Required.
- Safety – HCSP certification required.
- All Team Officials require Respect in Sport.
- Travel – An effort will be made for an opportunity for out of town competition running the same Novice program.
- Practice to Games Ratio – 3 to 1.
- Positions – Goalies and skaters on automatic rotation even at tournaments unless set goalies are identified.

- Games – Buzzer at 2 minute shifts. No icing called.
- Penalties – No penalties will be served. Penalty shots will be taken by the player that the infraction is against.
- Referees – Two man system of Level 1 Officials.

C) U11

- League – Scoreboard will be used and league standings and stats may be kept.
- Teams – maximum of 16 players per team
- Age – players 10 years of age and younger as of December 31 in the current season
- Ice – 3 times per week
- Coaches – Coach 2 required
- Safety – HCSP certification required.
- All team officials require Respect in Sport for Activity Leaders
- Travel – An effort will be made to provide an opportunity for out of town and local exhibition tournament play.
- Will host the Ambrose O'Reilly Memorial Tournament in November.
- Practice to Game Ratio – 2 to 1
- Positions – Goalies are encouraged to take extra goaltending sessions offered by CBMHA. All skaters will be on an automatic rotation of position as determined by the coach.
- Fair play at all times.
- Games – Change on the fly. Icing and off sides called.
- Referee – 2 man system.

D) Pee wee

- League – Scoreboard may be used.
- Teams – Maximum of 16 players per team.
- Age – Generally 11-12 year olds.
- Ice – 3 times per week (shared) as scheduling permits.
- Coaches – Coach 1/2 required (Development 1 recommended but not mandatory for house league).
- Safety – HCSP certification required.
- All Team Officials require Respect in Sport.
- Travel – An effort will be made to provide an opportunity for competition through various tournaments.
- Tournaments – maximum 3 for the season.
- Practice to Games Ratio – 2 to 1.
- Positions – Goalies are encouraged to rotate and take extra goaltending sessions offered by CBMHA. All skaters on automatic rotation. Fair play at all times.
- Games – Change of the fly, Icing and off sides called.
- Referee – 2 man system.

e) Bantam

- League – participate in league play within CBMHA.
- Teams – maximum of 17 players. 15 Players and 2 Goalies. No less than 10 players and no more than 17.
- Age – 13 and 14 year olds.
- Ice – 3 ice times per week – full ice as scheduling permits.
- Coaches – Coach 1/2 required (Development 1 recommended but not mandatory for house league).

- Safety – HCSP certification required.
- All Team Officials require Respect in Sport.
- Tournaments – unlimited. Not to conflict with league schedule.
- Referees – 2 man system.
- Ratio 1:2 1 practice and 2 games.

f) Midget

- League – participate in league play within CBMHA.
- Teams – maximum of 16 players.
- Age – 15, 16, and 17 year olds.
- Ice – 2 ice times per week – full ice (shared) as scheduling permits.
- Coaches – Coach 1/2 required (Development 1 recommended but not mandatory for house league).
- Safety – HCSP certification required.
- All Team Officials require Respect in Sport.

g) Juvenile

- League – participate in league play within CBMHA.
- Teams – maximum of 16 players.
- Age – 18, 19, 20 years old.
- Ice – 2 times per week – full ice (shared) as scheduling permits.
- Coaches – Coach 1/2 required (Development 1 recommended but not mandatory for house league).
- Safety – HCSP certification required.

h) Female

- League- Participate in league play within CBMHA.
- Teams- Maximum of 16 Players.
- Age – 7 to Under 12 for Junior Program & 12 to Under 21 for Senior Program.
- Coaches – Coach 1/2 required (Development 1 recommended but not mandatory for house league).
- Safety – HCSP certification required.
- All Team Officials require Respect in Sport.
- Tournaments – unlimited. Not to conflict with league schedule.
- Ratio: 2:1 two practices to 1 game.
- Ice – 2 times/week
- Referees – 2 man system

6.3 Initiation Programs : Timbits-Novice

This is the foundation for the other programs. The CBMHA objectives in this program are to:

- have fun
- stimulate an interest in hockey and a desire to continue participation.
- develop hockey skills
- obtain a sense of achievement
- promote physical fitness
- introduce the concepts of cooperation, sportsmanship, and leadership
- encourage initiative

These programs focus on the Fundamentals 1 Community/Local (4-6 years) and Fundamentals 2 Local (7-8 years) based on Hockey Canada's Long Term Player Development Model. Basic hockey skills of skating and puck control are introduced through the initiation program. The

Novice skills program is designed to promote the continued development of physical literacy, fitness, and the basic skills required to play hockey.

6.4 House League: U11 --Juvenile

House League Hockey is played by the majority of amateur players. It's hockey that provides fun, relaxation, and fellowship. The CBMHA has as its objectives for this program:

- provide games to fit the needs of the participants
- open to all ages
- allow equal ice time
- de-emphasize the importance of winning
- allow enjoyable participation for the fun aspect
- assist in an individual's physical development
- create a sociable environment
- give alternative types of hockey
- team play

These programs focus on the Hockey Canada player development model ranging from learning to play in Atom to the most significant period for development which is the learning to train in Peewee/Bantam/Midget/Juvenile.

6.5 Female Hockey: U12, U15 & U20

Female minor hockey is a significant part of CBMHA. The CBMHA female division consists of the following age groups and entry age:

Female Division Age for Under 12, Under 15, and Under 20

- Under 12 Division - 9, 10 and 11 year olds as of December 31st
- Under 15 Division – 12, 13 and 14 years olds as of December 31st
- Under 20 Division – 15, 16, 17, 18, 19 year olds as of December 31st

Where associations do not have sufficient numbers to register a team, a “Request to pick up a player” form must be forwarded to the Female Zone Coordinators. This form must be signed by the President of the two Associations involved. The Zone Coordinators response will be forwarded to both the Female Chair and the Hockey NL Office. Verbal requests will not be entertained. Approve or denial will be forwarded from the Hockey NL office.

Guidelines for under-age Pick-ups:

- Pickups must come from the home association first.
- In all cases, the oldest players will be picked up first . i.e.) under 15 will pick up a first year peewee and under 20 will pick up a second year bantam.
- If there are not sufficient numbers in the home association, the association will have the opportunity to pick up players from their closest neighboring association.
- Players can only be picked up from one division lower. (i.e.: Under 20 will not be permitted to pick up a player from the Under 12 Division.)
- Exemptions to these guidelines may be made for goalies.
- Teams may only pick up 4 under age players.
- Eight year olds are not eligible to play in provincials. Exception: Four eight year old can be picked up for a provincial U12 team provided they do not display another age appropriate player in that division in the province.

Provincial Tournament Rules:

- Girls who do not register and play on female teams will only be permitted to play in the female provincials after all female players are accommodated on teams. Then only to a roster of 12.
- Where association agree to open boundaries to form a league, players from those associations must be registered and playing in the league to be eligible to participate in the female regional or provincial team.
- In female hockey, where boundaries have been opened to allow pooled teams, players will register with the host association of the respective division.

- Players in pooled leagues will either return to their home association for provincials or attend as the registered team from the league.
- Players who attend post-secondary schools and return to their home associations for provincials must have attended 50% of their games and practices.
- Any player who is registered with or players with a team outside the provincial of NL will not be permitted to participate in the female provincial tournament.
- Players who refuse to try out and/or attend the provincial tournament with their home association will not be permitted to be picked up by another team.
- Goalies may be permitted to play in a higher division in provincials if they continue to honor their commitment to their own division and only when an age appropriate goalie cannot be found. This would require the approval of the female zone coordinator.
- A goalie cannot play for two teams in a provincial tournament.
- Teams who refuse to travel to a designated site will be removed from the grading.
- To be placed on the grading, teams must have 12 players, one of whom is a goalie.
- The first grading report will be presented at the Sept meeting. The second grading will be posted on the Hockey NL website by Jan 15. Only teams who have their roster filed with the Hockey NL office by Jan 10th will be put on the second grading. Teams will have 7 days to request to move and the final grading will be posted Jan 22.
- Requests to be moved on the grading must be made by the female rep of the association and signed by the president. Female forms are on the hockey NL website.
- Teams may pick up players to a maximum of 19, at the discretion of the female committee, who of whom must be goalies.
- All teams must have a female on the bench, either as a coach, assistant coach, trainer or manager.

6.6 Hockey Canada's Co-Ed Dressing Room Policy

Co-Ed Dressing Rooms as outlined by Hockey Canada

Hockey Canada allows co-ed dressing room situations to exist at the initiation program (Timbit), Novice, and Atom levels, 5-10 years of age provided participants in a co-ed situation either ar-

rive in full equipment or wear at a minimum gym shorts or long underwear as well as full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.

At the Pee-Wee (11 years old) level and above the following conditions will apply in all co-ed team environments.

- Female and males will change in separate rooms.
- Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.
- The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated. (to stay longer) by the coaching staff.
- The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.
- When necessary, due to facility limitations, showering shall be done in shifts with the gender in the majority showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

In addition to Hockey Canada co-ed dressing room policy it is recommended that CBMHA use a removable magnet that designates a female dressing area. This recommendation helps to reduce the area of concern involving a non-suitable dressing room for female players.

6.7 CBMHA Female Dressing Room Policy

The Corner Brook Minor Hockey Association is fortunate to have a permanent designated female change room. This female change room is to be used by all female hockey players who are members of CBMHA. The room will only be open to visiting female players when not in use by CBMHA female teams. CBMHA female teams take priority.

If the female dressing room is occupied by one of our own female teams, visiting female players must be designated another dressing room in the Civic Centre and use the magnetic signs to indicate the room is being used by female players.

The room is not be used by adult female rec hockey programs and may only be used by the Corner Brook Civic Centre on special occasions when discussed in advance with the female VP or President in the VPs absence.

The dressing room will remain locked at all times. The key will be available for sign out in the minor hockey room. It must be returned at the end of the game/practice.

6.8 Midget Policy

Any midget player who wants to play high school hockey shall be registered with CBMHA.

All midget player(s) must play at least fifty one (51) percent of schedule house league games and practices. This will stipulate where or not players will be permitted to play in Easter tournaments.

In order to ensure that each player is attending 51% of house league practices and games a roll call should be recorded.

When possible house league and high school should have a coach for each of the teams due to conflict of interest issues. For further details please refer to the conflict of interest policy in section 2.5.

Extenuating Circumstances:

Missing game(s) and/or practice(s) due to prior commitments or in the case that a player becomes ill or suffers an injury will be taken into consideration. This will affect the player from playing 51% therefore: decision will be made on a case by case basis.

6.9 Rules and Policies for all arenas

- All players will dress in assigned locker rooms.
- To prevent risk of injury, proper behaviour should be exercised at all times while in the arena.
- All locker rooms must be cleaned up after use. No paper, tape or other debris is to be left in the locker rooms. Recycle when available.
- Vandalism by any individual in or around the arena will result in an immediate suspension from the Association. For guidelines for immediate suspension please refer to the

policy Removal of Volunteers for recommendations. Following the incident the Risk Manager will be notified if necessary and reported to the proper authorities if required.

- Teams and players must abide by the Corner Brook Civic Centre Dressing room policies at all times. Failure to respect the Dressing Room Policy may include additional fees or loss of ice privileges.

7.0 HOUSE LEAGUE PROGRAM REGULATIONS

7.1 Teams

A player's placement in the House League System is determined by his/her age as of December 31st of the year for which the player registers. Please refer to divisional guidelines.

All players must register in their respective age division. For players starting hockey at a later age, divisional placement will be determined by the divisional VP and the Technical Director.

Children are not allowed on the ice until a coach is present and the Zamboni entrance is closed. If players are on the ice before coaches are awarded or give permission, parents are liable for any injuries that may occur.

Parents are responsible for dressing their own children in appropriate divisions and insuring they are properly wearing all required equipment.

All members of the team must stay in the dressing room until otherwise notified by their coach.

The Technical Director or member of the technical direction team shall be at all practices. All members of the technical direction team must be approved by CBMHA executive and all must have certification and Respect in Sport.

7.2 House League Coaches

- A call for house league coaches will be posted by the division VPs.
- VPs in consultation with the TD will select the head coaches.
- House league team coaching staff will be chosen from those volunteers who are consistently on the ice during practices.
- A maximum of 3 and a minimum of 2 approved coaching staff will be allowed on the bench during a game. One of these must have the certified safety training.
- CBMHA requires all on ice coaches to have their appropriate coaching levels and upgrade when necessary as per HC and HNL. A program of assistance for coaching upgrading is provided by the association.
- All coaches are required to have their Respect in Sport for Activity Leaders.
- All coaching staff must be registered members of CBMHA with insurance fees paid.

7.3 House League Coaching Duties

- All head coaches will be involved in the selection of house league teams as organized by the VP.
- Coaches will ensure at least one member of his/her staff is in attendance at any activity which involves his/her team or players (off ice event, pizza party, etc.).
- Coaches shall co-operate with the TD and Executive members.
- Coaches must fill out the game sheet before each game. All game sheets must have rosters filled in and must be signed. All game sheets are to be returned to the minor hockey room.
- Coaches are expected to provide on bench instruction during game play.
- Coaches must ensure all players leave the ice surface immediately at the end of a game with all their equipment on.
- Coaches or designated person must remain in the dressing room until all players have left and ensure the room is left tidy.
- Coaches will maintain safety of all players during both practice and games and will discipline players when his/her behaviour is deemed unsafe or inappropriate.
- Coaches should report all problems and major penalties to the divisional VP. If the divisional VP is not available, report the issue to the Risk Manager.
- Coaches should show players the importance of good sportsmanship both on and off the ice.
- Coaches must ensure that all rules of CBMHA are adhered to.
- Coaches will adhere to the Volunteer Code of Conduct - Appendix D.

7.4 House League Jerseys

House League Jerseys will be provided to all players once the house league teams are selected. Jerseys will be assigned to the team based on size and not number. A parent/guardian must sign for the jersey and be responsible for it throughout the season. All jerseys must be returned at the end of the season. Any unreturned jerseys will be subject to a fee determined by the executive.

Players are not permitted to switch or trade jerseys with other team mates.

Players are to wear their respective house league jersey to all house league practices and games.

If a player forgets their jersey for a game they can borrow a jersey in the minor hockey room.

This jersey must be signed out on the equipment sign-out white board and returned at the end of the game. Any borrowed jerseys not returned are subject to a fee determined by the executive.

8.0 REP PROGRAM

The Rep Program is designed for players who have the desire and ability to play at a higher level of competition and who are willing to invest a reasonable amount of time to on and off ice training. Travel throughout the province is expected and additional fees/expenses will apply.

CBMHA uses suggestions from Hockey Canada's Minor Hockey Development Guide, Player Evaluation and Selection and HNL to guide and form its Rep Program Policy.

8.1 Team Structure

- Teams shall consist of 17 members (15 skaters and 2 goalies) plus coaching staff unless given permission from executive.
- Teams with only one goaltender are permitted to register and carry 16 players (15 skaters and 1 goalie).
- The lowest development team must carry at least the minimum number of players for a team, which is 12, one of whom must be goaltender.
- All players and coaching staff are to be rostered by the Hockey NL deadline.
- If any Rep team is temporarily short of players, the coach may have developmental players fill the vacant position from a lower developmental team.

8.2 Rep Team Coaches

- All coaching staff will be registered members of CBMHA.
- All head coaches will be selected by a Coaches Selection Committee (CSC) based on their application and an interview. The CSC will consist of the Rep Coordinator, the President and one other member of the Executive.
- Head coaches will select their team staff from the list of qualified applicants.
- The CSC will post on CBMHA social media requesting applications for all coaching positions, head coach, assistant coach and safety/trainer. The advertisement shall state the deadline for applications.

- Interested candidates for any of the above positions must submit a Rep Team Coaching Application Form outlining his/her training and experience. See Appendix L.
- To be selected, a coach must meet the current coaching requirements set forth by Hockey NL.
- Coaches are expected and required to participate with their team in the Provincial Tournament during Easter and other tournaments throughout the season.

8.3 Rep Team Tryouts

Each player is required to pay a rep tryout fee. This fee is determined by the executive at the start of the year. The fee **MUST** be paid before the first tryout session and before a player is permitted on the ice for tryouts. This fee is non-refundable and will not be prorated for missing sessions. Fees are used to cover costs associated with the tryout and evaluation such as ice time and administrative fees.

Players trying out for rep must be registered with CBMHA and must ensure they have a minimum of their first minor hockey registration instalment paid in full in order to be eligible to tryout. Players awaiting funding approval will be eligible.

- Each tryout session will be limited to a maximum of 30 players on the ice in order to avoid confusion and to allow proper evaluation.
- To assist in scheduling the appropriate amount of ice time, players are required to pre-register. The pre-registration deadline will be communicated to all parents by the division VPs. Players who sign up after the pre-registration deadline will be given consideration if space is available. Players in U13 and older divisions must indicate which position they are trying out for when they pre-register. In accordance with HC guidelines, U11 players are not required to specify a position.
- The division tryouts are coordinated by the Rep Coordinator (RC).
- All tryouts will consist of 5 total ice sessions consistent with HC guidelines. U11 and U13 will have 3 technical skills sessions and 2 scrimmages whereas U15 and U18 will have 2 technical skills sessions and 3 scrimmages.
- The TD and/or RC with on ice assistants will run the sessions.

- Players will be divided into two or three groups based on initial skills assessment by the RC in conjunction with the TD and/or qualified coaches. Group placement will be a fluid situation throughout the tryout process and groups will be adjusted as deemed necessary by the RC in conjunction with the TD.
- Goalie evaluations will be conducted by separate goalie specific evaluators. These evaluations will consist of the same number of sessions as the above noted groups.
- Where a player is unable to participate in tryouts due to an injury or illness, a doctor's note must be provided to the Rep Coordinator as evidence. To determine the subsequent status of the returning player, the Rep Coordinator will consult with a variety of sources to obtain sufficient information about the player so that an informed decision can be made that considers both what is best for the player as well as the affected team or teams. The sources may include, but not limited to, previous coaches, current coaches and any other source deemed relevant by the Rep Coordinator.
- In addition to an illness or injury, we recognize that there are specific activities that are significant to our players in addition to family matters that may arise and which take precedence. The following situations shall be considered for compassionate reasons:
 - A family tragedy;
 - Attendance at a regional or national event (ie. sporting championship) that arises from the player's participation in an activity over the summer where the activity necessitates the player to attend as part of their commitment to that activity; or
 - Specific religious holidays.

In all cases, it is critical that the parent/guardian notify the Division VP as soon as they become aware that the player will be absent and when the player is expected to return. The date of return must be no later than January 20. Failing this may have an adverse impact upon the player's overall evaluation.

It is also important to note that while we will make every effort to properly evaluate players who encounter these situations, there are significant challenges associated with evaluating and ranking players who are absent and, as such, every effort should be made to attend sessions.

8.4 Rep Team Selection

- All players will be assessed by rep team evaluators that are selected by the RC. Each division will have a minimum of three player evaluators. Goalies will be evaluated by a goalie specific evaluator. The evaluators will attend all practices and games.
- The Rep team evaluators must have no affiliation to the division they are evaluating.
- Players will be graded using CBMHA approved evaluation forms developed by the TD and/or RC.
- Immediately following the final tryout session the RC and Divisional VP will meet to compile the evaluation scores. The RC will have the Coach Selection Committee (CSC) results and the goalie evaluation results and will bring them to the meeting.
- Players will be ranked based on their evaluation scores.
- For U11, the top 10 players will be placed on the “A” team. For U13 - U18, the top 6 forwards and top 4 defence players will be placed on the “A” team.
- For U11, the next 10 players will be identified. For U13-U18, the next 6 forwards and next 4 defence players will be identified.
- The RC will then look at the list of ranked coaches from the CSC. The RC will offer the “A” coaching position to the top ranked coach. This will be done in person or via phone. Once the coach accepts the offer they will be presented with the next 10 players on the list as identified above. The coach will pick the final 5 skaters from the list of 10 choices. The coach does have the right to ask for evaluation feedback if struggling to make this decision. If two players are graded equally, preference will be given to the 2nd year player.
- The RC will have the results of the goalie evaluations. The RC will then add the top two goalies to the list. Once finalized these 15 skaters and two goalies will be make up the” A” team roster.
- The five players that were not chosen for the “A” roster will fall down to their respective spots for the “B” team roster. The team selection process will continue as above until the “B” team roster is complete. The same process will continue until all possible rosters are chosen.

- If a player is asked to be a member of an “A” team and refuses to be a member, the player shall not be allowed to be a member of any Rep team for that year. The player will not be allowed to change his/her decision and their refusal is considered final.
- Only players who attend Rep tryouts will be eligible to be selected for the Rep teams. Exceptions to this are illness, injury or compassionate reasons as outlined in 8.3 Rep Team Tryouts.
- Where siblings wish to play together on the same team, they will be placed in the level afforded by the lower evaluated sibling.
- All teams will be announced approximately 72 hours after the final tryout session. The teams will be posted on the CBMHA website or approved social media platform and will not be posted during school hours.
- IMPORTANT - No roster is frozen until the HNL deadline for player movement. Players and parents are to understand that movement can still occur due to illness, disciplinary problems and absenteeism up to and including that date. Coaches for the affected teams along with the Rep Coordinator, Divisional VP and the Association VP/President will discuss the proposed movement prior to making the move. This should help with discipline issues from players.
- Target date to finalize team rosters will be in accordance with Hockey NL’s provincial roster deadline.

8.5 Team Rosters

Hockey NL Roster Sheets

Coaches of rep teams which compete in provincial tournaments must complete and present to the tournament coordinator a roster sheet which lists all members of the team who will be participating in games/tournaments. These roster sheets shall be submitted to the registrar no later than the deadline set by CBMHA or Hockey NL. Any player that has not been registered with Hockey NL may not be named on the roster sheet or participate in such a game/tournament. In case of doubt regarding a player’s eligibility to participate, it is the coaching staff’s responsibility to verify the player’s registration with the CBMHA Registrar and/or Divisional VP.

8.6 U9 Pick-ups

All U9 pick-ups are to be coordinated by the U9 and U11 Division VPs, not the coaches. As per Hockey NL policy, CBMHA is only permitted to use a maximum of four U9 players to make up a total of 17 players, one of whom must be a goaltender. U9 players that are picked up must come from CBMHA. No U11 players will be displaced in this process. The U9 players must be in their final year of U9 eligibility and graduating to U11 in the next hockey season.

These U11 pick up rules are to be adhered to all year, for any exhibition games, invitational Rep tournaments, house league tournaments and Provincials.

9.0 OFFICIATING

9.1 Referee Program

CBMHA is dedicated to encouraging any person who is interested in becoming an official. The program is structured to give entry level officials the confidence and training to make fair calls and abide by the rules of the game.

Ideally the first year of refereeing would be spent working with the Initiation and novice teams to familiarize the new referee with positioning, the basic rules and gain on-ice experience, in a two man system to ensure exposure to making penalty calls, off-sides, etc.

The second and subsequent years would be spent in the three-man system with equal time spent rotating between referee and linesman positions, in order to increase the level of confidence with both positions and the increasing responsibility associated with the higher levels of hockey

General

In the two (2) man system the ice is divided by the centre red line. This division of the ice is for face off procedure only. Either official can assess penalties anywhere on the ice. Never allow the puck to pass you in a neutral zone, and be closer to your blue line than you are.

If there is a situation where you are in the path of the players and the puck in the neutral zone then always move towards your blue line. This will ensure proper positioning. Officials should maintain a diagonal position in relation to one another, no further than one line apart, while play is in progress. Never should both officials be on the same side of the ice.

Officials should always be at, or just inside the blue line prior to the puck and the players.

As the puck moves into the end zone, the front official must implement “end zone positioning”. Meanwhile the back official will move up the boards and take a position just outside the blue line, at an appropriate angle to face the play.

In general officials will be in a diagonal position relative to one another, no further than one line apart.

9.2 Officiating level system

Level 1

Simply register for a Level 1 clinic to get started.

- To prepare a young or new official to officiate minor hockey.
- An individual is certified at Level 1 with attendance and completion of a Level I clinic-eight (8) hours of instruction, minimum.
- Completion of a national exam must be taken and returned prior to the completion of the clinic.
- Minimum age to participate in the Level 1 clinic is 14 years old on or before December 31st of the current season.

Level 2

To further enhance the training and skills of the minor hockey official.

- Must be 16 years old as of December 31st of the current season.
- Must attend all sessions of the Level II clinic, a minimum eight (8) hours in duration, and obtain a minimum of 70% on a written national exam to be marked and returned prior to the completion of the clinic.
- Must pass a practical, on ice evaluation, performed by a qualified Branch Hockey Canada Officiating Program Supervisor.
- Male/female adult with previous hockey experience may enter the program at this level

- Official can work games at the house league minor hockey level. Officials can work as a linesman in High School, competitive minor hockey, and recreational hockey along with assignments which are approved by the Referee-in-Chief.
- A novice official, seventeen (17) years of age or older, may obtain Level 1 and Level 2 certification in one year based on ability. This is the only opportunity within the Hockey Canada Officiating Program to accomplish two levels in one year. This is designed to encourage persons with playing or coaching experience to consider officiating.

Level 3

- Must be fully certified at Level II and referee at least one year at the level in order to register for Level 3.
- Must attend and participate in all sessions at a level III clinic, a minimum of eight (8) hours of instruction, and must obtain a minimum of 80% on a written national examination, to be marked and returned prior to the completion of the clinic.
- Must pass two practical, on-ice evaluations, performed by a qualified Branch Hockey Canada Officiating Program supervisor.
- Official can referee high school, competitive minor hockey, including provincial minor hockey championships and recreational hockey. As well, they can work as a linesman at any levels of hockey and other assignments approved by the Referee –in-chief.

Level 4

- Must be fully certified at Level 3 and referee one year at that level.
- Must attend a Level 4 Branch clinic, attendance is by invitation only
- Must attend and participate in all sessions of the Level 4 clinic (minimum 14 hours), obtain a minimum of 80% on a written national exam.
- Must pass two practical, on-ice evaluations, performed by a qualified Branch hockey Canada Officiating Program supervisor.
- Must complete 10 evaluations on officials
- Must officiate two years at this level before advancing

- Can referee all categories of hockey on a local/provincial level
- Can officiate as a linesman in all categories of hockey on a provincial basis and in inter branch competition

Level 5

- Must be fully certified at Level 4 and referee one year at that level.
- Must attend Branch Level 5 seminar, a minimum of 14 hours of instruction, attendance is by invitation only.
- Must participate in all sessions obtaining a mark of 90% on a written national exam.
- Must be on ice evaluated twice by the HNL Referee in Chief to complete certification.
- Must undergo fitness and skating tests
- Must complete 10 evaluations on officials
- Must officiate two years at this level before advancing
- Official can officiate all categories of hockey on a provincial basis as well as Hockey Canada assignments

Level 6

- Must be fully certified as a Level 5 official and officiate one year at that level
- Must attend a level 6 (National) and complete all sessions
- Must obtain a minimum of 90% on a written national exam
- Must complete all assignments and requirements as administered through Hockey NL and Hockey Canada
- Official must pass a practical on-ice evaluation by a national supervisor assigned by the Referee-in-chief of Hockey Canada
- Official can officiate all categories of hockey on a provincial basis, as well as Hockey Canada assignments pertaining to National and IIHF competitions

Maintaining Levels

Each official within Hockey NL must attend a Registration Clinic at the beginning of each hockey season. At this clinic, all officials must write a national examination for the theory of full certification that they have previously obtained.

Level 2 officials who fail the examination at the Registration Clinic shall not be permitted to write the Level 3 the following year.

Level 3 officials and above who are not successful in passing their examination at the Registration Clinic shall be permitted the opportunity to complete a re-write examination. Officials will not be permitted to officiate at their current level until they pass their examination for the year in question. Level 5 and 6 officials shall retain their certification through the submission of all information and exam results being forwarded to Hockey Canada Referees Division and the recommendation of Hockey Canada to their present and continuing status year to year.

Any senior official who has attended a level 3 theory designation or higher and who fails to achieve the required examination mark at their present level will be given an opportunity to do a re-write examination. If the official as affected in turn fails the re-write examination, that official will promptly lose their current designation within the HCOP and revert back to the next lower level.

9.3 Official Referee Rules and Guidelines

MAJOR PENALTY SITUATIONS		
RULE #	PENALTY	MINIMUM SUSPENSION
6.2	Boarding	1 Game
6.2	Body Checking	1 Game
6.3	Charging	1 Game
6.4	Checking from Behind	1 Game
6.5	Head Contact	1 Game
6.6	Kneeing	1 Game
8.2	Cross-Checking	1 Game
8.4	Slashing	1 Game
ACCUMULATION SANCTIONS		
	Any player receiving 2 majors in same season for any of the above infractions	2 Games
	Any player receiving 3 majors in same season for any of the above infractions	4 Games
	Any player receiving 4 majors in same season for any of the above infractions	Indefinite Suspension

MATCH PENALTY SITUATIONS		
RULE #	PENALTY	MINIMUM SUSPENSION
6.1	Attempt to Injure: <ul style="list-style-type: none"> • Butt-Ending • Grabbing Face Mask • Hair Pulling • Kicking • Kneeing • Spearing • Spitting 	3 Games
6.1	Deliberate Injury	Indefinite Suspension pending a hearing
6.2	Boarding	3 Games
6.2	Body Checking	3 Games
6.3	Charging	3 Games
6.4	Checking from Behind	4 Games
6.5	Head Contact	4 Games
7.4	Slew Foot	3 Games
11.5	Physical Harassment of Official	Indefinite Suspension pending a hearing

ACCUMULATION SANCTIONS		
	In addition to the minimum suspension, a player accumulating 2 Match penalties under 6.1, 6.2, 6.3, 7.4 in same season for any of the above infractions	4 Games
	In addition to the minimum suspension, a player accumulating 2 Match penalties under 6.4, 6.5 in same season for any of the above infractions	5 Games
	Any player receiving 3 Match penalties for any of the above infractions	Indefinite Suspension

MAJOR PENALTY SITUATIONS		
ACCUMULATIONS SANCTIONS (COACHES)		
RULE #	PENALTY	MINIMUM SUSPENSION
	Any team receiving a combination equaling 3 major penalties in the same game from a major penalty, match penalty or fighting infraction	1 Game
	For a 2nd violation of a team receiving a combination equaling 3 major penalties in the same game from a major penalty, match penalty or fighting infraction	3 Games
	For a 3rd violation of a team receiving a combination equaling 3 major penalties in the same game from a major penalty, match penalty or fighting infraction	Indefinite Suspension
GROSS MISCONDUCT PENALTY SITUATION		
RULE #	PENALTY	MINIMUM SUSPENSION
4.7	Gross Misconduct first offence player/coach	2 Games
	Any player/coach who receives two Gross Misconducts in a season	4 Games
	Any player/coach who receives three Gross Misconducts in a season	Indefinite Suspension
	Instigator or Aggressor of a Fight <ul style="list-style-type: none"> 1st Offence 2nd Offence 3rd Offence 	Game Misconduct Game Misconduct GM + 2 Games GM + 3 Games
Maltreatment and Inappropriate Behavior/ Other Situations		
RULE #	PENALTY	MINIMUM SUSPENSION
11.1	Unsportsmanlike Conduct where a Game Misconduct is assessed first offence season	1 Game
11.1	Unsportsmanlike Conduct where a Game Misconduct is assessed second offence season	2 Games
11.1	Unsportsmanlike Conduct where a Game Misconduct is assessed third offence season	Indefinite Suspension
11.2	Disrespectful, Abusive, and Harassing Behavior where a Game Misconduct is assessed first offense season	2 Games
11.2	Disrespectful, Abusive, and Harassing Behavior where a Game Misconduct is assessed second offense season	4 Games
11.2	Disrespectful, Abusive, and Harassing Behavior where a Game Misconduct is assessed third offense season	Indefinite Suspension
11.4	Discrimination-Gross Misconduct	Indefinite Suspension Hearing required – 5 games minimum

APPLICABLE NOTES:

1. Applicable in League games and Tournament games.
2. Suspensions for all infractions will begin to be served immediately after the assessment of the penalty in accordance with the suspension guidelines above.
3. When the suspension carries a time frame (ie. 7 days) the player will serve the full 7 days. For example, if an infraction occurs during a game on Saturday, the player cannot return until the following Sunday. In no case can the day on which the infraction occurred be counted as a day of the suspension.
4. Players who are under suspension, other than match penalty or gross misconduct, can practice only with their league team.
5. In all cases where the infraction results in bodily injury, the suspensions will be of a longer duration.
6. Players receiving gross misconducts or match penalties are not eligible to play or practice until the suspension has been ruled on.
7. Any coach or team official who provides wine, beer or any other alcoholic beverage, or knowingly allows those beverages to be consumed by legally under aged members of their team, while they are responsible for the players, shall receive a suspension of not less than two (2) years.
8. Team/League/Association Presidents have the authority to issue a more severe suspension. All suspensions must be reported to the Hockey NL Provincial Office.
9. The above procedures would also allow for the players to first make an appeal to his/her league and further appeal to the Hockey NL Appeals Committee if necessary. All appeals to Hockey NL Appeals Committee must be made by the player in writing within 7 working days of the suspension and this appeal must be accompanied with a \$200.00 appeal fee made payable to Hockey NL.
10. Any member of a coaching staff not wearing a CSA certified hockey helmet with a chin strap securely fastened under the chin during on ice functions except games will receive a one (1) game suspension.
11. Any player or team official who is assessed any infraction above that is assigned a suspension in the last ten (10) minutes of regulation time, at any time in overtime, or after the conclusion of

the game and prior to the player or team official enter the dressing room, shall be suspended for another game in addition to any suspension listed in the automatic minimum suspension guidelines.

SUPPLEMENTARY TO HOCKEY CANADA PLAYING RULE

1. The wearing of a STOP Patch properly attached above the number is compulsory for players registered in minor and female hockey. When a player fails to wear or properly wear a STOP Patch, his team will receive one warning. The player will have to leave the ice and return when the STOP Patch is properly attached. Any player on that team who commits a subsequent infraction will receive a Misconduct Penalty. Referees are encouraged to deliver the warning directly to the coach.
2. In the divisions of U9, U11, U13, U15B and below, U18B and below and female hockey a minor penalty or, at the discretion of the Referee, a Major Penalty and a Game Misconduct Penalty shall be assessed any player who, in the opinion of the Referee, intentionally body checks, bumps, shoves or pushes any opposing players. If a player is injured, a Major Penalty and a Game Misconduct Penalty must be assessed.

10.0 COACHING

10.1 Selection of Coaches

- Applicants must submit intentions to coach on or before the deadline set by CBMHA which will be advertised on CBMHA website and social media accounts.
- The following are required qualifications and applications that are to be submitted when applying for all coaching positions.
 - Qualifications
 - Leadership abilities
 - Interpersonal Skills
 - Attitude
 - Previous coaching experience
 - Know how to skate
 - All coaches must be able to demonstrate verbal communication with players, parents and guardians
 - Works well with children
 - Required Applications
 - CBMHA coaching Application
 - References
 - Criminal reference check
 - Vulnerable persons check
 - Interview
 - Hockey NL screening form
- Coaches must meet the basic requirements of Hockey NL and Hockey Canada: (a) provide a Certificate of Conduct and (b) complete the Respect in Sport Program. The Head Coach should have Coach 1/Coach 2 for Atom divisions and below and D1 for Pee wee divisions and up.

- One member of the coaching staff must have a Hockey Canada Safety Program completed.
- Perspective coaches should submit qualifications (I.e. previous coaching duties, levels by NCCP, etc.).
- The executive will put forth a Coaches Selection Committee (CSC) consisting of three members of the executive. The CSC will conduct interviews of all head coach applicants. These interviews will take place prior to the final rep tryout session.
- The CSC will select rank the coaches in order. The 1st ranked coach will be offered the head coach position of the A team. The 2nd ranked coach will be offered the head coach position of the B team. The 3rd ranked coach will be offered the head coach position of the C team, etc. If a coach declines the offer of appointment, then the next ranked coach will be offered that coaching position.
- Except in extenuating circumstances, the Head Coach shall not coach the same team for more than two (2) years.
- In addition to certification and experience a criminal records check is mandatory for all CBMHA membership. The application will not be accepted from anyone who has pending criminal charges, sexual misconduct charges or other misconducts that may not be suitable for working with children. However, the Executive may at their own discretion consider an application depending on the type of offence, position applied for, and age of conviction, achievements since and strong references.
- Executive members have the authority to remove coaches if necessary

10.2 Coach's Selection Committee

For Rep team selection all interviews shall be conducted by selected member(s) of the executive. When executive member(s) are selected for the CSC the conflict of interest policy shall apply. In the event that conflict of interest issues arise the executive shall follow the policy and remove existing members of the CSC or not permit member(s) to serve on the committee. The executive reserves the right to select CSC members and the procedures that are used to select coaches at the discretion of executive members.

10.3 Coaching Structure

HOCKEYNL COACHING REQUIREMENTS

****All coaches & volunteers required to complete the HU Planning A Safe Return to Hockey Course***

Coaching Levels	Required Courses
U7 (5&6) U9 (7&8) All staff members must be Coach 1 Trained	1. Respect in Sport for Activity Leaders 2. Hockey University Online Course 3. Coach Level 1 Trained
Atom (All Categories) (9&10) U13 to U18 (House League) Female U12 (All Categories House & Rep) Female U15 (House League) Female U20 (House League) High School (All Levels)	1. Respect in Sport for Activity Leaders 2. Hockey University Online Course 3. Coach Level 2 Trained
U13 to U18 (Rep Teams/AAA) Regional Rep Teams (Excluding U11) Female U15-Rep Teams Female U20-Rep Teams Head coach must be Development 1 Certified Assistant Coaches Coach Level 2	1. Respect in Sport for Activity Leaders 2. Development 1 Certified 3. Making Ethical Decisions
Major U18 AAA High Performance Program Head Coach must be HP1 Certified Assistant Coaches Development 1 Certified	1. Respect in Sport for Activity Leaders 2. High Performance 1 Certified
Hockey Canada Safety Course Online	HU Safety is now complete online only. Once complete the safety certificate will be valid for five (5) years from the original completion date
U13 A and Above (Assistant & Head Coaches) U15 A and Above (Assistant & Head Coaches) U 18 A and Above (Assistant & Head Coaches) Female U13 AAA, U15 AAA, U18 AAA (Assistant & Head Coaches) *Any coaches outside the above level can avail of this course but it is not mandatory	1. Hockey University Online Checking Course
Registered Goaltender Coaches	1. Respect in Sport for Activity Leaders 2. Goaltending 1 Trained Course

*Coaches only need to take Hockey University online course & Respect in Sport for Activity Leaders once.

*A coach will need to complete the Hockey U online course before being able to register for a Coach Level 1 or 2 in-class session.

11.0 Goalie Development/Goalie Program

CBMHA recognizes the importance of encouraging persons who wish to play goal. CBMHA will attempt to provide a one hour training session per week for goalies. If numbers allow the goalie sessions will be broken down into two separate programs. Junior Goalie sessions will be for Initiation, Novice and Atom aged goalies and Senior Goalie sessions will be for Peewee, Bantam, Midget, Juvenile and Female aged goalies. All sessions will be run by qualified goalie coaches.

12.0 Travel

12.1 Travel Safety Policy

Weather conditions are often of concern in Newfoundland and Labrador. Therefore, it is critical to check current weather conditions as well as any active weather warnings approximately two (2) days prior to scheduled travel. Within this two day period if weather appears to be an issue the head coach or divisional Vice-president should notify the appropriate officials on the opposing team to inform them of the possibility of cancellation due to weather. On the day of departure weather cancellations can be determined ninety (90) minutes prior to departure. Once a decision has been reached a team official will notify the appropriate official from the opposing team. The decision to travel or to cancel will be determined by the weather conditions, the divisional VP and team officials. All decisions are final. Rescheduling will depend on the home team and the opposing team official's joint decision to reschedule. The reason for cancellation is based on the safety for all participants. Failure to notify the opposing team will be result in forfeiture.

New changes when travelling and guidelines for the Easter tournament as set by Hockey NL

- The travel permission form will be available on the CBMHA website.
- The travel permission form shall be completed **EVERY** time any team attends an event within the Province.
- All sections of the form **MUST** be completed when travelling this includes the President's signature.
- The completed form shall be collected by the opposing team.

- When CBMHA hosts an event it is the team managers or the divisional vice- president's responsibility to collect the opposing teams completed form and ensure the required sections are properly filled out.
- The signed form or a copy of the form shall be given to the Secretary to be kept on file in the minor hockey room.
- If a team and/or group fails to provide a completed travel permission form and/or permits the team and/or group participate in CBMHA activities that team and/or group will receive a \$250.00 fine from Hockey NL.
- In the event that a team and/or group fails to give thirty (30) days cancellation notice, Hockey NL will issue fine of \$2000.00.
- The fine shall be 75% or \$1500.00 of the rep team(s) and/or group(s) responsibility.
- The Association will be responsible for 25% or \$500.00 of the \$2000.00 fine.
- It is the Secretary's responsibility to make the travel forms available on the CBMHA website.
- It will also be the Secretary's responsibility to ensure that the proper procedures for any policy change is correctly followed.

12.2 Travel Rules

- All teams must notify the Divisional Vice-President of their intention to travel outside of Corner Brook. If travelling outside our zone, the Western Director has to be notified as well as obtaining written permission.

12.3 Tournaments

Tournament Regulations have been guideline by Hockey NL. Staying within Hockey NL guidelines the following guidelines shall be adhered to by all minor hockey divisions.

- No association, team or player registered with Hockey Newfoundland and Labrador shall compete in any tournament unless the tournament has been granted sanctioned by Hockey NL.

- No sanctioned tournament shall accept entries from any team that is not a registered member of Hockey NL or Hockey Canada.
- Associations shall give a minimum of two (2) weeks' notice to Hockey NL prior to the event.
- Teams competing in tournaments shall request a copy of the approved sanction permit prior to tournament registration.
- All games in a sanctioned tournament shall be officiated by referees and linesmen registered with Hockey NL.
- Teams participating in tournaments shall provide the host centre with a letter of approval from their association president.
- Failure to comply with the above regulations will result in disciplinary action by Hockey NL.
- No team shall be permitted to play in any inter branch competition unless it has been given written permission by its members association and Hockey NL.
- No team or player registered with Hockey NL shall compete in a tournament in another Branch unless the tournament has been granted a sanction permit by the Branch in whose territory the tournament is to be conducted which is recognized by Hockey NL.
- All game Reports are to be sent to the Area Director after the conclusion of all exhibition tournaments/games by the home team. Failure to comply with the above regulation may result in disciplinary action by Hockey NL.
- When CBMHA host an event and the opposing team cannot provide a completed travel permission form, CBMHA shall refuse to participate in the event or activities with the opposing team until permission is granted from Hockey NL. Please refer to the Travel, Weather, and Safety policy in section ____ for full details.
- These guidelines have been retrieved from Hockey NL Handbook. For more information Please refer to Hockey NL website.

12.4 Tournament Sponsored by Other Associations

- Coaching staff of house League teams must obtain their Divisional Vice-Presidents permission to attend tournaments hosted by other associations
- Any Rep teams travelling are to pay their own costs. A written request for permission to attend a tournament must be approved by the Association.
- Parents and Players shall follow coaching directions with regards to a healthy diet, curfew, and while travelling on tournaments.

12.5 Tournament Listings

CBMHA will make every effort to maintain a list of all tournaments.

13.0 EQUIPMENT ADMINISTRATION

13.1 Uniforms and Equipment

- Players, coaching staff, instructors and officials shall wear all the equipment as specified by the equipment policy.
- CBMHA will provide appropriate sweaters with cresting and numbers for all house league teams. All rep teams are required to purchase their own approved team sweaters and socks.
- House League sweaters are the property of CBMHA and all sweaters are to be worn ONLY at approved functions.
- House League program players shall wear their assigned sweaters to all house league games and practices.
- Rep team sweaters shall be worn at games and practices. Rep team sweaters shall not be worn at house league games and practices and any form of competition.
- Rep team players must wear their assigned sweaters during competition.
- House League team sweaters shall be returned to the equipment manager or assigned person upon completion of the season. Any unreturned sweaters will be invoiced for the replacement cost to the player/parent.
- Any player who did not return a sweater the previous season shall be suspended from all activities until the sweater is returned or the cost of a replacement sweater is paid.
- The equipment manager may approve other arrangements for the collection and return of sweaters.
- All players and/or parents/guardian must sign for the sweaters. A sign out form must be signed by each parent and all sweaters must be laundered at the end of the season.
- In addition all uniforms/jerseys are to be kept in good condition. All uniforms and jerseys are to fit properly and are not to be torn, ripped, or have any visual stains present. All equipment must meet safety regulations as set by Hockey NL and Hockey Canada. If the above criterion is not followed throughout the current season that player will not be permitted to play or participate in practices until their uniforms and/or jerseys are up to CBMHA standard and safety regulation.

13.2 Equipment Policy

The equipment policy has been set by Hockey Newfoundland Labrador and Hockey Canada. The policies are strictly enforced and are intended to protect players from injury.

Hockey Helmet:

All players within Hockey Canada must wear a CSA-certified hockey helmet and the CSA sticker must remain on the helmet at all times. The following summarizes guidelines related to the application of stickers on the CSA-certified helmet:

It is recommended that you do not apply anything to the helmet; however, if the user decides to apply materials such as stickers then it is their responsibility to ensure that it meets approval of the helmet manufacturer.

It is important that the manufacturer instructions for care of the helmet are carefully read and followed to ensure proper maintenance of this piece of equipment.

For more information, please see the Appendix for the document entitled “Helmet Sticker Policy.”

It is RECOMMENDED that all on-ice participants which would include coaches, and assistants wear a CSA approved properly fastened helmet for all sanctioned on-ice sessions. In all clinics, including National, Branch and association sanctioned, clinic participants MUST wear a CSA certified properly fastened helmet for all on-ice sessions.

Mouth Guard:

A Mouth guard must be worn at all sanctioned events.

Exceptions: Braces or mouth breather, a letter must be supplied from Dentist or Doctor. Player and Parent/Guardian must sign a waiver. Both of the above documents must be supplied before a player is permitted to participate in any on ice activities. It is recommended that a mouth guard is custom fitted. The price is approximately \$75.00 per guard.

Guidelines

An Intra-oral Mouth guard will: Be of any color, Not be clear or translucent in color; Be of one-piece (1) construction; Be easily sized by the participant or the participant’s parents; Be of

an even thickness from the front to the back of the device; Engage the biting surface of all of the teeth of the upper jaw and the lower jaw; Maintain alignment of the upper and lower jaw in a neutral position; Be able to be attached externally to the face mask or shield, or be form fitted or custom fitted to the teeth, and In the case of non-contact play will provide not less than one (1) millimeter of shock absorbent thickness between the teeth of the upper and lower jaw of a player, and In the case of contact play will provide not less than two (2) millimeters of shock absorbent thickness between the teeth of the upper and lower jaw of a player.

Neck Guard:

BNQ approved neck protector is compulsory for players registered in all divisions of Corner Brook Minor hockey Minor penalty is to be assessed to the player that is not wearing one and for improper wear is a misconduct penalty. Violations during the pre-game, or warm up, the referee shall report the infraction on the official game report to the President.

Shoulder Pads:

The shoulder pads shall be a proper size for all players. Protection includes torso and spine protection from flying pucks and most collisions. The major function of shoulder pads is to protect the upper body, including the collar bone, upper arms, upper chest and back. This piece of equipment is mandatory because of the risk of flying pucks at high speed and collisions are quite probable.

Elbow Pads:

Elbow Pads provides forearm and triceps protection against pucks in addition to a reinforced elbow cup. Elbow pads are vital for all hockey players. The pads can protect the elbow joint and arm bones from bruises and prevent fractures. The elbow pads cover the elbow joint and part of the upper and lower arms.

Hockey Gloves:

Hockey gloves aids in the protection of the hands; player's gloves are constructed with a very thin palm and fingers while providing substantially more padding to the outside of the hands; also reinforces the thumb to prevent it bending backwards.

Hockey Pants:

Hockey pants incorporate thigh, pelvic, hip and tailbone pads. This helps to protect the lower half of the body and is compulsory for all players who wish to play minor hockey.

Athletic Cup:

Athletic cup is extremely important for all athletes. The jock is a portable protective cup which is designed to protect the genitals. The cup easily fits into a strap or some type of sports support. Some jock straps come with inbuilt garter belts so that one can wear long socks at the same time. Many companies now make jock straps which come together in one piece of equipment. The female version is the Jill.

Shin Pads:

Incorporating a kneepad as well, the shin guard has a hard shell in front to protect against pucks, but usually has little or no protection on the calf. Shin guards can help protect the knee joint and the frontal bones of the leg. However, it is essential to buy proper shin guards. If the shin guard is too long it will slip down into the skate and prevent proper movement of the ankle; if the shin guard does not fit perfectly at the knee joint, then the patella will not be properly protected and lead to injury. There is a size scale for shin guards which most sports stores have available and which one can utilize to assess the right size.

Skates:

Incorporate a rigid shell, often reinforced with metal mesh to prevent a skate blade cutting through. Unlike figure skates, hockey skates have a rounded heel and no toe picks as these can be dangerous in a "pile-up". Ice skates are essential for all hockey players. One should always try on a pair of hockey skates before buying them. Hockey skates come in many styles and sizes. The essential component of any skate is the interior boot, exterior holder and the attachable blade. Many skates also come with pads which provide protection to the ankle joint and toes.

Stick:

Hockey sticks come in various styles and lengths. Stick dimensions vary based on the size of the player. The best ice hockey sticks are made from graphite and are manufactured with precise flex patterns that allows for more accuracy and power when hitting the puck. The two disadvantages of graphite sticks are cost and lack of durability.

Equipment Bag:

All players shall carry their hockey equipment in a proper hockey bag.

14.0 SEASON FINALE

14.1 Trophies & Awards

CBMHA have awards that are presented during the All Newfoundland Provincial Tournaments as well as during the year-end awards banquet.

At the All Newfoundland Provincial Tournaments, two awards are presented.

1. The Joshua King Memorial Trophy is awarded to the winning team. This trophy is presented during the championship game and it to be kept in the CBMHA trophy case. The winning team does not get to take this trophy home. All winners are to be engraved on the trophy.
2. The Andre Steward Memorial Award is presented to a CBMHA player during the provincial tournament. This award is for a hard worker who plays hard every shift. The winner is given a take home trophy and the main plaque is engraved and kept in the CBMHA trophy case. See Appendix N.

At the year- end Banquet the following awards are to be presented:

Division	Name of Award	Description
Atom	Michael Martin Memorial Award Atom of the Year	Given annually to an Atom Division player in recognition for outstanding efforts throughout the whole season exemplified by dedication and enthusiasm for the game of hockey.
Peewee	Harold Pike Memorial Award Peewee of the Year	Given annually to a Peewee Division player in recognition for outstanding efforts throughout the whole season exemplified by dedication and enthusiasm for the game of hockey.
Junior Female	Junior Female of the Year	Given annually to a Jr Female Division player in recognition for outstanding efforts throughout the whole season exemplified by dedication and enthusiasm for the game of hockey.
Bantam	Bantam of the Year	Given annually to a Bantam Division player in recognition for outstanding efforts throughout the whole season exemplified by dedication and enthusiasm for the game of hockey.

Midget	Don Brown Memorial Award Midget of the Year	Given annually to a Midget Division player in recognition for outstanding efforts throughout the whole season exemplified by dedication and enthusiasm for the game of hockey.
Senior Female	Fred Price Award Senior Female of the Year	Given annually to a Sr Female Division player in recognition for outstanding efforts throughout the whole season exemplified by dedication and enthusiasm for the game of hockey.
Juvenile	Juvenile of the Year	Given annually to a Juvenile Division player in recognition for outstanding efforts throughout the whole season exemplified by dedication and enthusiasm for the game of hockey.
Goalie	Joshua King Memorial Award Goalie of the Year	Given annually to a Goalie player in recognition for outstanding efforts throughout the whole season exemplified by dedication and enthusiasm for the game of hockey.
Coaches	Coach of the Year	Presented to the coach who exemplifies outstanding service to the CBMHA in a coaching capacity
Volunteers	Joe Gallant Memorial Award Volunteer of the Year	Presented to the most dedicated volunteer
Sponsors	EL Bugden Sponsor of the Year	Presented for outstanding contribution to CBMHA
President	Presidents Honor Roll	Awarded to the current President
Esso Awards (All divisions)	Most Dedicated Most Improved Most Sportsmanlike	Presented to 3 players on each house league team.
Officials	Gary Callahan Official of the Year	Presented to an outstanding official
Special Awards (All divisions)	For the Love of the Game	Presented to players who play the game simply for the love of it
Graduating Members	Graduating Medals	Presented to current graduating members of CBMHA (CBRH & Templeton grads)

Esso Medals presented to each House League Team

Most Sportsmanlike	Presented to the most sportsmanlike player on and off the ice.
Most Improved	Presented to the player who has shown the most improvement throughout the season
Most Dedicated	Presented to the top player on the team who is dedicated to their games and practices and works hard every shift.

CBMHA host two house league tournaments that are in memory of great contributors to minor hockey.

1. The Ambrose O'Reilly Memorial Atom House League Tournament
2. The Calvin Gillingham Memorial Peewee House League Tournament

14.2 Banquet Procedures

Corner Brook Minor Hockey Association hosts an annual year end banquet at the end of each season. The main objective of this annual event is to recognize player(s) accomplishments throughout the season.

In order to make the banquet a positive experience for our players, parent(s) and/or guardian(s), and members it requires volunteers to help organize the event.

Normally, the executive will form a committee consisting of executive members. However, in the event that another group may want to organize the banquet the executive may discuss the recommendation and make a decision. Those who volunteer will select a venue where the event will be held.

As per the constitution the Secretary shall ensure that all trophies and awards are engraved prior to the banquet.

Tickets:

- Tickets shall be set in the amount determined annually by the Executive.

- The number of tickets printed shall be at the discretion of the designated person(s) assigned.–
- Tickets shall have the date, name of the association, the division(s) that will be accepting awards and trophies on that particular evening.

Venue:

- The venue used to host the banquet shall be decided upon by the executive on an annual basis.

Meals and Beverages:

- The designated person(s) who is in charge of finding a suitable vendor, ordering, picking the order(s) up on the night of the banquet shall bring details to the executive before a final decision is made.

All decision(s) regarding the banquet shall be approved by the executive before any purchase(s) and arrangements are made.

14.3 Awards and Nominations

Prior to the end of each season a deadline date shall be selected by the executive for nominations. The secretary shall ensure that a date has been selected and notify all membership of the upcoming deadline date. Below are a few steps and guidelines that may be followed throughout the awards and nomination process.

Step 1. Know the nomination deadline date

Step 2. Whom and how to nominate?

- CBMHA presents awards at the year- end banquet
- All nominations shall be submitted to the banquet committee

- The Divisional Vice-Presidents with the help of division house league coaches shall select and nominate players from each division for the appropriate divisional awards.
- The Coach's Award shall be nominated for by the members
- The Sponsor's Award shall be picked by the PR officer for outstanding contributions.
- The Volunteer Award shall be open to the entire association. The Executive shall nominate their choice for the award. In addition nominations shall be open to all volunteers within the association to nominate a deserving volunteer for their outstanding contributions throughout the current season. This process allows for equal opportunity for all CBMHA volunteers.
- The President's Honour Roll shall be awarded to the current President.
- Further details of the awards can be found in the trophies and awards section.

Once all nominations have been submitted and voting has taken place the awards shall be engraved with the player, sponsor or volunteers name and year in which the award was presented.

See Appendix N for past award winners.

15.0 DEFINITIONS

CBMHA - Corner Brook Minor Hockey Association

CSC – Coach Selection Committee

HNL - Hockey NL

HC - Hockey Canada

LTPD – Long Term Player Development

Policy - Is typically described as a deliberate plan of action to guide decisions and to achieve rational outcome(s) A policy will contain the 'what and the why'. A Policy consists of a series of steps, which outline the sequence of activities. They provide the 'how-to' of the policy and are expressed in a directive or imperative tone.

Procedures - Non-negotiable, clear, formal and authoritative statement(s) directing professional practice. They enable informed decision-making, prescribe limits, assign responsibilities/accountabilities and are secondary to legislation and by-laws. Policies reflect the vision, mission, values, and strategic directions of Minor Hockey. They can be brief, broad statements or longer and detailed if required by the subject matter.

Minor Hockey - Is an umbrella term for amateur ice hockey which is played below the junior age level. Players are classified by age, with each age group playing in its own league. The rules, especially as it relates to body contact, vary from class to class. In North America, the rules are governed by the national bodies, Hockey Canada while local hockey associations administer players and leagues for their region. Many provinces and states organize regional and provincial championship tournaments, and the highest age groups in Canada also participate in national championships.

Volunteer - One who enters into, or offers for, any services of his own free will, one who enters into service voluntarily, but who when in service, is subject to discipline and regulations like paid employees. To offer or bestow voluntarily, or without solicitation or compulsion; as to volunteer ones services.

Executive - An individual who is a member of a governing board or an organization. As a rule, they are elected or appointed to be a member of a governing body under a section of a specific piece of legislations regarding to Hockey Newfoundland and Labrador. They may also be officers, where an officer fulfills certain corporate roles and functions (such as those duties of a President, Vice-President, Treasurer, or Secretary of the organization).

Vision - A vision is a short statement describing the ideal state an organization is striving to achieve in the long term for its clients.

Responsibility - Having a fiduciary responsibility, governing bodies are expected to manage the resources of the organization effectively to accomplish the mandate. They are expected to be reliable and allow appropriate factors and consideration to affect their judgement, including the consideration to affect their judgement, including the consideration of the effect of their choices on others. They are expected to devote their personal time and energy to ensure that governance is appropriate and adequate.

Beliefs and values - Improving life in the community (social responsibility), Working toward self-sufficiency and self-reliance (sustainability), Providing support and inspiration to people at all levels of the sector (building capacity) Upholding honesty, fairness, equity, trust, openness, accountability (ethical and principled behaviour) Including everyone, respecting diversity, working together Being sensitive, compassionate, hopeful, determined, and passionate.

Accountability - A relationship based on the obligation to demonstrate and take responsibility for performance in light of agreed expectations.

Commitment - Comprised of people with the necessary knowledge, abilities and commitment to fulfill their responsibilities. Members need to commit both individually and as a group to the organization's vision, mission, mandate, goals and the processes approved to achieve them.

Code of Conduct - A statement and description of required behaviours, responsibilities, and actions expected of parents, players, volunteers, and any other member involved in CBMHA activities. A code of conduct usually focuses on ethical and socially responsible issues and applies to individuals when participating in CBMHA activities.

Grievance Policy - A feeling of resentment or injustice at having been treated unfairly. It is a real or imaginary wrong that is regarded as grounds for a complaint.

Risk Management - Risk Management involves the safety and protection aspect of all players, coaches, officials. Risk Management is an ongoing process, not a one-time activity. Each Association, team, or league must ensure that the overall operation and planning process of the organization include an active Risk Management and Safety program.

House League - House League Hockey is played by the majority of amateur players. It's hockey that provides fun, relaxation, and fellowship.

Rep Hockey - This program is designed for players who have the desire and ability to play at a more competitive level. Participants must be willing to invest a reasonable amount of time on an off ice. This type of hockey begins at the Atom level (introduction to Rep).

Financial policy- A financial policy is a written document that clarifies the roles, authority, and responsibilities for essential financial management activities and decisions. The purpose of the financial policy is to describe and document how the board wants the financial management activities to be carried out.

Mission Statement- A short official statement that an organization makes about what it does and why it does it.

Child - Child means a person between the ages of 0-16 years.

Youth - Youth means a person between the ages of 16-19 years

Adult - Adult means a person who has reached the age of 19 years and older.

Misconduct - Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (for example, independent investigation) or informal process (for example, an internal fact finding) to be contrary to the CBMHA Code of Conduct and that is not harassment,

Violence - The intentional use of physical or psychological power, threatened or actual, against oneself, another person, or against a group or community, that either results in or has a high likelihood of resulting in injury, death, psychological harm, mal-development, or deprivation.

Bullying - Bullying describes behaviours that are similar to harassment, but occur between children under the age of twelve or behaviours between youth or between adults that are not addressed under human rights laws. Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Bullying can be physical, verbal, relational, reactive, financial and/or cyber-bullying. Please see Appendix O.

Harassment - Harassment is offensive behaviour – emotional, physical, and or sexual – that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment occurs when someone attempts to negatively control, influence or embarrass another person based on a prohibited ground of discrimination.

Abuse - Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust. Abuse is an issue of child protection. Protection refers to provincial, territorial or Aborigi-

nal band-appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation.

Emotional Abuse - Emotional abuse is a chronic attack on a child or youth's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child or youth's needs.

Physical Abuse - Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

Neglect - A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air.

Sexual Abuse - Sexual abuse is when a child or youth is used by a child or youth with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

Complaint - Any allegation, verbal or written, that involves bullying, harassment, abuse or misconduct within the jurisdiction of the CBMHA.

Volunteer - A volunteer is defined as a non-paid person who donates, enters or offers his or her time freely to assigned specific duties.

Staff - Staff is defined as any paid employee of the CMBHA including, but limited to, office staff, referees, timekeepers and ticket personnel.

16.0 APPENDICES

Appendix A

CBMHA Player Movement Application Form

Player Name: _____

Date of Birth: _____

Current Division: _____

Division looking to move to: _____

Position Statement as to why you are requesting this movement:

References:

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

****References are required to be volunteers with CBMHA and must include one coach. References will be contacted by the current VP for feedback.****

Appendix B

Organizational Table

Position	Voting Rights	Elected/Appointed	Volunteer/Paid
President	Officer - yes	Elected	Volunteer
Past President	Officer - yes	Elected	Volunteer
Vice President	Officer - yes	Elected	Volunteer
Secretary	Officer - yes	Elected	Volunteer
Treasurer	Officer - yes	Elected	Volunteer
Registrar	Officer - yes	Elected	Volunteer
U7 Vice President	Officer - yes	Elected	Volunteer
U9 Vice President	Officer - yes	Elected	Volunteer
U11 Vice President	Officer - yes	Elected	Volunteer
U13 Vice President	Officer - yes	Elected	Volunteer
U15 Vice President	Officer - yes	Elected	Volunteer
U18 Vice President	Officer - yes	Elected	Volunteer
Female Vice President	Officer - yes	Elected	Volunteer
Female Vice President	Officer - yes	Elected	Volunteer
Ice Manager	Director - no	Appointed by Executive	Volunteer
Fundraising Chair	Director - no	Appointed by Executive	Volunteer
Public Relations	Director - no	Appointed by Executive	Volunteer
Referee in Chief	Director - no	Appointed by Executive	Volunteer
Rep Coordinator	Director - no	Appointed	Volunteer
Risk Manager	Director - no	Appointed	Volunteer
Coaches	No	Appointed	Volunteer
Officials	No	Appointed	Paid
Technical Director	No	Appointed	May be paid
Equipmant Manager	No	Appointed	Paid
Canteen Manager	No	Appointed	Paid
Canteen Staff	No	Appointed	Paid

The Officers make up the Executive of CBMHA. A quorum of the Executive shall consist of a majority of members of the Executive.

Appendix C:

CBMHA
Box 333
Corner Brook, NL A2H 6E9
Tel: (709)639-8888

Expense Claim Form

Name: _____

Date Submitted: _____

Please attach original receipts.

Date	Description	Total
Total		

Approved by: _____

Date: _____

Appendix D

Corner Brook Minor Hockey Association - Code of Conducts

Sports provide many great moments that everyone involved can share and enjoy. It should be part of the educational process for children and therefore, should be operated as an educational experience so that all children have the right to learn and participate in an enjoyable, positive and stress-free environment. Each child's sport experience should be fun, safe, and valuable. Every child has the right to be able to look back on the youth sport experience with fondness. Everyone has a part to play in those moments. Various members are asked to sign these codes of conducts.

- Players Code of Conduct
- Volunteers Code of Conduct
- Officials Code of Conduct

Corner Brook Minor Hockey Association - Players Code of Conduct

PLAYERS HAVE A RESPONSIBILITY TO:

- 1.) Adhere to our code of ethics at all times. A player should never condone, permit, defend, or engage, on or off the ice, which are not consistent with good sportsmanship.
- 2.) All players shall play hockey because he or she wants to and not because their parent (s) or coach want them to.
- 3.) As a player I will adhere to all policies and procedures of Corner Brook Minor Hockey Association. Always abide by the rules and the spirit of the game itself.
- 4.) Always be a good sport. Cheer all players, whether it is your team or your opponents team mates.
- 5.) Remember winning is not everything. The main objective is to have fun, make friends, improve skills, and play safely.
- 6.) As a player refrain from using illegal drugs, tobacco and alcohol while you are in or around any arena.
- 7.) Refrain from comments or behaviour which is disrespectful, offensive, abusive, racist, or sexist. All players must understand that this behaviour will not be tolerated by Corner Brook Minor Hockey Association.
- 8.) Remember that coaches and officials are there to help you. Accept their decisions and shown them respect.

Playing hockey is a right not a privilege. Any player(s) who fails to conduct themselves in a manner that undermines the above standards will be issued a written warning and may be suspended from the arena. A repeat, or repeated offences, will result in the automatic suspension from the arena.

- 9) It is the parent(s) or guardian(s) responsibility to ensure that each player has read and understood the player's code of conduct.

Print Name

Signature

Date

Corner Brook Minor Hockey Association - Volunteer Code of Conduct

Volunteers have a responsibility to:

- Adhere to our code of conducts at all times. A volunteer will never condone, permit, defend, or engage in actions, on or off the ice, which are not consistent with good sportsmanship.
- Be positive role models for all players.
- Always be alert to the physical and psychological safety of all players.
- Be fair and just and not criticize any player publicly.
- Be reasonable when scheduling games and practices, keeping in mind players have other interests and obligations.
- Teach all players to play fairly and respect the rules, officials and opponents.
- Ensure all players receive equal instruction, support and playing time.
- Never ridicule or yell at a player for making a mistake or performing badly.

I have read and understood the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Volunteer's Code of Conduct.

Corner Brook Minor Hockey Association - Officials Code of Conduct

OFFICIALS HAVE THE RESPONSIBILITY TO:

- 1.) To adhere to our code of ethics at all times. A coach will never condone, permit, defend, or engage in actions, on or off the ice which are not consistent with good sportsmanship.
- 2.) All officials will strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
- 3.) Always remember that officials are teachers too. Set good examples.
- 4.) Officials should remember to make calls with quiet confidence, never with arrogance.
- 5.) Control games only to the extent that is necessary to provide a good experience for all participants.
- 6.) Always be fair and impartial.
- 7.) Officials must adopt a “Zero Tolerance” attitude towards verbal or physical abuse.
- 8.) Use honesty and integrity when answering questions.
- 9.) Dedicate yourself to personal improvement and maintenance of officiating skills.
- 10.) Work in cooperation with coaches for the benefit of the game. I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Players Code of Conduct.

Print Name

Signature

Date

Appendix E

Hockey NL Approved Sanctioned Fundraising

Hockey NL may sanction the following fundraising activities provided the association/league/team has the appropriate certification from the Provincial Government's Lotteries Licensing Board:

- *Chocolate Bar Sales

- *Bottle Drives

- *Car Wash

- *Ticket Sales

- *Bingo

- *Chuck A Puck

Any association/league/team holding special events or fundraising activities will be required to complete a Special Event Request Form for possible sanctioning. The special event sanctioning must be requested through the Hockey NL office three weeks prior to the commencement of the event. Hockey NL will review each request separately and any events that are deemed to be high risk will not be sanctioned.

The following fund raising activities or functions will not be sanctioned by Hockey NL:

- *Community Festivals

- *Rock Concerts

- *Dunk Tanks

- *Musical Festivals

- *Selling of Alcohol

- *Slo-Pitch/Sport related tournaments/ activity

Appendix F:



Corner Brook Minor Hockey Association

INCIDENT REPORT FORM

This form is to be utilized to report an incident of inappropriate behaviour. An individual(s) displaying inappropriate behaviour are verbally or physically harassing, abusing, or bullying a member(s) of CBMHA.

DATE & TIME OF INCIDENT: _____

NAME OF OFFENDING MEMBER: _____

ASSOCIATED TEAM: _____

NAMES OF WITNESSES: _____

DESCRIPTION OF INCIDENT: _____

(Please use the back of this form if more space is required – or type on a separate sheet)

YOUR EXPECTED OUTCOME FROM THE INCIDENT: _____

Please print clearly, be direct and to the point. Reports that are not legible will not be accepted. The report will go through the motions laid out in the Policy and Procedure Manual.

FORM SUBMITTED BY: _____ DATE: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

SIGNATURE: _____

Appendix G

HOCKEY NL ICE TIME ALLOCATION POLICY IN-BRANCH PLAY ONLY

DIVISION							
U9		U11		U13/U12 Female			
CATEGORY							
Game Type	SELECT	NON SELECT	SELECT	NON SELECT	SELECT	NON SELECT	REGIONAL
Regular Season/ League	N/A	Equal	Equal	Equal	Discretion 1	Equal	Discretion 1
Exhibition and/or Invitational Tournaments	N/A	Equal	Equal	Equal	Discretion 1	Equal	Discretion 1
Provincial Championships	N/A	N/A	Equal	N/A	Discretion 1	N/A	Discretion 1
Goaltender All Game Types	N/A	Equal	Equal	Equal	Equal	Equal	Equal

DIVISION					
U15/U15 FEMALE			U18/U20 FEMALE		
CATEGORY					
SELECT	NON SELECT	REGIONAL	SELECT	NON SELECT	REGIONAL
Discretion 1	Equal	Discretion 2	Discretion 1	Equal	Discretion 2
Discretion 1	Equal	Discretion 2	Discretion 1	Equal	Discretion 2
Discretion 1	N/A	Discretion 2	Discretion 1	N/A	Discretion 2
Equal	Equal	Equal	Equal	Equal	Equal

DEFINITIONS

Equal: Is defined as equal ice time every game. There has to be a variable allowed due to the uncertainty in the frequency in stoppages of play. Goaltenders have the option of changing during the mid-way point of each game or playing full games as long as they have equal game time throughout a season, invitational tournament and/or provincial championship. The championship game in a provincial tournament and invitational tournament is excluded from this definition for

goalenders only. Coaches may play either goaltender. With the exception of the Male U18 AAA hockey league. This league plays a series of playoff rounds. In this case, a team facing an elimination game would be permitted to choose their starting goaltender to the completion of that series.

Discretion 1: Is defined as equal ice time every game however, there is the ability for a coach to use select players in the following situations:

- a) In all special team situations in the third period
- b) In the last three (3) minutes of the third period
- c) In any overtime period(s) that ensues

Discretion 2: Is defined as the ability for a coach to use players anytime during the game as they decide; however, each player must receive a minimum of 3 shifts per period

Special Team Situation: Any situation that does not require 5 skaters vs. 5 skaters

Select: Any team that is formed based on a selection process or any team participating in a provincial

championship

Non Select: Any team formed that is not based on a selection process. Teams are formed based on other factors (age, random assignment, house league).

Regional: Any team formed based on a selection process involving a number of Associations (Major U18, AAA Program)

GRIEVANCE PROCEDURE

GAME TYPE:

Regular Season/League, Exhibition &/or Invitational Tournament:

The complainant register their complaint with their local Minor Hockey Association and/or League who is responsible for such complaints and they will determine if the guideline is being followed

Provincial Championships:

For Hockey NL Provincial Tournaments the complainant must register the complaint with the Hockey NL coordinator who will determine if the guidelines are being followed

SANCTIONS

All coaches registered with Hockey NL, coaching any minor teams, who are not adhering to the Hockey NL Ice Time Allocation Policy will be assessed the following disciplinary action:

First Offence: Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will immediately be issued a first-time written warning by the President of the Minor Hockey Association (or Hockey NL Coordinator for Provincial Championships)

Second Offence: Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will be immediately issued a one month suspension, from the date of the offence, with not less than five (5) games

Third Offence: Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will be immediately suspended for one (1) year from the date of the offence

Fourth Offence: Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will be suspended indefinitely upon review by the Branch

No warning is required to apply the sanction during a team's last game of the provincial championship. In this case, guidelines under the second offence regulation will be applied.

NOTE: There is some flexibility in this guideline. There are situations where players/goaltenders are not playing due to physical restrictions. Goaltenders can be changed in a game when their team is trailing by five or more goals.

Appendix H

HOCKEYNL COACHING REQUIREMENTS

****All coaches & volunteers required to complete the HU Planning A Safe Return to Hockey Course***

Coaching Levels	Required Courses
U7 (5&6) U9 (7&8) All staff members must be Coach 1 Trained	1. Respect in Sport for Activity Leaders 2. Hockey University Online Course 3. Coach Level 1 Trained
Atom (All Categories) (9&10) U13 to U18 (House League) Female U12 (All Categories House & Rep) Female U15 (House League) Female U20 (House League) High School (All Levels)	1. Respect in Sport for Activity Leaders 2. Hockey University Online Course 3. Coach Level 2 Trained
U13 to U18 (Rep Teams/AAA) Regional Rep Teams (Excluding U11) Female U15-Rep Teams Female U20-Rep Teams Head coach must be Development 1 Certified Assistant Coaches Coach Level 2	1. Respect in Sport for Activity Leaders 2. Development 1 Certified 3. Making Ethical Decisions
Major U18 AAA High Performance Program Head Coach must be HP1 Certified Assistant Coaches Development 1 Certified	1. Respect in Sport for Activity Leaders 2. High Performance 1 Certified
Hockey Canada Safety Course Online	HU Safety is now complete online only. Once complete the safety certificate will be valid for five (5) years from the original completion date
U13 A and Above (Assistant & Head Coaches) U15 A and Above (Assistant & Head Coaches) U 18 A and Above (Assistant & Head Coaches) Female U13 AAA, U15 AAA, U18 AAA (Assistant & Head Coaches) *Any coaches outside the above level can avail of this course but it is not mandatory	1. Hockey University Online Checking Course
Registered Goaltender Coaches	1. Respect in Sport for Activity Leaders 2. Goaltending 1 Trained Course

*Coaches only need to take Hockey University online course & Respect in Sport for Activity Leaders once.

*A coach will need to complete the Hockey U online course before being able to register for a Coach Level 1 or 2 in-class session.



Appendix I

CBMHA Rep Team Coaching Application

Rep Team Coaching Staff Application Form

Association/Club name: Corner Brook Minor Hockey Association

Name of applicant: _____

Date of birth: ____/____/____
 DD MM YY

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone (Residence): _____ Phone (Cell): _____

Email: _____

What division are you applying for: _____

Position(s) you are applying for:

Please indicate by checking off the position in which you would like to volunteer.

- ☐ Rep Team Head Coach
- ☐ Safety Person/ Trainer
- ☐ Rep Team Assistant Coach

If your choice(s) are not available, would you accept a different position?

☐ Yes ☐ No

Identify your previous coaching position(s) and division.

Year	Team/Association	Category/Division (HL and/or Rep)	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Training Experience

Coaching Program: ☐ Yes ☐ No

If yes, please complete below:

Level	Year Obtained	Location

NCCP Certification #: _____

Safety Program: ☐ Yes ☐ No

If yes, please complete below:

Level	Year Obtained	Location

Safety Program Qualification #: _____

Have you ever been discharged from a position of coach or trainer? Yes . No .

If so, for what reason?

What is your coaching philosophy?

Why are you volunteering for this position?

References: (Please list three references i.e. players 12 years and over, parents, professional).

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: (Residence): _____ Phone (Business): _____

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: (Residence): _____ Phone (Business): _____

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: (Residence): _____ Phone (Business): _____

Date: _____ Applicant Signature: _____

--

For Office Use Only:

Applicant Accepted?	Yes	No
Respect in Sport Completed?	Yes	No
Hockey Canada Screening Application Completed?	Yes	No
Court Check Completed?	Yes	No
Criminal Record & Vulnerable Sectors Check Valid?	Yes	No

Date of Interview: _____

Signature of Club President: _____

Appendix J: Volunteer and Employee Job Descriptions

Equipment Manager

Duties:

- Maintain cleanliness Corner Brook Minor Hockey Room.
- Maintain Corner Brook Minor Hockey Trophy Case and ensure that all awards and trophies are up to date and on display.
- Post games and Schedules as required.
- Assign dressing rooms during all practices and games.
- Maintain inventory of sweaters and equipment.
- Ensure all sweaters and equipment are collected by a set date of the current season.
- Throughout the year recommend to the CBMHA the purchase of jerseys, first aid kits, pucks, or equipment that is necessary for the up-coming season. Make arrangements to purchase upon the approval of the executive.
- Assume responsibility for distribution of sweaters, goalie equipment, etc. and collection of same in the spring (change to: collection of the same within an appropriate time frame). Issue a report (to the President for the AGM) at the AGM detailing the complete inventory belonging to the CBMHA.
- Arrange a time with the coach to have him/her drop off the teams jerseys at the Minor Hockey Room, verify all jerseys are there, and give the coach a receipt.
- Arrange for officials for games as needed.
- Forward game results to Hockey NL as required.
- Maintain and operate the skate sharpener.
- Other duties as requested by the Executive.

Qualifications: Have some knowledge of Minor Hockey.

Training: Speak Out and/or Respect in Sport Coaching program

Time Commitment: Seasonal Position

Please note, all staff and volunteers require a Certificate of Conduct from either the Royal Newfoundland Constabulary or the Royal Canadian Mounted Police.

Secretary

Duties:

- The secretary shall notify the Executive of the time and place of meetings and the notice of the Semi-Annual and Annual General Meeting
- Assist the President in preparing the Agenda for the next meeting
- Record the proceedings of the meeting
- Keep accurate records of the proceedings of the Association and shall be the legal holder of all trophies and cups in trust of the Association.
- Attend to all correspondence and maintain all letters, documents in a permanent file
- Shall be responsible for designated files pertaining to CBMHA
- Keep records of Constitution and distribute to all Executive members
- Be responsible for receiving and distributing all correspondence within the organization.
- Shall be one of the Signing Officers for Hockey NL
- When requested, the secretary shall be a member of the Financial Committee.
- Shall have authority to check the accounts of the Treasurer and shall be required to bring to the attention of the meetings any irregularities that may have occurred from time to time. Shall have the same responsibility (regarding the Corner Brook Minor Hockey Moms Association account or other money raised in the name of the association.
- Maintain selected pages on website
- Forward correspondence to members including HNL correspondence, mail, messages from President and so forth as deemed appropriate.
- Perform all similar duties as required.

Qualifications: Effective communication

Training: Speak out and/or respect in sports coaching program

Time Commitment: Approximately 10 hours per week

Please note, all volunteers require a Certificate of Conduct from either the Royal Newfoundland Constabulary or Royal Canadian Mounted Police.

Ice Manager

Duties:

- The Ice Manager is responsible to ensure that all CBMHA games, practices, tournaments and clinics requiring ice are scheduled in a timely fashion.
- Prior to season start, meet with Pepsi centre Ice and other user groups to allocate special ice times such as Provincials, tournaments etc.
- Schedule ice time (games, Practices) for House League, Rep Teams, and High school etc.
- Post schedule to website and adjust as required
- Construct and issue Rep Team ice bills monthly and copy to Treasurer & President
- Assist coaches with the Preparation of CBMHA Tournament Schedules
- Obtain extra ice time as required for CBMHA functions
- Advise the Pepsi Centre of ice needed for upcoming year (General Yearly allotments)
- Reports to the executive any issues
- Liaise with the website site administrator on the maintenance of the Web Site
- Maintain administration of the website
- Perform other similar duties as required.

Qualifications: Knowledge of computers including general office software, good ability to use e-mail as a major form of communication, knowledge or experience in scheduling, be accessible by e-mail and phone, some knowledge of finances & billing, and very good working knowledge of the internet and administration of web sites. You should be effective at communicating with people.

Training: Speak Out and/or Respect in Sports coaching program

Time Commitment: 5-10 hours per week or as required

Please note all volunteers require a Certificate of Conduct from either the Royal Newfoundland Constabulary or the Royal Canadian Mounted police.

Divisional VPs

Duties:

- Supervise the operation of his/her division
- Attend games in the division and ensure that the objectives of the House League are being met to the greatest extent possible.
- Represent the interests of players and parents of the division to the Association Executive.
- Ensure that division members, players and volunteers abide by the CBMHA Constitution, By-Laws, Operating Policies, and Rules and Regulations.
- Assist Registrar with registration requirements for the division.
- Review in conjunction with the coaches and recommend training, equipment and other requirements for moving between his/her division.
- Conduct player evaluations based upon individual skills and/ or game situations and rate the players in conjunction with coaches and technical director.
- Ensure that teams are fairly balanced
- Recommend potential coaches to the Executive. Once the coach selection committee has selected coaches assign them to teams.
- Shall organize at least one invitational tournament per season.
- Co-ordinate and oversee all operational issues
- Shall effectively communicate between parents, volunteers and the Executive
- Perform such other duties as the President direct.
- Oversees the equitable assignment of exhibition games and approves all out of town exhibition games for the division. Oversees the administration procedures for these games
- Provide/update any necessary divisional correspondence on website and/or social media
- Perform all similar duties as required.

Qualifications: Ability to work with team personnel, knowledgeable in rules, regulations, administration procedures of the division, association, district.

Training: Speak Out and/or Respect in Sports coaching program

Time Commitment: Approximately 6 hrs per week

Please note all volunteers require a Certificate of Conduct from either the Royal Newfoundland Constabulary or Royal Canadian mounted Police.

Registrar

Duties:

- Shall look after all registration to see that all rules laid down by Hockey Canada and Hockey NL are adhered to.
- Register all players and team staff
- Keeps all documentation relating to registration of players with CBMHA as well as with Hockey NL (e.g. carding). Enters data into the Hockey Canada Registry accordingly.
- Ensures that all players/coaches are properly registered with Hockey NL
- Ensures that team and affiliation lists are completed properly and on time
- Prepares a rollup of players for the next season in order to accommodate proper budgeting
- Compiles a directory of all players regarding name, address, and phone numbers
- Ensure all team Safety Reps have completed their certification clinics by the deadline of December 1st.
- Reports to president
- Prepare/Update registration information pages on website
- Perform all similar duties as required.
- Maintain all volunteer and player personal files.

Qualifications: Read, write and effectively communicate with others. Knowledgeable in rules, regulations, administration procedures of the division, association and district.

Training: Speak Out and/or Respect in Sports coaching program

Time Commitment: Approximately 10 hours per week

Please note all volunteers require a Certificate of Conduct from either the Royal Newfoundland Constabulary or Royal Canadian Mounted Police.

Public Relations

Duties:

- Develop Sponsorship programs on an annual basis
- Is responsible for obtaining all sponsorships for the Association and for the Rep teams.
- Evaluate, develop and implement a plan to encourage sponsorship at the team and Association level.
- Inform the media of game scores
- Inform media of announcements pertaining to minor hockey
- One of the media contacts for the association.
- Ensure that minor hockey remains in the public eye
- Co-ordinates all advertising for CBMHA
- May be one of the person(s) responsible for bank deposits
- Maintain selected pages on website and social media
- Oversees all social media (Facebook, Twitter, etc.).
- Perform all similar duties as required.

Qualifications: Effective communication and experience in public relations.

Training: Speak Out and/or Respect in Sport coaching program

Time Commitment: Approximately 3-5 hours per week

Please note all volunteers require a Certificate of Conduct from either the Royal Newfoundland Constabulary or Royal Canadian Mounted Police.

President

Duties:

- Act as the head of the Association
- Implement actions as decided upon by the CBMHA
- Shall make a reasonable effort to ensure he/she is able to attend meetings of CBMHA and the directors and generally perform the duties usual to the office of President
- Call meetings of CBMHA or its committees and work with the Secretary to prepare agenda's.
- Act as liaison for Hockey NL in regards to, by-law enforcement, and suspensions
- Make decisions for directors in the case of emergency when it's impossible to obtain a vote of the directors.
- Advise any player or team official of suspensions and disciplinary actions taken by Hockey NL, and CBMHA.
- Appoint a recording secretary when the secretary cannot be present at meetings
- Represent CBMHA at all Hockey NL general meetings or appoint an alternate.
- Appoint members to ad hoc committees
- Supervise CBMHA hosted tournaments committees or appoint designate for such purposes.
- Maintain communication with Hockey NL throughout season on issues pertinent to CBMHA
- Signing authority of Hockey NL documents as required
- Media contact
- Maintain selected pages on website and social media
- Perform all similar duties as required.

Qualifications: Previous experience on sporting groups/volunteer organizations. Board of Directors, some knowledge of administrative legal issues, experience in public relations, some form of post-secondary education.

Training: Speak Out and/or Respect in Sport coaching program

Time Commitment: 5-20 hours per week, depending on time of year

Please note all volunteers require a Certificate of Conduct from either the Royal Newfoundland Constabulary or Royal Canadian Mounted Police.

Vice President

Duties:

- In the event the President is unable to perform his/her duties the vice President shall assume Presidents responsibilities
- Ensure that all clinics, training, code of conducts are available and complete.
- Work in conjunction with the Registrar and the secretary
- Responsible for CBMHA website
- Reform all similar duties as required
- Signing officer for all accounts in the absence of the President.

Qualifications: Previous experience on sporting groups/volunteer organizations. Board of Directors, some knowledge of administrative legal issues, experience in public relations, some form of post-secondary education.

Training: Speak Out and/or Respect in Sport coaching program

Time Commitment: Approximately 5-10 hours per week

Please note all volunteers require a Certificate of Conduct from either the Royal Newfoundland Constabulary or Royal Canadian Mounted Police.

Treasurer

Duties:

- Shall ensure that an accurate record of all receipts and disbursements of the Association is kept at all times.
- Shall have a financial statement monthly or at the request of the executive Board; and perform such other duties as the President may direct.
- The Treasurer shall pay out and dispose of same by cheque; only after and under direction of the Executive Committee.
- The Treasurer shall have all cheques countersigned by the President or in his/her absence, another signing authority.
- The Treasurer shall keep an accurate record of all monies received and disbursed and shall produce such records and books at all meeting for report.
- The Treasurer shall when receiving monies, issue a receipt and keep on file a duplicate of the said receipt.
- The Treasurer shall prepare an annual report immediately after the close of each year (April 1), giving receipts and disbursements for that year in detail.
- Shall be responsible for completing payroll.
- Remitting source deductions as legislated by Canada Revenue Agency within the required time periods.
- Shall issue T4's
- Maintain selected pages on website
- Perform all similar duties as required.

Qualifications: A background in accounting procedures. Bondable.

Training: Speak Out and/or Respect in Sport coaching program

Time Commitment: Approximately 10 hours per week

Please note all volunteers require a Certificate of Conduct from either the Royal Newfoundland Constabulary or Royal Canadian Mounted police.

Assistant Coach

Duties:

- Assist with player development
- Assist with planning, organizing and conducting practices
- Assist with pre-game preparation
- Assist with the operation of the team during the game
- Assist with post game evaluation
- Assist with scouting and evaluation of opponents
- Assist with the supervision of players both on and off the ice
- Assist with the formulation of the overall game plan, as well as the game- to-game adjustments
- Submit a year-end evaluation report to the Head Coach containing observations on player performance, team performance and general recommendations on the program
- Reports to the team head coach

Qualifications:

Strong hockey background in playing, coaching and evaluation

Strong interest and commitment to child/athlete development

Ability to work with fellow coaching personnel

Ability to communicate on-ice and off-ice requirements to players and parents

Time Commitment:

Availability as to time requirements

Please note all volunteers require a Certificate of Conduct from either the Royal Newfoundland Constabulary or Royal Newfoundland Mounted Police.

Head Coach

Duties:

- Serve as an official spokesperson on behalf of the team
- Coordinate the delegation of responsibilities to the Assistant Coach and Manager
- Plan on-ice and off-ice team activities in consultation with the Assistant Coach
- Coordinate player development
- Plan, implement and control pre-game preparation and communication with the team
- Design the practise plans in consultation with the Assistant Coach
- Coach the Team in all games and practices
- Establish rules for the team and oversee the supervision of the players submit a year-end report which contains the following information; evaluation of the players performance, evaluation of the team's performance, outline of practise plans and game strategy and recommendations on how the program can be improved.
- Coordinate the implementation of the on-ice curriculum as outlined
- Report to the association through the president
- Responsible for all on ice practices
- In the absence of the head coach it is his/her responsibility to have someone fill in or provide assistance.

Qualifications:

Strong hockey background in playing, coaching and evaluating

Strong interest and commitment to child/athlete development

Ability to work with fellow coaching personnel

Availability as to time requirements

Please note all volunteers require a Certificate of Conduct from either the Royal Newfoundland Constabulary or Royal Canadian Mounted Police.

Team Manager

Duties:

- Act on direction of the team head coach and report directly to the team head coach
- Develop an operating budget for the team
- Submit a financial summary of the team
- Coordinate travel, accommodation, meals and facility rental for the team
- Assist with team communication regarding events
- Obtain necessary equipment and supplies for the team
- Coordinate team financial matters including player fees, sponsorship, advertising, grants etc.
- Submit financial statements as per association policy
- Submit a year-end evaluation report containing observations on team performance and recommendations on the program
- Generate a team address list and circulate
- Attend scheduled meetings and produce a team schedule in conjunction with the coaching staff
- Communicate needs for officials with association
- Coordinate all pre and post-game paperwork and distribute to appropriate parties (i.e. game sheets, etc.)
- Arrange for off-ice officials in coordination with the Equipment Manager
- Communicate with media/association on the team results
- Serve as Risk Management liaison for the team. This includes the reporting of injuries and return to play guidelines in conjunction with the team trainer

QUALIFICATIONS:

Strong hockey administrative background

Strong interest and commitment to child/athlete development

Ability to communicate with team staff, parents, players and association executive

Conversant on rules and regulations

Time Commitment: Availability as to time requirements

Please note, require all volunteers require a Certificate of Conduct from either the Royal Newfoundland Constabulary or Royal Canadian Mounted Police.

Risk Manager

Duties:

- Represent CBMHA at Hockey NL, Hockey risk managers meetings and seminars.
- Recommend Safety policies to the Executive
- Accept complaints of abuse, harassment and bullying originating from within the organization.
- Forward a copy of the complaint immediately to the President the Vice President and the VP of the division.
- Forward a copy of the recommendations to President and Vice President of the divisions involved.
- Risk manager may act as a support for the person making the complaint.
- Answer emails with various safety related issues (that may require further investigation with the Hockey NL) particularly how to report an injury.
- Maintain selected pages on website
- Ensure teams/players are adhering to the social media policies
- Perform all similar duties as required.

Qualifications: A Bachelor's degree in a related field. A Master's degree in Counselling or related area considered an asset. At least a Level II coaching level with minor hockey coaching experience. Any relevant training in Bullying prevention, Risk Management and or conflict resolution would be preferable.

Training: Speak Out and/or Respect in Sports Coaching Program

Time Commitment: As required by the Association

Please note all staff and volunteers require a Certificate of Conduct from either the Royal Newfoundland Constabulary or Royal Canadian Mounted Police.

Technical Director

Duties:

- Will attend regular scheduled Executive meetings (monthly) and provide in advance a completed copy of divisional progression report(s)
- Will act as a liaison between Division coaching staff and CBMHA Executive for on ice activities
- Will schedule and deliver monthly coaches meetings to address coach development and address any issues/concerns related to program delivery
- Shall monitor each division to ensure it is operating within Hockey Canada (HC) and Hockey Newfoundland and Labrador (HNL) policies and guidelines
- Will provide 22 weeks of suggested practice plans to all lead coaches
- Will identify lead coach(s) within each practice group and will be responsible for ensuring enough coaches are on ice for program delivery
- Will identify, support and develop junior coaches by delivering a coach mentor program
- Will evaluate and assess required on-ice training aids and equipment
- Will provide a communicate with the membership in the form of newsletter/bulletin or video discussing but not limited to hockey equipment, at home practice tips, hockey development on and off the ice and proper nutrition
- Will provide to each player in collaboration with identified coaches a mid and final report card
- Recommend player movement between divisions as it relates to Section 5.5 Movement between Divisions
- Shall identify, recommend and consult with identified player(s) and family with regards to HNL High Performance Program
- Will identify training needs and co-ordinate, as necessary, training sessions for coaching staff
- Will attend house league sessions for a minimum of 15 hours per week, which will consist of a minimum of 10 hours of on ice instructional time for players and/or coach development. Specific hours are subject to change based on enrolment
- As outlined in Section 8.3 Rep Team Tryouts, will provide technical leadership and develop the rep team tryout process
- Will be available for rep team coaches if requested to assist

Qualifications:

- Strong hockey background with a Level 5 Coaching Certification and or equivalent experience
- Strong interest and commitment to child/athlete's development
- Ability to communicate effectively with coaching staff, parents, players and Executive
- Strong knowledge of rules and regulations as outlined by CBMHA, HNL and HC

Requirements:

- Respect in Sports for Activity Leaders/Coaches Program and any other mandatory training identified by HC and/or HNL
- Yearly Criminal Records Check and Vulnerable Sectors Check from the RNC or the RCMP

Referee in Chief

Duties:

- Shall be appointed by the Executive Committee of the CBMHA
- Shall be responsible for the supervision of the referees under him/her and shall act as a member of the Executive.
- Assume and carry out the duties of the referee-in-chief as determined by CBMHA.
- Arrange appropriate and qualified referees for all games
- Act as a member of the rules and discipline committee.
- Attend League meetings when required
- Perform the duties as a member of the Coach Problem Resolution Committee.
- Assist Equipment Manager in assigning Referees for Tournaments

Qualifications: Strong Hockey Background with a Level V Referee

Training: Speak Out and/or Respect in Sports

Time Commitment: 5 hours per week

Please note all volunteers require a Certificate of Conduct either from the Royal Newfoundland Constabulary or Royal Canadian Mounted Police.

Fundraising Chairperson

Duties:

- Recruiting volunteers
- Oversee all fundraising of CBMHA
- Ensuring the proper use of all monies raised
- The fundraising chair will supervise all fundraising events
- This person will make sure necessary committees are in place and report to the Executive.
- The Chairperson will organize meetings with the fundraising reps, from each team.
- Planning and implementing
- Shall be responsible for bank deposits
- One of the persons responsible for operations of CBMHA canteen
- Ensure proper procedures for reporting and licensing of all fundraising activities.

Qualifications: Communication skills, basic computer skills .Some experience in coordinating and running special events. Interest in being a team player and willing to promote and solicit sponsorships.

Please note all volunteers require a Certificate of Conduct from either the Royal Newfoundland Constabulary or Royal Canadian Mounted Police.

Rep Coordinator

Duties:

- organize and conduct parent information sessions prior to tryouts, topics include player/coach expectations, commitment and evaluation process and sheets
- schedule and book tryout sessions for all divisions
- will receive the practice plans from the TD and provide to coaches in advance
- consult with the TD and decide whether the TD or Rep Coordinator will be running the practice
- select impartial evaluators for all divisions
- select and organize on ice coaches for tryout sessions
- appoint non parent coaches on bench during games and communicate consistent coaching strategies/plans
- organize referees and timekeepers if required for tryout games
- meet with Division VPs to help organize groups and/or teams
- meet with the TD, on ice coaches and evaluators in advance to review expectations, drills, game format and evaluation sheets
- ensure all required equipment and jerseys are ready
- ensure there is communication between evaluators and on ice coaches if required and facilitate communication
- secure evaluation reports until evaluations are complete
- meet with the Divisional VP, President and Head Coaches to tabulate evaluation data and proceed with team selection
- member of the CSC - Coaches Selection Committee
- field questions from parents and coaches
- deal with any disputes or complaints

Qualifications:

Strong hockey background with a minimum D1 Coaching Level

Strong interest and commitment to child/athlete development

Respect in Sport for Activity Leaders

Yearly Code of Conduct

Strong organizational skills

Ability to communicate effectively with coaches, evaluators, VPs and parent

Please note all volunteers require a Certificate of Conduct from either the Royal Newfoundland Constabulary or Royal Canadian Mounted Police.

Referees

Duties:

- Responsible for all minor hockey games assigned to you
- To ensure that all games start on time
- The equipment manager will notify referees when they are needed for a game
- If required make penalty calls, signal goals and communicate with coaches and players

Qualifications:

- Need to know how to skate
- Procedures of managing a game
- Clear understanding of the rules
- Patience is a must, staying calm in every situation
- HCOP/NCCP training required depending on the division

Please note all volunteers require a Certificate of Conduct from either the Royal Newfoundland Constabulary or Royal Canadian Mounted Police.