



COQUITLAM
MINOR HOCKEY

COQUITLAM MINOR HOCKEY ASSOCIATION
POLICY MANUAL
REVISED 2025

This manual may at some time contain sections that have been updated via board resolutions since this document was posted. Any policy posted elsewhere on the CMHA website is to be considered a replacement of that section in this document. This document is for guidance only and where sections are shown to be outdated and replaced by Board resolutions since originally written, those sections will not be enforceable. Website updates supersede this document.

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SECTION A: PURPOSE

The purpose of the Coquitlam Minor Hockey Policies and Procedure Manual is to assist and direct those who are involved in the day-to-day operations of the Association and its members. To ensure accurate filing, the manual will be updated annually with the front page showing the last year of update. For clarification purposes, all policies and procedures in this manual will be considered CMHA policy unless revised by the Executive. A Notice of Motion of at least seven days will be given before a vote may be taken on an amendment to the General or Representative Team Procedures.

SECTION B: REGISTRATION

1. New and Returning Player Registration

The Coquitlam Minor Hockey Association holds annual registration for “Returning Players” and “New Players”. No player shall be allowed on the ice until he/she is properly registered with CMHA, including completion of all documentation, payment of applicable fees and satisfaction of residency requirements.

Any player registered with CMHA the previous year shall, at the discretion of the Executive, receive a registration form for the current season.

2. Membership

A parent or legal guardian of a child, or an adult wishing to play hockey, in the CMHA hockey program for the next playing season must, at the date and time established by the Executive on an annual basis:

- a) Complete and sign the player application in the method approved by the Executive;
- b) If the player is not of legal age, identify on the player application form the name of any parent or legal guardian who shall become or remain a member of the Society (maximum of two per child);
- c) Submit satisfactory proof of the following:
 - i. If a new registrant, that the child’s age is consistent with the Hockey Canada regulations with respect to minor hockey eligibility;
 - and

ii. That the child satisfies the residency requirements of the Hockey Canada, BCAHA, PCAHA and/or such other association of which the Society is a member or with which it is affiliated or, where the child does not satisfy such residency requirements, that the child is otherwise eligible, to play in the Society's hockey program pursuant to a bylaw, rule, regulation, exemption, directive, permission or other authorization of Hockey Canada, BCAHA and/or PCAHA or such other association of which the Society is a member or with which it is affiliated.

d) Players released from CMHA to Junior Teams in the current season will be permitted to return to CMHA by October 1st of that season, provided they are properly registered with the CMHA, the Coach and VP agree, and there is space in the division.

e) Players/members who have not registered by June 30th in any given year cease to be members of the CMHA. Any registrants after this date are considered "New Players" and will be added to the waitlist in the order in which they have registered.

f) Membership privileges in CMHA are rescinded with the refunding of registration fees. Players/members choosing to return will be considered "New Players" and will be placed on a wait list.

g) It is at the sole discretion of the Executive to submit a Zero Tolerance Letter to a player at registration.

3. Waiting Lists

The CMHA determines its registration numbers based on 15 skaters and 2 goalies per team for all divisions and categories.

a) A waiting list of prospective players will be maintained each year in the order set out below:

i. Players who applied not to register for one year because of substantiated medical reasons; in the order they applied not to play due to medical reasons.

ii. Players placed on joint teams in a neighbouring association because the division was full the previous season.

iii. Siblings who are registered on the Registration Date for Returning Players. If a sibling is not accepted in the first year,

he/she will be put on a sibling wait list which will be carried over until they are accepted. This will be subject to the experience requirements at U13 and above.

iv. All new players

b) All new players are put on a wait list in the order of registration on a waitlist form.

c) Completed waitlists are to be distributed to the appropriate Division Coordinator, Vice Presidents and the President by the Registrar. There are to be no changes/alterations of the waitlist without presidential approval in all divisions.

d) All new registrants shall be accepted only with the approval of the President.

e) Any player whose registration is accepted after the start of tryouts may be placed in the tryout process at the President's discretion

f) For U15 and above, because of the greater risk of injury, the player's minor hockey experience, general hockey experience and skill level will also be considered prior to acceptance.

g) Waiting lists will terminate on December 31st of the current season. Waitlists may be carried over into the following year pursuant to the current Executive ratification.

4. Association Fees

A parent or legal guardian of a child, or an adult wishing to play hockey, in the CMHA hockey program for the next playing season must:

a) Make payment or arrangements for the payment of the player registration fee or charge established by the Executive on an annual basis and any other fees or charges that the Executive may establish from time to time for new, returning, or late registrations.

b) Make payment of any outstanding amounts due to the Association, and return all property of the Society. Payment for the amount in arrears must be made by credit card and paid in full. Payment for the current year's registration must be made by credit card and paid in full. No player will be allowed on the ice until full payment of outstanding amounts is made.

d) At the time of registration for U11 and above, all new players and returning players to the CMHA will be given an option to register for the representative tryout process in their respective division. The representative tryout fee is per player and is set by the Executive on an annual basis. This fee is to be paid in full at the time of registration and is non-refundable.

e) Any player in U11 or higher who registers exclusively as a full-time goalie and owns his own equipment shall receive a 50% reduction of his registration fee

f) The CMHA Foundation Fund offers grants towards the Coquitlam Minor Hockey Association's fees.

Players who have reached the maximum amount of their yearly external subsidies allowance (Kidsport, etc.) for their base registration fees, may apply for financial assistance from the CMHA Foundation Fund in the following amounts to cover balances owing on registration fees, rep fees or team fees.

U7-U9: up to \$125

U11-U18C: up to \$250

U11-U18A: up to \$500

i. Conditions:

Family must apply to the program via online form - assistance will not automatically be granted

Must provide a letter of confirmation from Kidsport Tri-Cities that family has been vetted for financial need with their application

ii. Order of priority:

registration fees,

rep fees (for 'A' players),

team fees.

Amounts above are maximums, but the maximum may not be granted. Final amounts to be determined after Board review.

- i. May apply once per season, per player
- ii. Each season requires a fresh review; renewal is not automatic
- iii. Amounts will be applied to balances owing directly by CMHA. Parents will NOT receive a cheque.
- iv. Team Managers will be directed to reduce the amount owing of the family specifically; the funds will not be a general deposit to the team.
- v. If approved, FF funds will not be disbursed until all other sources have been applied for, credited to outstanding balances, and exhausted for the year (Kidsport, HC Assist, Jumpstart and A4K). To be confirmed by the Registrar.

If this condition is not met, funds will NOT be disbursed, even if the application was approved.
- vi. Cannot be applied to pre-season rep tryout fees
- vii. If team fees are to be refunded at the end of a season that are less than the amount given under this grant, those funds will be issued as a credit against the following season's registration.
- viii. If the team fees refund exceeds the amount of the FF grant, then the overage amount will be returned to the family and the FF amount will be issued as a credit against next season's registration.
- ix. If the player has aged out, or does not return the following season, then the FF amount will go back to the FF.

Agreement to all these terms by signing the application form is required.

This policy does not supersede CMHA Policy III.C.8: "No player will be allowed on the ice until full payment of outstanding amounts is made or alternative payment arrangements have been approved by the Registrar."

Applicants are encouraged to apply early for other subsidies if they would like to receive funding from the FF to ensure they have maxed out their subsidies before the season starts.

CMHA reserves the right to add or change any other condition not explicitly laid out here.

Deadline to apply is August 1 of the new season.

5. Cancellation of Registration and Refund Policy

- a) Players or parents choosing to cancel their registration shall notify the Registrar and appropriate Division Coordinator via online form.
- (b) Refunding of registration fees shall be done in accordance with the schedule set out by the Executive. The policy refund amounts are as follows:

6. Regular Season Registration Refund Policy

- a) Deadlines:

Up to and including Aug 15 – 100% refund of Base Registration Fee, less \$50 Administration Fee

Aug 16-Sept 15 – 75% refund of Base Registration Fee, less \$50 Administration Fee

Sept 16-Nov 15 – 50% refund of Base Registration Fee, less \$50 Administration Fee

On Nov 16th or later – NO REFUND

- b) Additional Conditions:

- i. As noted on the Fees and Payments tab, all Rep Tryout Fees are non-refundable, **UNLESS YOU ARE AN EXTERNAL TRYOUT HOLD REGISTRANT**. In that case **ONLY**, withdrawals must be requested before Aug 1 to qualify for a refund.

- ii. These deadlines refer to when the Cancellation Form was submitted, not when the reason for the withdrawal occurred.

- iii. Any refund request that requests a higher refund amount than what falls within the above deadlines may be reviewed by the Executive Board, and the Board reserves the right to grant or decline a refund request for a higher amount outside of these deadlines, based on a test of whether the reason provided in the Cancellation Form is out of the player's control, or if it is a choice to withdraw.

- c) Medical or hardship issues may be considered valid reasons for Board review of a higher refund amount.

i. For an illness or injury that precludes an entire season of playing hockey, a medical doctor's note MUST accompany the request. Any cost of this will be borne by the withdrawing player's family.

ii. For a hardship issue, some supporting document will need to accompany the request that indicates how the loss of the registration funds being refunded at the higher rate will create a hardship on the family.

iii. The occurrence of either a medical condition or a hardship issue will be defined as "the Event".

d) Refund requests for amounts higher than what they are eligible for within the above deadlines due to disagreement with any CMHA Policy, Process, Custom, Rule, or Bylaw will not be considered valid and the deadlines above will apply.

e) If a higher amount is granted, the amount will be the next earlier deadline's percentage. I.e (FOR EXAMPLE PURPOSES ONLY), if a Cancellation Form is received Oct 15 but the Event occurred Aug 10, and this prevented all participation, the 100% (less \$50 admin fee) rate may be granted, instead of the 75% rate.

CAVEAT: Any participation in hockey between the Event occurring and the Cancellation Form being submitted will make the request ineligible for a Board review of the refund rate, and the refund will follow the bulleted schedule in Section A.

f) Only the reason in the Cancellation Form, plus any doctor's notes or other supporting documents, will be used in the review of the Refund request.

7. Development (any season) Registrations Refund Policy

a) All fees, less a \$25 admin fee, will be refunded up to 3 weeks before the posted start date of the camp.

For example purposes only: If the start date is Aug 12, refunds will only be issued if you withdraw on or before July 22.

b) No refund 3 weeks less a day prior to the posted start date of the camp.

As per example above, if you withdraw on or after July 23, you would not get a refund.

c) Medical conditions or extenuating circumstances that occur within the 3 week timeline accompanied with a medical doctor's note / supporting document will be considered on an individual basis, less \$25 admin fee.

Only the reason in the Cancellation Form, plus any medical doctor's notes or other supporting documents, will be used in the review of the Refund request.

d) No release will be granted from Coquitlam Minor Hockey to any player with outstanding financial obligations to the Association and until all equipment on loan to the player or his/her family is returned.

8. Late Fee Policy

\$25 per month per player will be added on failed credit card payments that are not corrected with 72 hours of failure, or on any other account in arrears without a payment plan arranged with the Registrar and approved by the Treasurer, effective immediately.

SECTION C: PLAYER PLACEMENT & AFFILIATES

1. Player Placement

a) All players shall be placed on teams by the CMHA based on the player's age, skill and experience. Divisions are set by Hockey Canada as follows (age as at midnight December 31):

U7, U9, U11, U13, U15, U18, U21

All teams from U11 to U18 will play the following levels:

- i. Representative Levels A1, A2 and A3 (if conditions are met);
- ii. Representative C Level for all players not electing to play on or selected to play on the Representative A1, A2 or A3.
- iii. U7 & U9 for players 8 years of age and under. Each player will be placed into a balanced team within their group.

b) The Executive shall classify or zone teams as it deems to be in the best interest of the Association.

- c) The coaches shall complete Player evaluations at the end of each year. These evaluations shall be used the next season as part of the overall information available to coaches during the drafts.
- d) Every player registered prior to the commencement of the hockey season shall be given the opportunity to try out for a representative team within the Division he is scheduled to play in, according to his age level, provided he has indicated on his application form he wishes to do so.
- e) A parent or guardian shall make a written application to the Executive for any player wishing to be moved to the next higher or lower Division. The Executive subject to any policy in place shall deal with each case individually. The Executive may create specific policies for this type of player movement, and CMHA permission is dependent on space in the division they are seeking to move to; the player's caliber in relation to their peers and to the players above; and may involve additional evaluation fees and approvals from PCAHA and BC Hockey.
- f) When a player requests a move to a higher Division than what his age would indicate, that player shall play "C" Level unless evaluated by the Executive of CMHA as being one of the top 2-3 players of the A level of the higher Division.
- g) No player shall be allowed to play in more than one Division, or for more than one team unless permitted to do so by BC Hockey and PCAHA rules. See those rulebooks for guidance.

2. U9 Player Movement to U11A

- a) The Player must exhibit skill level per V.(6), as determined by the previous season's coach and an independent evaluator (IE).
- b) Only second year U9-aged players who played on a U9 major team in their first year of U9 are eligible for this consideration.
- c) Parents will pay a fee of \$250 for the IE to conduct an assessment during a U11 rep level summer development camp session, which the player must also register and pay the fees for.
 - i. U11 Pathways and U11C Rust Off camps do NOT qualify as ice time for this assessment.
 - ii. IE will only attend one of the sessions to conduct the assessment.

iii. CMHA will book the IE.

d) A Letter of Recommendation written by the Head Coach of the U9 team the player was rostered to in the season before is required.

e) Requests will be submitted in writing to the Executive Board, via the 3VP with cc to 4VP, including the U9 Head Coach's Letter of Recommendation and the written assessment notes/recommendation of the IE, prior to tryouts for that season.

f) If approval is granted by the Executive, the player will then pay standard CMHA tryout fees to participate in the U11A tryouts.

g) If the player is not rostered to a U11A team after tryouts have concluded, the player may be placed on either a U11C team, or a U9 Major team. Final decision about placement in either U9 or U11C will depend on space in these divisions, how the player may affect division balance, and will be made jointly by the 3VP and 4VP.

i. If any of the VP's are in conflict, the decision will be made by another VP and/or the President, or Board-appointed Decision Maker.

ii. Parents can opt to return straight to U9 if they wish.

h) If the player is assigned to a U11A team, they will be required to pay the difference in basic registration fees between U9 and U11 immediately, independent of any existing installment plan. An invoice will be sent, and it must be paid before rostering will be permitted.

3. Affiliates (including U11A)

CMHA will follow PCAHA affiliate rules. Please see the most current PCAHA rulebook for guidance. The policies below are CMHA policies that are in addition to those imposed by PCAHA.

a) Affiliate players are not available to the affiliated team during those times when there are commitments for the player's regular team. The player's own team has priority over the team with which the player is affiliated.

b) For rostered affiliates (affiliates to 'A'), the Head Coach of the player's regular team and parent(s) must give initial permission to be rostered, but the Head Coach need not be consulted on a game-by-game basis. Once rostered, the player is free to make the decision to accept an invitation

without first checking with his own coach, as long as the player is not missing his own team's on-ice events, including practices and games.

c) For 'C' to 'C' affiliates, permission must be granted by the affiliate's parent(s) and Head Coach before requesting and receiving permission from the FVN League Manager of the division for each individual game, unless other special approvals are granted by BC Hockey.

d) Requests for permission to miss a regular team event for an affiliate team event must be granted in writing by the VP of the division, and will only be considered under extreme and unusual circumstances. Requests to miss the regular team's playoff games will be automatically denied regardless of circumstance.

e) Should a player miss a team event without prior permission in writing, he may lose the right to affiliate for the remainder of that season.

f) Players may not participate in practices with the higher division or category team until they have been officially carded as an affiliate for that team.

g) Affiliate players are responsible for:

i. Ensuring they are not in danger of exceeding their maximum league/playoff games such that they will be ineligible on their regular team, and;

ii. Ensuring they are not in danger of exceeding their maximum league/playoff games such that they will cause the affiliate team to be disqualified for icing an ineligible player

h) The CMHA Registrar forwards the names of affiliate players to BCAHA and/or PCAHA before that player can participate as an affiliate in any game.

i) A request to the President, Vice President and Coordinators may be made to move an affiliate up on a permanent basis, pending extenuating circumstances. Generally, each team is considered a separate team and not an extension of the higher team

SECTION D: 'A' TRYOUT POLICY & PROCEDURES

Mission Statement: Representative hockey (also referred to as 'Rep' hockey) is a competitive program which provides an environment for high level hockey players to compete and develop to their highest level with a focus on team success. The goal of all Representative teams is to play at the highest level.

Representative teams play in a league which permits players to play against players of equal ability. It permits each player to improve his/her skills and character to play at the highest individual and team skill level. Players and parents must be willing and able to commit to a more intense hockey experience.

Representative hockey requires a large commitment of time and is an expensive proposition to parents and players who must consider this before applying to play on a team. There are additional expenses for travel, additional game and practice ice, tournaments, coach honoraria, and miscellaneous expenses. Representative Coaches will form teams by selecting from players who have elected to try out for that particular age group. Coaches are to select players in order to form the strongest possible team. There is no requirement of having a ratio of 1st, 2nd or 3rd year (if applicable) players for any Representative team.

1. Terminology

a) Balanced Groups - are defined as groupings made up with the averages of each group's players' rankings being roughly the same, that the groups are evenly distributed with forwards and defense to the best of our ability, and that birth year distribution is as equal as possible.

b) Tiered Groups - are defined as 2 or more groups formed of players of different calibers, but of like-skill within each group, based on:

- i. player ranking after the Phase 2 scrimmages, and
- ii. previous team placement

Tiered groups are not Pools. Players still have the potential to be assigned into a higher or lower Pool, or to the C division, going into Phase 4.

c) Pools - are defined as groupings of players containing the final releases. Only Pools will participate in Phase 4.

d) Teams - are defined as groupings of players that will be added to a final roster

2. To Be Aware Of When Considering Rep Tryouts

a) Ice time will be as fair as possible but it may not always be equal in Representative hockey, except in U11 where Equal Play is mandatory. It is a fair share of ice time, taking all circumstances into consideration and in the best interests of the team. As the season progresses, a coaching staff may choose to play players who have demonstrated an ability to perform in key situations.

b) Playing Representative hockey is a privilege and full attendance is mandatory. Everyone is expected to give 100% time commitment throughout the season. Out of respect for all participants, any vacation time scheduled during the hockey season and all other non-CMHA commitments should be addressed with the coaching staff prior to the selection of the team. Players may participate in other activities. They are, however, to fully understand that their first commitment is to the Association's team for which they play. The following guidelines are provided for clarity;

i. It is expected that every player will attend all practices, games and team functions. Exceptions to this guideline may be provided with prior coach approval. Disciplinary action for violating this guideline may be enforced at the discretion of the Coach.

ii. There are no restrictions on participation in other activities on a team game or practice day. If however, the earlier participation in another activity impedes a player's performance during an Association's game, disciplinary action may be enforced at the discretion of the Coach. With the following exception:

A Player who misses a team event (practice, game or other team function) in order to attend a hockey referee/officiating clinic shall not be subject to any penalty or disciplinary action by the team and/or coaches.

3. Parent/Guardian Spectator Policy

a) Purpose

The Coquitlam Minor Hockey Association (CMHA) is committed to a fair, unbiased, and professional environment for all players participating in Representative Team tryouts. To protect the integrity of the evaluation process, CMHA strictly prohibits parental or guardian observation during

Phase 1-3 of on-ice tryout sessions. This policy eliminates external pressure on players and ensures evaluators can assess performance without interference or influence.

b) Scope

This policy applies to all parents, guardians, and spectators of players registered for CMHA Representative Tryouts across all age divisions.

c) Policy Rules

i. No Spectator Access During Tryouts:

(a) Parents or guardians are not permitted inside the arena bowl, viewing galleries, benches, or any other observation areas during any CMHA tryout session — including from doorways or behind glass.

(b) CMHA reserves the right to make allowances to this policy in relation to a medical issue that might make a parent in the arena necessary. A medical note must be provided.

ii. Drop-Off and Pick-Up Procedure Only:

(a) Parents must use designated drop-off and pick-up zones. Linger in lobbies, hallways, or rink entrances during tryouts is strictly prohibited.

iii. No Interaction During Tryouts:

(a) Any form of verbal, visual, or non-verbal communication between parents and players, evaluators, or coaches during the tryout process is prohibited.

- This includes parents acting as “managers” (or any other assisting-type role) before teams are final.

iv. Approved Communication Channel

(a) All questions or concerns must be directed to the CMHA Vice President via email or by scheduled meeting.

d) Disciplinary Outcomes

- i. If it is discovered and verified that any parent/guardian is in the arena spectating, it will result in their player being scratched from the next following ice time, with a rank of zero given for that session.

4. General Tryout Policies

a) Prior to the commencement of the try-outs for Representative teams, the appropriate Vice-President responsible for each division shall provide a copy of the CMHA policies and procedures respecting the process for selecting Representative teams to all members of the Rep Player Selection Committee and the families and review such policies and procedures with them in order to ensure strict compliance therewith.

b) CMHA reserves the right to make the final decision on the number of teams at any time before, during, or after tryouts. All players should be endeavoring to make the A1 team for their division. Refunds will not be issued because it was decided a team cannot be iced for that season. Decisions about the number of teams will be based on some or all of the following factors:

- i. Minimum number of goalies trying out

- (a) Must be enough goalies trying out for 1 goalie per team

- ii. Minimum number of skaters trying out

- (a) A1 team = 30 skaters

- (b) A2 team = 45 skaters

- (c) A3 team (U11/13) = 60 skaters

- (d) A3 team (U15/18) = 75 skaters

- iii. Placement of the teams in the standings from previous season's league play

- iv. Calibre of players in current year's tryouts

c) Only players registered with CMHA may participate in Representative tryouts.

d) Only players who have paid the Representative tryout fee during registration shall be permitted to participate in the tryout process. All late

entries shall be subject to Presidential approval. Late admissions may, at the discretion of the President, be assigned to a group, space permitting.

e) All players must wear all equipment as required by Hockey Canada under Hockey Canada Rulebook Section 3.

f) An Equipment Check must be completed before a player takes the ice for their first evaluation session. Any player not compliant with Hockey Canada equipment guidelines will be sent from the ice and shall not be permitted to return until he/she has put on the missing approved equipment or remediated the equipment deficiency. Players will be allowed to return to their assigned ice times when the equipment deficiency has been corrected.

g) Prior to any sessions, players will be issued two pinnies with the same number, each a different colour. Both pinnies must be kept in the gear bag for the duration of the tryouts, to ensure it is always on hand as this is how they will be identified, until the player has been assigned to a Pool or to the C division.

h) Players unable to participate because of being at a Hockey Canada sanctioned Junior-level tryout are to advise the appropriate Vice President for alternate consideration. Placement of returning players (released from Junior tryouts) will be at the discretion of the appropriate Vice President, based upon space availability and date of player return. Only players who are trying out for, and released from, a Hockey Canada sanctioned program are eligible for this consideration, and must have paid the tryout fee.

i) Players that have registered as an External Hold Registrant will be accounted for in Representative tryouts, but are not guaranteed a spot on a team.

j) In the event that a player cannot participate in their scheduled evaluation process, a submission may be made to the Representative Player Selection Committee for further consideration.

k) Goalies will either be assessed during existing ice times by a minimum of two goalie evaluators, or during a separate ice time by a minimum of two goalie evaluators, (whichever is deemed appropriate for that division), or both. Both (or all) Goalie evaluators shall not be hired from the same outfit.

l) In the event of an injury, where a player cannot complete the tryout process, the player shall provide a medical assessment in line with Hockey Canada guidelines and will be assessed after the earliest medical approval date by the Representative Player Selection Committee and/or designate. The player may be placed on a team at the discretion of the Rep Player Selection Committee for that division. Final placement is not guaranteed if the player's skill level does not justify it.

m) During the selection process, players who wish to release themselves from a Representative team must firstly notify the appropriate Vice President. The player may expect to sit out a minimum of 72 hours to allow the executive and coaches to meet. The Player may expect to be placed on a C team, if there is space in the C division.

n) During tryouts, It is mandatory that all members operate under the 12 hour cooling off rule. This rule requires that a member wait for 12 hours as a cooling off period before the concern will be addressed. This rule applies to all members, including coaches, the CMHA Executive and all volunteers. At all other times in the hockey season, 24 hours is required.

o) There will be a team meeting prior to the last releases to discuss the coach's philosophy and expectations. All team rules must be explained to the parents and players in detail.

p) CMHA reserves the right to modify any part of the Tryout Process at any time if necessary. Changes to the process will be communicated no less than 24 hours ahead of implementation.

5. Representative Player Selection Committee

The representative player selection committee will consist of the Development Coordinator or equivalent, representative Coaches, and their Assistants for the division, together with the appropriate Vice President and paid independent evaluators

a) At the discretion of the First, Second or Third Vice President, Representative coaches from other levels can be requested to assist.

b) It is the responsibility of the appropriate Vice President, along with the Development Coordinator or equivalent, and Tryout Facilitator in each division to arrange the on-ice evaluation for the rep tryouts.

c) Coaches and Independent Evaluators will evaluate players from an off-ice vantage point.

- d) At no time will a rep coach be involved in the evaluation process of his/her own child. The Executive will not assign a team to a parent representative coach until the child has been independently evaluated.
- e) During evaluations Representative Coaches shall be neutral in their comments or any gestures that may be incorrectly perceived by players or parents. During evaluations Representative Coaches shall refrain from speaking with parents of players being evaluated, but shall refer parents to the appropriate Vice President.
- f) All representative coaches shall be present at every rep tryout where the players trying out will likely be trying out for that particular coach's team.

6. Evaluation Criteria

Rep tryouts shall consist of drills and scrimmage style sessions, which progressively evaluate the individual player's skills and abilities. Evaluations will be conducted by the Representative Coaches and Independent Evaluators.

- a) The Skaters' assessment shall be based on the following on-ice skills:
 - i. Skating
 - ii. Puck Control and Shooting
 - iii. Passing/receiving
 - iv. Checking (U15 rep and above)
- b) The Goalies' assessment shall be based on the following on-ice skills:
 - i. Positioning, Angles & Rebounds
 - ii. Skating within the Crease
 - iii. Tracking
- c) In addition, the following will be taken into consideration for all players:
 - i. Desire/determination / Work ethic / Battle & Compete
 - ii. Discipline / Game sense / Hockey IQ

7. Releases & Reassignments

- a) A player from the A1 pool cannot be released to C without the prior approval of the appropriate Vice President. This is otherwise known as a

“double cut”. The Vice President will refer to the player’s playing history, tryout rankings, and the coach’s reasoning when making the decision to allow the release.

b) Players released to the C Division after Phase 2 or 3 will be first contacted via email by the VP of the division, then by the ‘C’ Division Coordinator, assigned their next ice time and moved to that division's preseason team in Teamsnap.

c) Players selected to advance to Phase 4 of tryouts will be moved into those Pools in Teamsnap.

d) Upward movement between pools may still occur until the Final Release Date for that division. I.e. A player can be reassigned to a higher pool.

e) Higher ranked Coaches who wish to reassign a player into their pool must provide reasoning to the VP, be supported by the Independent Evaluator for that division and the coach below must agree. I.e. An A1 coach wants to pull a player back up to the A1 Pool from the A2 Pool during Phase 4.

f) All players and parents must be informed of when the releases will take place. Division VP’s will provide a schedule to the players and parents at the beginning of the Rep tryout process detailing the date of each round of releases. Changes to release schedules will be communicated no less than 24 hours before the new date and time, and changes must only be made due to exceptional circumstances.

g) All final phase (‘Phase 4’) releases must be done by the Representative Coaches in person and in private. A procedure for logistics of handling the player releases will be given to the Representative Coaches for each Division by the appropriate Vice President. Players shall be interviewed in a private location, only after a home game or practice. At no time shall a Coach announce that a player has made the team prior to the final releases. All players assigned to the C pool will be contacted by the appropriate C Divisions Coordinator and will be given the date and time of their next C ice time.

i. For the U11 Division only, parents are invited to sit in on final releases.

h) All Representative Coaches shall mutually agree to the placement of these players into their respective pools. The First, Second and Third Vice Presidents responsible for the division shall review the final list before releases are made. If a VP is in conflict (their child is in the division they are managing), another non-conflicted VP will handle this review.

i) The First, Second and Third Vice Presidents have the option to request an independent assessment of skills and abilities in the case of siblings trying out for the same team and in the case of a child of a Parent Coach. Any additional expenses related to this assessment will be borne by the parents of the child(ren) being assessed.

j) The Representative Player Selection Committee chaired by the appropriate Vice President shall settle any disagreements amongst the coaches regarding the placement of players, with final decision-making power resting with the VP of the division, providing they are not in conflict. If conflict arises, another non-conflicted VP will make the decision.

k) The opinions, assessments and impressions of coaches, evaluators and other members of the Representative Player Selection Committee (the "Committee") respecting the performance of player candidates during the try-outs and all evaluation data, commentary, rankings and any other information and documentation gathered or produced during the evaluation process are strictly confidential, only to be used within the confines of the Committee for the purposes of team selection. Any confidential information about a particular player candidate shall not be disclosed to parties outside of the Committee other than to the player candidate himself/herself or his/her parent guardian, without the written consent of an adult player or the parent or guardian of a non-adult player; provided nothing herein shall prohibit the disclosure of such information if necessary under the CMHA Complaint and Appeals Procedure, pursuant to the policies and procedures of bodies by which CMHA is governed, or, following the selection of the Representative team, if it is made in response to legitimate enquiries about a successful candidate from coaches at a higher competitive level for affiliation purposes or for the purpose of otherwise promoting the player's career.

l) Coaches shall handle the release of players not selected with tact, care and caution. Coaches must be very thoughtful and careful in their selection of words. An improperly chosen phrase could injure the self-esteem of the young players.

m) CMHA reserves the right to decline the presentation of any evaluation data.

n) Until all players on a Representative team have been finally determined and all remaining player candidates have been informed of that determination at the time of the final releases in accordance with these policies and procedures, no one on the Committee shall disclose to anyone outside of the Committee that any player candidate has been selected to a Representative team or make any comment regarding any particular player's prospects of making the team.

8. Final Rosters

a) The Executive will set the number of players per team. Generally, the teams are based on 15 skaters and 2 goalies per team. Teams may be adjusted depending on the declared team roster size.

b) If a player of a Representative A3 (or whichever team is directly above the C division) team is released, the coach and/or manager shall first inform the Division Coordinator and then immediately inform the player and his parents. The Division Coordinator shall ensure that the player is notified of his assignment to a Representative "C" Team.

c) Representative teams, U11 to U18, shall declare their rosters by early October. In the event a player is assigned and carded to a Representative A1, A2 or A3 team and that player decides he/she does not want to continue on that team, the player may be assigned to a C team in the next higher division, or placed in the C division for their birth year. This is at the discretion of the applicable VP and Registrar, based on division availability.

d) The final date for player movement within the Rep A1 and A2/A3 teams is December 1st, unless there are disciplinary issues which need to be dealt with by the coaching staff and the Executive and will follow PCAHA guidelines.

e) U21 teams shall be at a declared roster size by mid October.

SECTION E: 'C' EVALUATION POLICY & PROCEDURES

REPRESENTATIVE "C" PLAYER PLACEMENT

All registered CMHA players, with the exception of those that are selected for Representative 'A' hockey or those not electing to play Representative 'A', will play in the Representative "C" league in the U11-18 divisions. It is the goal of CMHA to achieve quality and fair play between the Representative "C" League Teams.

1. General Policies

- a) Senior members of the Executive, in addition to any Members-at-Large and/or relevant association staff requested to assist, shall set forth the formal procedure on how to select all C League teams as they deem in the best interest of achieving competitive balance between teams, to the best of their ability, while also following any rules imposed by governing bodies.
- b) Only players who are registered for the current season with CMHA may attend evaluations.
- c) Requests
 - i. Requests by players to play on a specific team, or with other specific players, will be considered on a case by case basis. The granting of requests will be permitted only if they comply with current draft policies. Priority is given to players who are siblings in the same division.
 - ii. Requests must be made, via email to the Division Coordinator, within a two-week window, starting two weeks before the onset of the Evaluation Period, and ending with the onset of the Evaluation Period. Anything submitted after these dates will not be considered at the draft. Anything submitted after the draft will be forwarded to the VP of the division for approval and must be extremely extenuating, and must not involve negatively affecting another player. Trades would still need to conform to current draft policy, and be agreeable to all parties. No movement will happen past one week after the draft for any reason, except for re-balancing, if required.

iii. Coaches may request their preferred coaching staff prior to the draft and Division Coordinators will endeavor to accommodate those requests, providing competitive balance is maintained across the division.

2. Evaluation Criteria

a) During an evaluation skate, all players will be evaluated and graded according to skill level in the following areas:

- i. Skating
- ii. Stick-handling
- iii. Passing

b) During an evaluation scrimmage, all players will be evaluated and graded according to skill level in the following areas:

- i. Skating
- ii. Passing / Shooting
- iii. Battle & Compete
- iv. Hockey IQ / Positioning

3. Generating Rankings For A Draft

a) Rankings will be generated from a combination of Head Coach and an independent evaluator (IE). The ranking will be numerical and may be on a scale of 1 to 5, 10 or 100

b) Along with Head Coaches, U11 through to U18 will be assigned one IE per division to ensure accurate rankings.

c) After evaluations are complete, rankings from coaches and the IE will be combined into a single ranking for each player. A meeting will be held with the division's head coaches, Division Coordinator, and the IE in attendance. All parties will come to a consensus on the rankings. If a consensus cannot be reached for a player, the IE's ranking will be the final word.

d) Before the draft, the IE will confirm the final rankings to the Division Coordinator, which will be used to input into the draft document.

4. Draft Process

a) Sorting the players:

i. In divisions where positions are chosen players will be sorted in the Draft spreadsheet according to position and rank (highest to lowest). Players will be selected in this order (each number is a "player group"):

Goalies

Forwards

Defensemen

ii. Teams will be drafted as per current Fraser Valley North Policy.

b) All teams will draft the same number of goalies, ideally two.

c) The first phase will be a drafting of the teams by the Head Coaches and Division Coordinator in charge of that division.

i. Current draft policy will be carried out (as per FVN guidelines);

ii. Coach and player requests will be accommodated (if possible).

iii. Preliminary teams will be formed.

iv. Coach approval is implied.

d) The second phase will be a presentation of the preliminary teams to the VP of the Division for their approval. Preliminary teams are to be kept in the strictest of confidence.

e) The third phase will be a presentation of the teams to the division membership. Players will be added to teams electronically to Teamsnap.

f) If there is a conflict, wherein the Division Coordinator is also fulfilling the duties of the VP of that C division which they would oversee, the coach-approved teams will be presented to another VP who is not in conflict, or the President (based on availability).

g) Final rep releases will be placed temporarily on a team during the balancing phase to be assessed with similar-calibre players by the IE before final team placements.

h) A released representative player may choose not to play hockey.

5. Balancing The Teams

a) Each team in the Division will play a balancing game with every other Coquitlam team in the Division, at least once, but depending on ice, could play each other more than once.

b) No player movement will take place until all balancing games have been played.

c) Once the balancing round has been played there will be a meeting of the coaches and the Division Coordinator to discuss player movement between teams that may be required to balance the teams within the Division.

d) In the event that a player must be moved from one team to the other, that player must move or be deemed ineligible for further play.

SECTION F: U7/9 PATHWAY ASSESSMENT & TEAM FORMATION POLICY & PROCEDURES

U7/U9 prioritizes player skill development in a fun, safe, inclusive, and age-appropriate environment. To aid this, players are divided into two streams, “developing” (Minor) and “proficient” (Major). CMHA will adhere to the minimum guideline set out by the PCAHA as to the number of Minor and Major teams. All CMHA registered U7/U9 players will be placed on a team within their respective assigned stream.

1. General Policies

a) Only players registered with CMHA may attend the Pre-Assessment Skates and Assessments

b) CMHA age group members will be informed of the process and timelines at registration and prior to pre-skates, including:

i. That assessments will be skill and scrimmage-based, and teams formed based on observed development stage.

ii. That coaches are not pre-assigned to avoid perception of favouritism.

c) Requests:

- i. Requests must be made, via email to the Division Coordinator, within a two-week window, starting two weeks before the onset of the Pre-Assessment Skates, and ending with the onset of the Pre-Assessment Skates. Anything submitted after these dates will not be considered for team formation. All requests submitted after the draft will be forwarded to the VP of the division for approval and must be extremely extenuating and must not involve negatively affecting another player.

2. Pre-Assessment Skates (at least 3 offered per Player)

All registered players will be scheduled for at least three on-ice development skates prior to assessments. These sessions will focus on fun, basic skills (skating, puck control, passing, shooting), and familiarity with the environment with the purpose to acclimatize players to the type of drills and skills in the assessment phase. No player assessment will occur during this phase. Sessions will be run by those who have applied to be head coaches.

3. Assessment Phase (3 Assessment Sessions per Player)

- a) Assessments will occur over three sessions to a) determine player team (Minor/Major) and b) generate a ranking to assist with balanced team formation.

Session 1: Skills-Based Assessment

Focus on core Hockey Canada skills of skating, puck control, passing, and shooting

Session 2: Compete-Based Assessment

Small station-based groups going through drills designed to simulate game-like situations.

Session 3: Scrimmage-Based Assessments

Half/full-ice scrimmages depending on division but consistent within each division. Gameplay is observed for hockey sense, teamwork, positioning, compete level, and engagement.

Balanced teams created for scrimmages based on preliminary observations.

b) On-ice sessions will be led by internal coaches and trained on-ice helpers following standard practice or scrimmage plans set by the Association for all participants.

c) Evaluators:

i. There will be a balance of two independent third-party evaluators and one to two of those who have applied to be head coaches to perform the assessments and provide Assessment Scores to assemble the players into their respective development streams (Minor/Major).

ii. In the event third-party evaluators cannot be sourced, then internal (non-parent) CMHA coaches may be used in their stead (Minor/Major).

iii. Evaluators will use standardized scoring rubrics aligned with Hockey Canada and PCAHA guidelines.

d) During the assessment process, families are asked not to communicate with the evaluators.

4. Development Stream Placement

a) All assessment scores compiled and reviewed by a Team Selection Committee, inclusive of Division Coordinators and 4VP. In the event of a conflict, an additional board member who is not in conflict will be brought in.

b) Assessment scores will be used to:

i. Determine the split between the Major and Minor Development Streams in U7 and U9.

ii. Assist in creating balanced teams within each stream (i.e. competitively balanced teams across all teams within a specific development stream).

5. Team Formation – Second Scrimmage within Development Stream

a) Following the split between the Major and Minor Development Streams the players will be assessed again within their respective Development Stream by the volunteer head coaches for the respective Development Stream and an independent third-party evaluator.

- i. This assessment training will empower volunteer head coaches, enabling them to accurately evaluate players and, in turn, foster better development for the entire association.
- iii. It will also help the balancing process by assessing players again in a narrower competitive environment thereby highlighting differences in competitive ability that would not show themselves in the larger, original assessment field (pre-development stream split).

6. Team Formation - Draft

- a) Rankings will be generated from a combination of the Assessments and the Scrimmage within the Development Stream, based on scores from the Independent Evaluators and Volunteer Head Coaches. A consistent evaluation scale will be used.
- b) After assessments are complete, rankings from coaches and the IE will be combined into a single ranking for each player. A meeting will be held with the division's head coaches, Division Coordinator, and the IE in attendance. All parties will come to a consensus on the rankings. If a consensus cannot be reached for a player, the IE's ranking will be the final word.
- c) Before the draft, the IE will confirm the final rankings to the Division Coordinator, which will be used to input into the draft document.
- d) Players will be sorted in the draft spreadsheet according to rank (highest to lowest). Players will be selected in this order (each number is a "player group"). Teams will be drafted as per current Fraser Valley North Policy.
- e) The first phase will be a drafting of preliminary teams by the Head Coaches and Division Coordinator in charge of that division.
 - i. Current draft policy will be carried out (as per FVN guidelines)
 - ii. Conflict request will be accommodated if possible
 - iii. Creation of equally balanced teams based on skill level and competitive strength (PCAHA bylaw R.1.c)
- f) The second phase will be a presentation of the preliminary teams to the VP of the Division for their approval. Preliminary teams are to be kept in the strictest of confidence.

g) The third phase will be a presentation of the teams to the division membership. Players will be added to teams electronically to TeamSnap.

h) If there is a conflict, wherein the Division Coordinator is also fulfilling the duties of the VP of that C division which they would oversee, the coach-approved teams will be presented to another VP who is not in conflict, or the President (based on availability).

7. Balancing

Internal scrimmages to provide on-ice coaching for game situations will be held following the draft with the first two weeks reserved as balancing to address any egregious imbalances within the assigned development stream.

8. Policy Compliance

a) This policy will be reviewed and approved by the Association Executive before implementation.

b) All volunteers, coaches, and evaluators will be provided training on this policy.

c) Any concerns or appeals must be submitted in writing to the Division Coordinator within 2 days of team announcements (waiting for a minimum of 12 hours after announcement).

9. Notes for U7

a) Teams will be formed to ensure:

i. Balanced skill development environments.

ii. Coach-player ratios are met.

iii. Social and emotional factors are considered (e.g., known friendships, support needs).

b) All U7 activities remain cross-ice, half-ice, or station-based in line with Hockey Canada guidelines.

10. Policy Review

The policy will be reviewed annually and updated as required to remain in alignment with PCAHA and Hockey Canada directives.

SECTION G: COACH SELECTION

1. 'A' Coach Selection

a) It is the aim of the Association to retain and develop Coaches without relatives on the team ("independent coaches") especially at the A levels and have them stay at the A level in that division. Preference should be given to the independent coaches who have the ability to develop within CMHA.

b) It is desirable that Coaches do not move up with the age division ("Group") for more than two years. For example, it is undesirable for a coach to coach U11 for two years and then to coach U13 in the third, or to coach U11 for one year and then to coach the following two years in U13, regardless of the number of players on the team that were previously coached. Coaches should not coach their relatives on the team that were previously coached.

c) Coaches should not coach their relatives for more than two consecutive years. After two years, that Coach may reapply, but preference must be given to new coaches who are qualified and may have an ability to coach in that division. If there are no suitable candidates then the coach may be given a third term, and the words "ideally..." in 5 below provide the latitude for this. The policy will allow CMHA to develop more coaches to draw upon and will also expose the players to new and different coaching styles.

d) The above paragraph also applies to independent coaches and the Committee should strive to meet the two-year policy. However, it is also the aim of the Association to retain and develop independent coaches especially at the A levels and have them stay at the A levels in that division. Where the candidate has shown an interest to coach at the A level, this policy may be stretched to three years and the words "ideally..." in 6 below provide the latitude for this. As the U21 and U18 divisions comprise of a three year span, an independent Coach may coach U18/U21 for more than two years, which is in keeping with the philosophy of maintaining independent coaches in an A division.

2. Representative Coach Selection Committee

For selection of the rep 'A' coaches, the Executive Board shall strike a Representative Coach Selection Committee ('RCSC').

The Committee shall consist of:

- a) Coach Coordinator, who will be the Chair;
- b) the First, Second, and Third Vice Presidents;
- c) and a minimum of two members at large after a general call-out has been sent to the Membership. All members at large applicants will be presented to the Executive, with RCSC recommendations on who should be ratified.

The following applies to the RCSC:

- a) Any RCSC member shall abstain from any involvement in the selection process for any coach within a division that the member has a child in unless the child is not trying out for a Rep team. A minimum of three (3) Committee members not in any position of conflict must be involved in the selection process.
- b) All discussions held with regard to the RCSC are strictly confidential
- c) Every effort must be made to ensure that all a minimum of 2 members of the RCSC are present at each coach interview.
- d) A list of all individuals applying for a position to coach a representative team must be provided to all members of the RCSC prior to the start of the interview process, and presented to the Board when presenting a candidate for ratification.
- e) Voting on recommendations for representative coaches should not be conducted unless all members of the RCSC are present. No votes by proxy.
- f) All unsuccessful candidates must be contacted prior to notification of the successful candidates.

When the screening and interviewing for the Representative Coaches is complete the Coach Coordinator shall submit the committee's recommendations to the Executive for ratification. New applications may be received until the start of the application division for open positions. The following guidelines apply to the 'A' coach selection process.

- a) Head Coach candidates shall complete an Application for a Coaching Position. Application information is subject to verification by the Selection Committee. The application list may be short-listed.

b) Coach candidates may be solicited through any medium and by word of mouth. Coaching applications must be received by the Committee prior to the commencement of the interview process for that division. If the Committee or the Executive is not satisfied with the applicants, further applicants may be solicited upon approval of the Executive Board.

c) Successful candidates shall be required to sign the CMHA Coaching Code of Conduct form and undergo a Criminal Record Check. It will be the decision of the President and Risk Manager to determine if an offence is relevant to a coach's position.

d) All coaches, including assistants, shall attain appropriate NCCP certification levels as set out in the PCAHA Rules and Regulations. Failure to comply by PCAHA dates may result in suspension. Ideally, all coaches will have obtained their intermediate coach level before the commencement of the current season. Coaches may be required to show proof of their coaching level attained.

e) Ideally, all Representative 'A' coaches shall not have relatives on the team. However, candidates with relatives trying out for the same team shall not be precluded from selection, subject to the following:

- i. player ability must be consistent with the level of ability of the team (The RCSC shall make its best effort to determine the ability and predict or forecast whether the player is likely to be capable of playing for the team based on the best information currently available, including prior year assessment, scouting reports, interviews). If it is determined that the player's ability is at a lower level than the team being applied for, the coach candidate shall be given an opportunity to apply for the lower level.

- ii. a coach may coach relatives for not more than two consecutive years.

- iii. relatives include children, or children in which the coach has a relationship with the parent

f) Ideally, any coach shall not coach the same age group (2 years) for more than two consecutive seasons.

g) Each coach should be required to provide the Coaching Coordinator with a written statement of their coaching philosophy and their goals and objectives for the year. The coach should develop a written coaching plan for the year to be reviewed with the applicable VP and the Coaching

Coordinator, which the coach can then work towards their goals and objectives as the year goes on. This is intended to focus the coach on setting realistic goals and objectives and then focusing their energies on achieving them.

h) An Executive member is excluded from applying for a Head Rep coach position. Should there be no candidates applying for a team or no candidates that the Executive deem acceptable an Executive member may be appointed by the Executive board.

i) At the end of each season parents will be asked to fill out 1-2 Coach surveys. Surveys will be emailed out to members to complete. Upon being rostered to a team, Coaches inherently agree to the Association soliciting this feedback from members. Any feedback received about a coach deemed to be a risk management issue will be addressed by the Board in an in camera session.

j) All coaches shall be selected based on the following criteria:

- i. technical knowledge
- ii. communication and interpersonal skills
- iii. teaching ability
- iv. leadership and sportsmanship
- v. time commitment
- vi. ability to maintain discipline
- vii. certification level
- viii. coaching philosophy
- ix. previous experience
- x. willingness to adhere to CMHA philosophy and work with CMHA Executive.

3. CMHA Rep Hockey Coach Application Process

The Coquitlam Minor Hockey Association (CMHA) values the dedication of its coaches. To ensure a fair and transparent selection process for rep hockey coaches, we have outlined the following steps.

Phase I: Representative Coach Call Out

By February 28th at 11:59pm:

- a) All Coaches interested in Representative (A) Coach Positions for Coquitlam Minor Hockey must submit an application OR in the case of coaches interested in returning to their existing position express their interest to the Coach Committee for consideration
- b) Current HCs who wish to return to their existing team must notify the Coach Coordinator in writing;
- c) Coaches new to Rep with CMHA or HCs interested in a team other than their current position must submit a full application to the Coach Committee;
- d) Current HCs who wish to apply for a different position but are also interested in retaining their current positions should they not be the successful candidates during the open application process must notify the Coach Coordinator in writing.
- e) Applications that are received after the February 28th deadline will be considered for open positions remaining open.
- f) The Coach Committee will provide a list of recommended returning coaches for ratification during the April Board Meeting.
- g) Applicants will be notified after a Board decision of the April meeting.

Phase II: Interview Process

- a) Applicants will go through an interview process conducted by a minimum of two members of the Coach Committee.
- b) If an applicant is unsuccessful in securing their desired team, the Coach Coordinator or a member of the Coach Committee will communicate a message to the applicant.
- c) The Coach Committee reserves the right to provide coaches with the option to return to their current team.

- d) Coach committee will provide list of recommended coaches for ratification no later than the April Board Meeting
- e) Candidates who applied prior to the February 28th deadline will be notified of the Board decision no later than the April meeting.

Phase III: Remaining Open Positions

- a) List of available positions will be released after the April board meeting.
- b) Candidates will go through interview process conducted by a minimum of two members of the Coach Committee.
- c) Recommended candidates will be presented to the Board on a case by case basis.

Application Review and Selection Process:

- a) All applications will be reviewed by the Coach Coordinator and the Coach Committee
- b) Evaluation criteria will include:
 - i. Coaching experience and certification
 - ii. Player development focus and coaching philosophy
 - iii. Feedback from previous seasons (if applicable)
 - iv. References

Timeline for Ratification:

- a) The Coach Committee will finalize recommendations (agreed honorarium included) for head coaches and submit them to the CMHA Board of Directors for approval/ratification.
- b) Recommendations will be provided to the Board of Directors no later than 5 calendar days prior to the scheduled board meeting.

Communication of Results:

- a) Successful applicants will be notified after Board approval.
- b) Successful applicants will be given a 48 hour window of acceptance.
- c) Unsuccessful applicants will be notified after the successful applicant has been confirmed.

Additional Requirements and Honorarium

a) Certification

- ii. All selected coaches must meet BC Hockey's certification requirements by the season's start date

b) Honorarium

- iii. To be presented by the Coaching Committee for final board approval
- iv. Includes all payments to assistant coaches.

CMHA reserves the right to adjust the selection process as needed. Dates and times are subject to change.

4. 'C' Coach Selection

- a) 'C' Coaches will be selected from qualified applicants from within the parent pool of that division, or from external applicants. External applicants will follow the same process as applicants for 'A' teams.
- b) The Coach Coordinator will assist the Division Coordinators in recruiting Head Coaches for their teams.
- c) Interested parties must submit an application form.
- d) Each coach should be required to provide the Coaching Coordinator with a written statement of their coaching philosophy and their goals and objectives for the year. The coach should develop a written coaching plan for the year to be reviewed with the applicable Division Coordinator and the Coaching Coordinator, which the coach can then work towards their goals and objectives as the year goes on. This is intended to focus the coach on setting realistic goals and objectives and then focusing their energies on achieving them.
- e) All coaches shall be selected based on the following criteria:
 - i. technical knowledge
 - ii. communication and interpersonal skills
 - iii. teaching ability
 - iv. leadership and sportsmanship

- v. time commitment
- vi. ability to maintain discipline
- vii. certification level
- viii. coaching philosophy
- ix. previous experience
- x. willingness to adhere to CMHA philosophy and work with CMHA Executive.

f) Successful candidates shall be required to sign the CMHA Coaching Code of Conduct form and undergo a Criminal Record Check. It will be the decision of the President and Risk Manager to determine if an offence is relevant to a coach's position.

g) All coaches, including assistants, shall attain appropriate NCCP certification levels as set out in the PCAHA Rules and Regulations. Failure to comply by PCAHA dates may result in suspension. Ideally, all coaches will have obtained their intermediate coach level before the commencement of the current season. Coaches may be required to show proof of their coaching level attained.

h) At the end of each season parents will be asked to fill out 1-2 Coach surveys. Surveys will be emailed out to members to complete. Upon being rostered to a team, Coaches inherently agree to the Association soliciting this feedback from members. Any feedback received about a coach deemed to be a risk management issue will be addressed by the Board in an in-camera session.

SECTION H: DRESS CODE & EQUIPMENT

1. Dress Code

- a) The basic approved colours for all Coquitlam Minor Hockey Association purposes shall be white, black and gold as registered with PCAHA.
- b) Permanent colours for all teams shall be:
 - i. basic black jersey with white and gold trim as registered with PCAHA to be worn to all "home" games except when a colour

conflict occurs as determined by PCAHA. rules. In such cases the white “away” jersey is to be worn.

ii. alternate colours are white with black and gold trim to be worn for “away” games and at “home” games only where it is determined there is a colour conflict with the visiting teams’ registered colours.

iii. Rep players must wear gold helmets.

c) There is to be no purchase of other jerseys except by written approval of the CMHA Executive, to ensure adherence of registered colours and standard CMHA design. All additional use of CMHA branding or logos outside of the assigned apparel must be approved by the Board of Directors. Any team found to have purchased apparel or other items through a non approved supplier that utilizes any CMHA logo or branding or uses any other form of branding/logo shall be subject to a \$500 fine and a referral to the discipline committee. Said items will not be permitted for use and there shall be no reimbursement for any costs.

d) Players must use proper CMHA jerseys and use any jerseys purchased outside of the Association for practice only.

e) Jersey adornments for all Representative Teams shall be the Coquitlam Minor Hockey Association symbol, player’s individual number, and designation when applicable for Captain or Alternates.

f) Each player shall be assigned a numbered jersey, which is to be used for games only. No equipment or uniforms allocated to teams are to be used for non-CMHA functions. Teams may wish to purchase practice jerseys from one of the CMHA Approved Suppliers.

g) The team’s manager and coach shall issue and collect the jerseys and may be held responsible for replacing any jerseys not returned to the Equipment Manager.

h) No player shall receive a jersey for another team until all jerseys from former teams have been returned. Future player registration may be withheld until all equipment is returned and all outstanding debts paid. The Vice Presidents and/or Division Coordinators shall ascertain that this rule is obeyed.

i) Teams may have the individual player’s name, in the form of a name bar, on the jersey provided the following conditions are met:

- i. it is the decision of the majority of team parents to do so;
- ii. every player has their name on the jersey once the decision has been made; and
- iii. the name bars have been sewn on professionally by a vendor CMHA has approved, and;
- iv. the player pays the cost of the name bar. In all cases, the name bar shall conform to the size, script and material as specified by the Equipment Manager. He shall also designate where they are to be placed so as not to detract from the sponsors' crests. The Team Manager is responsible for seeing that names are sewn on at the beginning of the season and removed at the end in a manner that does not damage the jerseys.
- v. Damage to the jersey as a result of adding or removing a name bar will result in the jersey deposit being cashed.

j) Players must always wear the assigned jersey for statistical record purposes.

k) Representative 'A' players and their coaching staff must wear attire to their games consisting of dress or khaki pants, shoes, either a dress shirt and tie or polo/turtleneck shirt, and a black jacket.

l) Deposits:

- i. Each player will submit two Jersey deposit cheques in the amount of \$200.00 each, post-dated to April 15th of the following calendar year. The Team Manager, or designate will collect jersey deposit cheques once all players are placed on to their initial teams or groups. The Team Manager or designate will submit all cheques by October 15th to the CMHA Mailbox, located at Poirier Sport and Leisure Complex, with the completed Team Roster. Any player that does not provide jersey deposit cheques will be removed from participating in any hockey activity by the VP until the cheques are received. Teams will also not receive their tournament permission letters, until their team's cheques have been dropped off and confirmed.
- ii. A garment bag must be purchased by each player to hold their jerseys. At the time of collecting jersey deposits, players must show

the team Manager that they have a garment bag before being issued a jersey.

- Each player will be responsible for maintaining their jerseys throughout the season. **ABSOLUTELY NO HEMMING OR ALTERING OF THE JERSEYS IS PERMITTED.** Failure to return the jerseys in good condition at the end of each season will result in the deposit cheque being cashed. If returned in good condition within the time allowed, the deposit cheque will be destroyed.

- “Good condition” is defined as no rips, tears, holes, or signs of mold. Game related jersey damage must be reported to the team equipment manager as it happens.

iii. CMHA will provide goalie gear for U7 - U9 & U11 C divisions to assist with the incorporation of the CMHA Positional Play policy. Teams are required to provide 2 goaltender gear deposit cheques in the amount of \$400.00, at the beginning of the season which will be returned upon return of the gear. Goalie gear for these divisions may also be available through Spring but must be requested via the CMHA Equipment Manager with a \$650.00 deposit cheque. Also teams are responsible to write two jersey deposit cheques, for goalie jerseys each at \$200.00

iv. The Team Equipment Manager shall be responsible for collecting and allocating the equipment to Team Officials and players. The Team Equipment Manager shall ensure that all equipment is accounted for and returned to the CMHA Equipment Manager in appropriate condition at the end of each season. All puck bags and first aid kits must be replenished, A's and C's must be safely removed from the jerseys and jerseys must be inspected for damages and repaired prior to equipment return. Each Team will be required to provide a deposit of \$300.00 for an equipment deposit. The Coach of each team is responsible for ensuring the proper care and return of all equipment as well as ensuring all CMHA policies are followed. The Coach may delegate this responsibility but ultimately is the individual accountable for their team.

2. Equipment

- a) The Equipment Manager shall keep an inventory of the equipment and shall be responsible for the purchase and maintenance of all equipment with budgetary approval first given by the Executive.
- b) Equipment may be loaned for personal use upon approval of the Equipment Manager. Any Coquitlam Minor Hockey player using goalie equipment shall pay a rental fee as set by the Executive each year.
- c) Any player registered as a goalie that owns his own equipment, shall receive a 50% rebate of registration fees.
- d) The Equipment Manager shall be responsible for allocating the equipment to Team Officials. The Managers and Coaches shall ensure that all equipment is accounted for and returned to the Equipment Manager in appropriate condition by April 30, at the end of each season. All name bars are to be removed from the jerseys.
- e) The Equipment Manager shall collect all deposit cheques for jerseys.
- f) Teams are responsible for any unassigned jerseys (i.e. Jerseys used when there is a colour conflict).
- g) Teams will be charged fees for puck bags, pucks, First Aid Kits and cones if they are not returned at the end of the season. Teams will provide a deposit cheque.
- h) The current list of Hockey Canada approved equipment required by each player is:
 - i. Skates
 - ii. Shin Pads
 - iii. Socks
 - iv. Pants
 - v. Shoulder Pads
 - vi. Athletic Supporter (jock or jill)
 - vii. Gloves
 - viii. Elbow Pads

- ix. Hockey Jersey
- x. Stick
- xi. Throat Protector
- xii. Helmet with Face Protector

SECTION I: TEAM PROCEDURES

1. 'A' Team Procedures

- a) All teams must follow the policies found on the Manager Webpage.
<https://coquitlamminorhockey.org/manager-page/>
- b) New registrants after Representative Carding may be placed directly onto the appropriate Representative team if that Representative Coach, Coach Coordinator and the applicable Vice President feel his skills are adequate. However, the President shall have the ultimate authority in such matters.
- c) The need to reassign a player from a Representative 'A' team shall be discussed with the consent of the applicable Vice-President(s) or Coordinator if pertaining to the "C" division, prior to any such action-taking place. Once assigned to a Representative 'A' team, a player may be assigned to a C team in the next higher division, if their skill level would cause an imbalance in the division of their birth year. The parents of the concerned player shall be made aware of the possibility and the reasons for it at least one week prior to such action.
- d) A minimum of 15 players and 2 goaltenders must be carded by the date set by the Executive. The team will be expected to complete the balance of the hockey season with a complement of no less than 15 regular players (assuming no injuries or resignations).
- e) If for any reason the Manager and Coach are of the opinion that they cannot comply with the preceding rule at any specific point in time, because of special extenuating circumstances, the matter must be immediately discussed with the Vice-President as applicable. Following a review by the appropriate Vice President, a clearance may be granted for a specific period of time exempting the team from adhering to the

provisions of this Section. The appropriate Vice-President shall report the circumstances to the Executive and only on its authority shall the situation be allowed to continue. The Vice-President granting the original exemption shall ensure that every possible effort is made to facilitate the team returning to a full complement as soon as possible. A complete written record of each exemption shall be retained.

f) Coaches and Managers must make every possible effort to equalize the playing time of every player in each game. Where it is reported that the spirit of this rule is not being followed, it shall be the responsibility of the applicable Vice President to investigate and take whatever action is necessary to correct the matter.

Representative “A” Level Hockey – U13 through U18

i. CMHA recognizes that there are distinct differences between the competitive and recreational hockey streams in these divisions and that a coach may need to make reasonable adjustments to player ice-times throughout the season to ensure that a proper balance between player development and team competitiveness is achieved over the course of a season.

ii. “A” level coaches are therefore provided reasonable discretion with respect to ice time. Athletes and parents are expected to understand that equal playing time in games is not guaranteed. Actual playing time can be influenced by such factors as game situations, excessive penalty minutes, individual discipline, practice and game attendance, injuries and health concerns.

iii. Game situations which may require an “A” level coach in these divisions to adjust ice-times may include, but are not limited to:

- penalty killing/powerplays
- important face-off situations
- overtime/shootouts
- adjusting lines to competitively match an opposing team's lines
- adjusting lines in third period of a game to ensure a competitive advantage is maintained
- adjusting starting goaltender rotations

iv. The Coach of each team shall incorporate a Fair Play representative. If any incident should arise, the representative's procedure would be to first try to resolve the problem within the team's boundaries. If that attempt fails, the representative is to report to the VP, who in turn will take the matter to the Executive for review. A formal complaint will not be accepted by the CMHA Executive with respect to Fair Play unless a complainant can demonstrate that they have attempted to resolve any disputes first at the team level and second with the assistance of their VP.

g) Parents withdrawing a player from a Representative Team, for reasons other than illness, health, or circumstance deemed valid by the Executive, risk the player losing their opportunity to play in the CMHA or in the Representative 'A' division the following season. This Executive Discretion is not appealable through the Complaints Procedures.

h) Players selected for Representative 'A' Teams will be assessed an additional fee as set annually by the Executive, to cover extra costs such as more ice time, coach honoraria, carding fees and rep socks.

i) Representative teams are registered electronically with BC Hockey and Hockey Canada.

j) The Team Manager shall ensure that all match and gross penalties and suspensions are reported to the applicable Vice President, without exception. In addition, where an undesirable penalty pattern or attitude is deemed to be developing in any hockey player, the Coach and Manager shall discuss the problem with the appropriate Vice President with the view to correcting the matter.

k) Parents or guardians wishing to discuss any matter related to the welfare of a child playing Representative hockey, shall first approach the team manager with an attempt to resolve the question. If unable to resolve the matter, then an appeal shall be made to the applicable Vice President. If the situation warrants further consideration, it shall be referred to the Executive.

l) Representative 'A' Teams shall not be permitted to play each other in exhibition, without the Vice President's and the President's approval.

m) The Coach is responsible to the appropriate Vice President/Division Coordinator for the actions of the team at all times that the team is under the jurisdiction of the Association.

- n) Teams wishing to play in tournaments or exhibition games outside of the PCAHA area must receive permission from the Executive. At its discretion, the Executive may delegate to the applicable Vice President or Division Coordinator authority to permit teams to participate in games in the Branch (BC and Yukon) and Washington. In all cases, the necessary permission from PCAHA and BCAHA must be obtained.
- o) Each team from U7-U18 must provide an EEC volunteer and if a team does not provide one, then their 2nd pre-payment deposits will be withheld until they do. CMHA reserves the right to make exemptions for specific teams where necessary due to special circumstances.

2. 'C' Team Procedures

- a) All teams must follow the policies found on the Manager Webpage.
<https://coquitlamminorhockey.org/manager-page/>
- b) On being informed by the Coach or Manager of a Representative player being released, the Division Coordinator shall ensure that the player is notified of his assignment to a Representative "C" team.
- c) All players on 'C' teams shall receive equal ice time. Coaches and Managers must make every possible effort to equalize the playing time of every player in each game. Where it is reported that the spirit of this rule is not being followed, it shall be the responsibility of the Division Coordinator to investigate and take whatever action is necessary to correct the matter.
- d) For the purpose of monitoring the equality of playing times of the players of a team, the Division Coordinator shall conduct spot checks.
- e) It is important that the teams be as balanced as possible. Following several sessions at the beginning of each season teams shall be selected by a draft system involving all Coaches and the Coordinator for each division. To ensure that this balance is maintained, the Division Coordinator shall closely monitor the division playing. They may transfer players, by giving one week's notice to the management of the teams concerned. It shall then be the responsibility of the management of the team from which the player is being transferred to inform the player of the name of the team to which they are being sent and shall also notify them of the reporting date and time. To ensure a certain degree of stability, the balancing of teams through the transfer of players may take place up to and including the date specified by PCAHA for that season.

- f) Players shall be assigned to a team and must remain with that team unless reassigned to another team by the Division Coordinator. A game could be forfeited and the player suspended if they play for a team other than the one to which they have been assigned unless authorized by the Division Coordinator. The Coach of the team on which the player is not registered may also be suspended.
- g) Any player movement, after team selection, shall only be done after consultation with the departing and receiving coaches, the parents of the players being moved and the players. Both the Division Coordinator and President must be consulted for final approval before any player movement.
- h) Players must play for one team only. Approval from the Division Coordinator must be obtained for exceptions to this rule in the case of Tournaments, make up teams.
- i) Team management shall maintain an attendance record for all games and practices, which shall be made available to the Division Coordinator upon request. Where it is considered that a player is developing a poor attendance pattern, without acceptable reason, team management may take corrective action by means of warning to the player and parent(s) or guardian of possible suspension to the player.
- j) Where the Division Coordinator considers that the action taken by team management has not resulted in any improvement in the player's attendance, they shall report the case to the Executive, who may suspend that player from any further participation in the Minor Hockey program.
- k) When a player is suspended from further participation for the balance of the season or who voluntarily terminated their connection with the team, the management of the team shall immediately notify the Division Coordinator who in turn will contact the Registrar. The Registrar shall notify the Division Coordinator of the name of the player, whose name is on the top of the standby list of players wishing to play hockey.
- l) The Division Coordinator shall contact the waitlist player and inform them of the name of the team they have been assigned to and shall also notify them of the time and place to report.
- m) Parents or guardians wishing to discuss any matter related to the welfare of a Representative "C" hockey player shall first approach the Team Manager with an attempt to resolve the question. If unable to

resolve the matter then an appeal to the applicable Division Coordinator may be made. If the situation warrants further consideration, it shall be referred to the Executive.

n) The Representative “C” Team Manager and/or Coach is responsible to his Division Coordinator for the actions of the team at all times that the team is under the jurisdiction of the Association.

o) No player shall at any time, attend a representative ‘A’ practice or game without permission from the applicable Division Coordinator.

p) Teams must comply with Hockey Canada, BC Hockey and PCAHA rules governing the number of players in a game.

q) Teams wishing to play in tournaments or exhibition games outside of the PCAHA area must receive permission from the Executive. At its discretion, the Executive may delegate to the applicable Vice President or Division Coordinator authority to permit teams to participate in games in the Branch (BC and Yukon) and Washington. In all cases, the necessary permission from PCAHA and BCAHA must be obtained.

r) Each team from U7-U18 must provide an EEC volunteer and if a team does not provide one, then their 2nd pre-payment deposits will be withheld until they do. CMHA reserves the right to make exemptions for specific teams where necessary due to special circumstances.

3. Reimbursement Policy for All Volunteers

TEAM OFFICIALS:

a) Certifications:

The following individuals will be eligible to be reimbursed for their Respect in Sport for Activity Leaders (RISAL) course, HCSP course, and coaching certifications when necessary for new officials or renewals:

i. RISAL: Max of 5 (five) Team Officials per team - 1 head coach, 2 assistant coaches, 1 manager, 1 HCSP will be reimbursed for U9-U21 and an additional assistant coach for U7.

ii. HCSP: Max of 1 HCSP per team will be reimbursed

iii. All coach certs will be reimbursed for 1 head coach and 2 assistant coaches per team for U9-U21 and 1 head coach and 3 assistant coaches for U7.

b) BCH Participant Assessment Fees:

- i. A max of 5 rostered officials per team will be covered by CMHA (1 head coach, 2 assistant coaches, 1 manager, 1 HCSP).
- ii. Any additional assistant coaches/HCSP's will be charged \$50 per person above the 5 listed above, unless they are already a team official as defined above in 1.a on another team.

JR COACHES:

Will be eligible for reimbursement:

- a) of their RISAL if they complete RISAL and CATT during their volunteering phase.
 - i. if RISAL and CATT are not taken during their volunteering phase, they will not be reimbursed once being compensated.
- b) of their coaching certs if they complete them during their volunteer phase and have received approval from CMHA PRIOR to taking the course.

OIH AND FIRST AID ATTENDANTS:

- a) CMHA does not reimburse OIH's or FAA's for any certifications. These individuals may ask the team to cover these costs.
- b) BCH Participant Assessment Fees for any number of OIH's will be charged to the team at \$50 per person, unless they are already a team official as defined above in 1.a on another team.

SECTION J: TEAM ICE

1. Team Ice

- a) Teams wanting to purchase extra ice at any of CMHA's rinks must do so through the Ice Allocator. Once approval is obtained the team official shall pay the cost of the rental at the end of the season, via withdrawal of the team bank account.
- b) To have the benefit of CMHA ice times and rates, a policy to cover ice times booked for a series of sessions, such as power skating, pre-season

conditioning, or summer conditioning, the following guidelines have been set by the CMHA executive:

- i. All ice must be booked through the Ice Allocator;
- ii. All players must be currently registered with CMHA;
- iii. All players must wear full hockey gear;
- iv. There will be no formal games or referees;
- v. Coaches/instructors not in CMHA are not covered by CMHA;
- vi. There shall be no parent/players events on ice.

2. Ice Rebooking Policy

- a) Teams must re-book at least 75% of their ice credits prior to each pre-payment deadline.
- b) Failure to re-book ice credits will result in:
 - i. Not receiving their pre-payment deposits until it is rebooked
 - ii. Not being given tournament permission letters until it is rebooked
- c) Teams will not be given permission to book ice in other non-Coquitlam facilities if they have ice credits.
- d) Teams may not return regularly-allocated morning ice times to replace them by buying prime ice times. The prime times would be in addition to any morning ice times that are allocated to the team.
- e) Teams who are buying significant amounts of extra ice in addition to their allocation may have that ice recalled back to the available ice grid so other teams can comply with this policy.

3. No Shows Policy

There will be a surcharge equal to the cost of ice, applied to teams who have ice either assigned or booked, who don't use it. Please note that Facility Management reports no shows to us.

- a) Game Conflicts - It's in everyone's best interest to plan ahead! Identify and resolve all conflicts, as soon as your schedule is released. There will be a limited amount of conflict game ice held back from the general available ice for 2 weeks only. Any ice that a team can't use, MUST be

returned to the Ice Allocator, or traded with another team ASAP, to ensure CMHA used ice effectively. No-show charges will apply.

b) Tournaments - Teams are aware of tournament weeks ahead of time. There is no excuse not to return/trade ice times that you will not be using during tournaments, at least 15 days prior to the date. No-show charges will apply.

c) Holidays - Pro-D Days, Thanksgiving, Halloween, Remembrance Day, Grey Cup, etc. are not surprises. No-show charges will apply.

4. Ice Acknowledgement

a) You must send an email (located at the bottom of the page) to confirm that you've read ALL instructions and identify ONE person from each team to manage your ice. This email confirmation must be received, or there will be no response to your ice requests

b) All ice must be returned, booked, and traded by the HOME team responsible for the ice time, through the email provided and the important info below, must be followed. Please do not send general emails for ice.

SECTION K: TEAM FUNDRAISING & FINANCES

1. Team Fundraising/Finances

From time to time, parents and players will be expected to make direct contributions to meet team and Association expenses through fundraising efforts. It is expected that all fundraising efforts will be carried out within the Association boundaries and in good taste. Individual teams may be permitted to raise funds for their own use. To avoid conflicts between teams, a request for a fundraising activity should firstly be made to the Executive and once approved, comply with the following conditions:

a) No monies shall be collected in connection with hockey except by, or with the consent in writing of, the Coquitlam Minor Hockey Association.

b) A request to the Executive outlining the fundraising activity and the use to which the funds are to be put. Funds may only be raised to provide extra ice time, which includes payment of ice fees for extra games or practices, payment of officials where necessary, tournament entry fees,

and travel and accommodation costs for tournaments and exhibition games outside of the PCAHA area.

c) The proposed fundraising activity shall be compatible with the philosophy of minor sports and this Association. Door to door solicitation shall be reserved for the Association as a whole, except where permission has been granted to hold bottle or paper drives. Raffles or sponsorships shall not permit the promotion of products such as liquor, or any other controlled substance. The Association does not condone can-shaking.

d) Before proceeding with extra activities and the necessary fundraising, the team parents shall have been consulted and their support secured.

e) All teams involved with fundraising must submit a financial statement to the Executive at the end of their regular playing season, or upon request of the Executive.

f) An interim financial statement shall also be submitted by December 31 of the current season, to the appropriate Vice President or Division Coordinator. Any teams not complying shall be denied any further funds for officials and reported to the Executive.

f) Excess funds in the team account at the end of the season should be returned to team parents. Any extra monies beyond what each family contributed will be given to the CMHA Foundation Fund.

g) CMHA Team Bank accounts must be used for all of the team's funds. The account will be in the team's name with the Team Manager and Team Treasurer as signatories.

i. Coaches may not be signatories.

ii. Signers on the accounts cannot be related by blood or a marriage, even if the marriage is/was common law or if it was dissolved.

h) All cash transactions should be evidenced by a receipt in writing.

i) 50/50 and raffle fundraising for a team is optional, and the management thereof, including the application for a Gaming Event Revenue Report for relevant licence(s) is the responsibility of the team and are mandatory. Licences must be in the name of an individual (parent) on the team. The BC Gaming Branch's Rules and Regulations are to be strictly adhered to,

as any infractions can seriously jeopardize CMHA's Gaming grant. CMHA will post additional processes on the Manager webpage.

j) Use of the CMHA Budget Template is mandatory.

k) Any item on a budget that exceeds the Budget Guidelines document for that season will trigger a private vote to the Division Coordinator / VP of the division, and 100% approval by all families is required for this overage.

l) A \$50 administrative fee will be charged on individuals that deposit a Team Fees Refund Cheque from the end of any previous season after the team accounts have been swept for a new season which either causes the payment to bounce and incur NSF charges or causes the new season's team to have a debit. Team accounts will be swept July 31st.

The following actions will be taken:

i. If the refund cheque bounced, the replacement payment will be the original amount LESS \$50 AND any NSF charges incurred.

ii. If the refund cheque is worth \$50 or less and it bounced, there will be no replacement payment issued AND any NSF charges will be added to the HCR profile of the player whose cheque was cashed which will need to be paid before the player can register for a future season, or summer development.

iii. If the refund cheque was cashed and a debit is created in the new team's account, a \$50 fee will be charged to the HCR profile of the player whose cheque was cashed which will need to be paid before the player can register for a future season, or summer development.

m) Teams who hire Jr Coaches for team-level development must provide an equal amount of paid sessions to the volunteer sessions they did for the team, once their 12 volunteering hours are complete. For example, if a Jr Coach worked 3 shifts as a volunteer on a team, that team will commit to 3 paid sessions for a total of 6 sessions for that team. If a Jr Coach did all 12 volunteering sessions with one team, then the team would be obligated to provide 12 paid sessions. Teams are not obligated to have a Jr Coach at all 12 of their volunteer sessions, but however many they do use them for, must be matched with paid sessions.

i. Jr Coaches are responsible for tracking their own volunteering sessions, and on which team they complete them with.

SECTION L: SPONSORSHIP

- a) CMHA accepts sponsors to make a donation and represent a team for the duration of one year.
- b) Sponsorship banners will be allocated to teams so that they may be displayed at each of their games, if the sponsor provides the banners and the banners comply with City requirements for size and placement, etc.
- c) Only Licensed Merchandise Partners may sell items which feature the CMHA logo.
- d) All sponsorship needs VP approval before proceeding, please email all details to your VP. Complete the summary report with all required details, on the Sponsorship tab, on the Team Fundraising Summary.

SECTION M: TOURNAMENTS

- a) Each year CMHA hosts up to five tournaments, which will be determined each spring for the divisions that will be hosting for the upcoming season.
- b) The dates and times of these tournaments will be determined each year by the Tournament Director, in conjunction with the City of Coquitlam, Parks and Recreational Department.
- c) The organization of each tournament is the responsibility of all teams in the division. The Division Coordinator is responsible for ensuring each of their teams have provided the required number of Committee delegates.
- d) The Tournament Director and appropriate Vice President will oversee all CMHA tournaments to ensure accountability.
- e) Participation in the home tournament is mandatory for all teams that are hosting that season. Individual teams refusing to participate will not be given permission numbers to enter other outside tournaments.
- f) Tournaments are fundraisers for the host teams. Tournament registration fees are paid by all teams. CMHA teams will be reimbursed equally for all, or part of their entry fee after all tournament expenses are

paid and any remaining monies, will be divided equally between the host teams for that division.

- i. Of the remaining monies, 50-50 proceeds will be divided according to the proportion of sales each team generated.

- g) All tournaments are required to include a 3% contingency in their budgets that will cover credit card cancellation fees in the event the tournament is cancelled. This will be paid from the fees collected from CMHA teams.

- h) The CMHA Treasurer and President will be co-signing authorities of the General Tournament Account.

- i) Tournaments may opt to provide and pay for the Head Referee for each tournament.

- j) All tournaments and their committee members will ensure all gaming sales (50/50, raffle tickets) volunteers are aged 19 or older and will be monitored by two adults.

SECTION N: VOLUNTEER POLICY

1. General

- a) All U7-U18 member families in CMHA must complete volunteering in the following 3 (three) tiers:

- i. For the Association

- ii. For the Divisional Tournament, if that division is hosting

- iii. For the Team

- b) Definitions of what constitutes Association, Tournament, or Team volunteering tasks are subject to change, at the discretion of the Executive Board. Current definitions are posted to the website.

- i. Association volunteering is measured by participation, not specific hours.

c) Obligations:

- i. Association volunteering shifts will be determined by the Executive Board, and posted on the Association website, or otherwise communicated electronically.
- ii. Tournament volunteering shifts are determined by the Tournament Committees, distributed to teams, and assigned by Team Managers.
- iii. Team volunteering shifts are assigned by the Team Manager and/or Head Coach, or a designate on the Team.

d) Failure to fulfill the obligations of the:

- i. Association Volunteering Tier - will be governed by this "CMHA Volunteering Policy", and will result in a fee, by way of a deposit cheque (see points B1&2).
 - If no cheque is provided, or the cheque is non-negotiable for any reason (i.e., cannot be deposited), then there will be a charge equaling the Volunteer Amount added to the player's HCR profile. If there is more than one child in the family, the Volunteer Amount will be divided equally to each player's HCR profile.
- ii. Tournament Volunteering Tier - will be governed by a separate "Tournament Volunteering Policy", and will result in a fine to the team.
- iii. Team Volunteering Tier - sanctions will be at the discretion of the Team. Sanctions might include an appeal to the Executive Board for freezes on player eligibility, fines in addition to those described above, or a holdback of Team Fee Refund.

2. Process for Association Volunteering

- a) There will be a required deposit amount set annually by the Executive Board and posted to the Association website.
 - i. If the outcome of executing the policy results in an increase of members "paying out" their obligations, the Executive Board has the power to increase the deposit. Families may NOT "opt-out".

- b) Each family will submit 1 (one) deposit cheque in the required amount to the Manager of the Team of their oldest child registered in the Association. The deposit submitted is per family.
- c) Volunteer participation must be registered by the families using the current Volunteering Tracking Process. Participation not registered via this process will not be credited or accounted for. There will be no other source of record keeping.
- d) Any assessment of a fee cannot be appealed unless evidence is provided that the hours were registered within the current Volunteer Tracking Process.
- e) If a position has a requirement to be rostered officially in the HCR, failure to become properly rostered will disqualify that volunteering from being eligible for the Association Volunteering Tier fulfillment.
- f) Deposited fees will be used as follows:
 - i. To cover any costs associated with the program if any, and;
 - ii. Any excess funds, after any costs incurred to run the volunteer program have been covered, will be utilized by the Association for operational costs as needed.