

**COQUITLAM  
MINOR HOCKEY ASSOCIATION  
POLICIES AND PROCEDURES**

Revised August 19, 2023

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REGISTRAR (TWO-YEAR TERM-EVEN NUMBERED YEAR)

EQUIPMENT MANAGER (ONE-YEAR TERM)

CHAIRPERSON OF PARENTS' AUXILIARY (TWO-YEAR TERM-EVEN NUMBERED YEAR) ICE

ALLOCATOR (ONE-YEAR TERM)

RISK MANAGER (ONE-YEAR TERM)

REFEREE-IN-CHIEF (ONE-YEAR TERM)

SPONSORSHIP AND PROMOTIONS COORDINATOR (ONE YEAR TERM)

COACHING COORDINATOR (ONE-YEAR TERM)

DIVISION COORDINATOR (ONE-YEAR TERM)

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## **I. 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.

## **II. ORGANIZATION STRUCTURE**

### **A) Association**

The Coquitlam Minor Hockey Association (CMHA) is a non-profit organization registered with the B. C. Societies Act. CMHA is responsible for all minor hockey activities within its boundaries provided by Pacific Coast Amateur Hockey (PCAHA). PCAHA receives its authority by The Canadian Hockey Association (CHA) through British Columbia Amateur Hockey Association (BCAHA). All minor hockey participation is governed by the Canadian Hockey Association's "Constitution, By-Laws and Regulations" and "Official Hockey Rules" handbooks. CMHA is a member of the B.C. Gaming Commission.

The Association will conduct an Annual General Meeting prior to May 1 of each year.

### **B) Executive**

The duties and responsibilities of CMHA Executive and its membership are outlined in the Constitution and Bylaws last amended **September 2003**. Copies of the CMHA Constitution and Bylaws and Policy Manual are available to the members upon request, or they can be downloaded from the CMHA website. The policies are established by the Executive under its powers under Section 3.1 of the Constitution. The Executive shall be comprised of the directors of the Society.

## **III. REGISTRATION**

### **A) 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.

## **B) Membership:**

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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 form 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 CHA regulations with respect to minor hockey eligibility; and
  - (II) That the child satisfies the residency requirements of the CHA, 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 the CHA, BCAHA and/or PCAHA or such other association of which the Society is a member or with which it is affiliated.
- (d) Players who played Major Midget the previous season shall be allowed to register as a returning player in the current season.
- (e) Players released from CMHA to Junior Teams in the current season will be permitted to return to Coquitlam by October 31<sup>st</sup> of that season, provided they are properly registered with the CMHA. March 2, 2010
- (f) Players/members who have not registered by June 30<sup>th</sup> 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.
- (g) 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.
- (h) It is at the sole discretion of the Executive to submit a Zero Tolerance Letter to a player at registration.

## **C) 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

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on a sibling wait list which will be carried over until they are accepted. This will be subject to the experience requirements at Pee Wee and above.

- (IV) All new players
- (b) All new players are put on a wait list in the order of coming in the door at New Player Registration. 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.
- (c) All new registrants shall be accepted only with the approval of the president, they will also be asked if they wish to tryout for Rep.
- (d) Any player whose registration is accepted after the start of tryouts may be placed in the tryout process at the President's discretion
- (e) For Peewee 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.
- (f) Waiting lists will terminate on December 31<sup>st</sup> of the current season. Waitlists may be carried over into the following year pursuant to the current Executive ratification.

#### **D) 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 certified cheque or money order and paid in full. Payment for the current year's registration must be made by certified cheque or money order and paid in full. No player will be allowed on the ice until full payment of outstanding amounts is made.
- (c) Pay a late fee set by the executive. Exceptions will only be made in the

- case of a member who has contacted the registrar of the association prior to the official returning player registration date.
- (d) At the time of registration for Atom and above, all new players and returning players to the CMHA will be asked if they would like 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 Atom 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) Any future BC Best Ever Candidates for the first level will receive 50% off the following year's registration.
  - (g) Registration fees for Juvenile players will be due and payable once the finalized team roster has been submitted to the Registrar.

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- (h) The CMHA Hardship Fund, administered by the Parent's Auxiliary, offers grants towards the Coquitlam Minor Hockey Association's registration fees only. The sole purpose of the fund is to provide assistance with registration fees to players where the family has a proven need.
- (i) All NSF cheques will be subject to a \$35.00 administrative

charge.

## **E) Cancellation of Registration and Refund Policy**

- (a) Players or parents choosing to cancel their registration shall notify the Registrar and appropriate Division Coordinator in writing.
- (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:

Prior to August 15<sup>th</sup> 100%  
 August 16<sup>th</sup> – September 15<sup>th</sup> 100% less \$50 administration fee  
 September 16<sup>th</sup> – October 1st 75%  
 October 2nd - November 15th 50%  
 November 16<sup>th</sup> – December 15<sup>th</sup> 25%

There shall be no refund of fees after December 15<sup>th</sup> of the current season. (c) Any registered player that obtains a release by September 30<sup>th</sup> to play for Major Midget or for a Junior team shall receive a 100% refund of the basic registration fees.

- (d) Any team that carries an excess of 18 registered players on the team roster shall receive a team rebate. The "Per Player Rebate" is based upon the basic registration fee less all BCAHA/PCAHA costs. The team rebate is based upon the number of players in excess of 18 times the "Per Player Rebate", less any outstanding CMHA registration fees for players listed on the roster. The team rebate shall be provided in January.

- (e) 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.

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#### **IV. COACH SELECTION**

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.

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 Atom for two years and then to coach Peewee in the third, or to coach Atom for one year then to coach the following two years in Peewee, 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.

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.

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 Juveniles and Midget division comprise of a three year span an independent Coach may coach Juvenile/Midget for more than two years, which is in keeping with the philosophy of maintaining independent coaches in an A division.

For selection of the rep A1, A2 and A3 coaches, the Executive Board shall strike a Coach Selection Committee. The Committee shall consist of the President, First and Second Vice Presidents, Coach Coordinator, and three members at large from CMHA selected by the full Executive. The Coach Coordinator shall chair the Committee. The following applies to the Representative Coach Selection Committee (RCSC):

- Any Representative Coach Selection Committee 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.

- All discussions held with regard to the RCSC are strictly confidential
- Coach candidates for representative teams should be solicited no later than April 15<sup>th</sup> of each year

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- Interviews for the Representative Coaches should be commenced no later than May 30<sup>th</sup> of each year
- Every effort must be made to ensure that all members of the RCSC are present at each coach interview
- Parent/Player evaluations should be made available to all members of the RCSC
- 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
- Voting on representative coaches should not be conducted unless all members of the RSCS are present. No votes by proxy.
- All Representative Coaches must be in place by July 15<sup>th</sup> of each year
- 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. The Coach Coordinator and the Division Coordinators will recruit the Representative C coaches. The following guidelines apply to the A1, A2 and A3 coach selection process.

1. Coach candidates shall complete an Application for Coaching Position form. Application information is subject to verification by the Selection Committee. The application list may be short-listed.
2. Coach candidates may be solicited through newspaper ads, postings at recreational facilities 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.

3. Successful candidates shall be required to sign the BCAHA Coaching Code of Conduct form and undergo a criminal record check.
4. 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.

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5. Ideally, all Representative A1, A2 and A3 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:
  - player ability must be consistent with the level of ability of the team (The Coach Selection Committee 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 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.
  - a coach may coach relatives for not more than two consecutive years. - relatives include children, or children in which the coach has a relationship with the parent
6. Ideally, any coach shall not coach the same age group (2 years) for more than two consecutive seasons.
7. Each coach should be required to provide the Coaching Coordinator with a written statement of his coaching philosophy and his 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 his goals and objectives as the year goes on. This is intended to focus the coach on setting realistic goals and objectives and then focusing his energies on achieving them.
8. 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.
9. At the end of each season parents will be asked to fill out a Coach's survey. The surveys are to be distributed in a sealed envelope addressed to the Secretary, who then reviews and submits the surveys to the President. Surveys may also be made available online.
10. All coaches will be required to complete 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.

11. All coaches shall be selected based on the following criteria:

- technical knowledge
- communication and interpersonal skills
- teaching ability
- leadership and sportsmanship
- time commitment
- ability to maintain discipline
- certification level
- coaching philosophy

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- previous experience
- willingness to adhere to CMHA philosophy and work with CMHA

Executive.

## **V. PLAYER PLACEMENT**

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

### **Atom Pee Wee Bantam Midget Juvenile**

**Hockey 1-4. Children aged five-eight are placed into four groups, Hockey 1, Hockey 2, Hockey 3 and Hockey 4, based on age and skill.**

All teams from Atom to Midget will play the following levels:

- i) Representative Levels A1, A2 and A3;
- ii) Representative C Level for all players not electing to play on or selected to play on the Representative A1, A2 or A3.
- iii) Hockey 1-4 for players 8 years of age and under. Each player will be placed into a balanced team within their group.

2. The Executive shall classify or zone teams as it deems to be in the best interest of the Association.
3. 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.
4. 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.

5. 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.
6. 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.
7. No player shall be allowed to play in more than one Division, or for more than one team unless as a Casual "A" player (except as in the case of an affiliate player as per B.C.A.H.A and P.C.A.H.A. rules).

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8. CMHA will follow PCAHA affiliate rules. Please see the most current PCAHA rulebook for guidance.
  - i. 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.

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- ii. 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.

- iii. 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.

- iv. 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.

- v. 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.

- vi. Affiliate players are responsible for:

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

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.

Affiliates may play only 5 league/playoff games after January 10. Exhibition/Tournament games are not considered league/playoff games. CHMA policy is to discard players exceeding these limitations, so that the player will not be able to play hockey for the remainder of the season. As more than one team can draw from the same pool of players and the same players cannot be affiliated with two Representative teams, the following limitations are therefore imposed.

Table format only, revised May 23, 2023

Rep Team	Midget A1	Midget A2	Midget A3	Bantam A1	Bantam A2	Bantam A3	PW A1	PW A2	PW A3
Available Teams	M A2 M A3	M A3 M C B A1	M C B A1	Bantam A2 or A3	B A3	Bantam C PW A1	PW A2 or A3	PW A3 or C	PW C ATOM A1
Max. Skater Limits		2 M C 2 B A1			2 B C 2 PW A1			2 PW C 2 ATOM A1	

- The process starts with the first team on the left and proceeds to the right on the list. • For example; the Bantam A2 team can choose up to 2 Bantam C skaters and up to 2 PeeWee A1 skaters. The Bantam A3 team can then choose any remaining Bantam C or PeeWee A1 skaters.
- This process ensures that each team can obtain affiliate skaters from 2 or more other teams.
- Initially this process limits each team to affiliate 4 skaters and 1 goalie. Any teams with 16 skaters are initially limited to 2 affiliate skaters. After all teams have made affiliate card selections, all teams can affiliate additional players if desired.
- The VPs will make a final ruling on any conflicts.

### **Affiliate Player Rule for "C" Division Hockey**

An affiliate player is defined as a player registered with the CMHA who is temporarily included on the playing roster of a team in a higher division or category within the CMHA.

- All C teams in a Division may affiliate players from C teams in a lower division if the C Division team requiring the affiliate player has 12 or less skaters or has no goaltender available. Permission to play an affiliate player must be given by the FVN C League Manager

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- A player from the C Division may be affiliated with a Representative A1, A2 or A3 team in a higher category of their same Division (A1/A2/A3) but must be carded prior to participation in any game with such team. Players do not have to have tried out for a Representative A1, A2 or A3 team in order to be considered as an affiliate.
- Players may only be affiliated with one team in a higher division or category. • Affiliate players may play as many games “up” as desired until January 10<sup>th</sup> of any given year. After this date only 5 games may be played in the higher division or category by any one player. The Division Coordinator and/or the Vice President responsible for the particular division must be notified by the Coach and/or Manager of the higher level team when the fourth game has been played. Tournaments and/or exhibition games do not count in this number.
  - 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.

### **Casual Player Rule for Atom Division Hockey**

- The Affiliate Player Rule as defined in the PCAHA rule book does not apply to Atom Representative Teams.
- The Casual Player Rule applies to Atom A teams
- Atom A teams may not draw players from the Hockey 3/4 Division. • A Hockey 3/4 aged player who has been moved permanently to the Atom Division is treated as an Atom player and is eligible to be carded on a Representative team, including as a Casual Player. The only restriction on Hockey 3/4 aged players is that a maximum of 3 such players may be registered on any Atom team.
- A CMHA player in the Atom Division may be designated as a Casual Player with a team in the same division but in the next higher category and may play for this team on an occasional basis.
- The word “occasional” refers to the restriction that casual carded players may only play 5 regular season league/playoff games commencing at the start of league play in October of each year.
- The 5 game limit does not include tournament and exhibition games. • The Casual Carded Player must be registered on both teams.
- Casual A players (CA) and Casual B players (CB) must be clearly designated as such on all game sheets and team rosters by both teams for which they play. • A Casual Player may not be registered with more than one higher category team at a time.
- A player who has played more than 5 league/playoff games is not eligible to become a Casual A or Casual B player again in the same season. A player cannot be carded on one team, play 5 games, and then be decarded and Casual carded to another team.
- Each Atom A team will be given a total of 25 cards. Three of these cards will be for Team Officials. This leaves each team with a total of 22 cards for players and goaltenders.
- Once 5 league/playoff games have been played, the Casual carded player

will be de-carded and another Atom division player will be carded in his/her place.

Updated August 2, 2023

The process may continue until the maximum number of (22) cards provided to that team have been utilized.

- Each team may card a maximum of 19 players at any one time of which at least 2 must be goaltenders.
- Provided that the U11 A teams are in different tiers, the U11 A1 team casual cards players from the U11 A2 team. Assuming that the U11 A3 team is in the lowest tier, this team is deemed "B" for the purposes of Casual B players who are drawn from the Atom C Division.
- Should the U11 A teams be placed in the same tier, the higher designated team will choose the first Casual carded player. The next choice then goes to the higher designated team. This process will continue until a maximum of 2 casual carded players have been named to each team.
- Players may not practice with a higher category team until they have been officially carded to that team.

It is expected that all players will participate in CMHA activities only during the current season. All other activities must be at the approval of the coach.

## **VI. REPRESENTATIVE "A1", "A2" and "A3" SELECTION**

Mission Statement: 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.

It permits each player the opportunity to improve his/her skills and character, set goals and to play at the highest individual and team skill level. Representative hockey is the culmination of player skills, attitude and desire coupled with coaching experience, training and dedication to form a team to play against the best players from other associations. The 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 and miscellaneous expenses. Representative Coaches will form teams by selecting from players who have elected to try out for that particular age group and level. 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 A1, A2 or A3 teams.

### **A) Player Procedures**

1. Only players registered with CMHA may participate in representative tryouts.
2. Only players who have completed the representative tryout application and paid the representative tryout fee during the representative 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, room permitting.
3. Players must wear all equipment, including a CHA approved neck guard. Any player not wearing all the required protective equipment will be sent from the ice and shall not be permitted to return until he/she has put on the missing approved equipment. Players will be allowed to return to their assigned ice times when the equipment deficiency has been corrected.
4. Players unable to participate because of being at a Junior 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.
5. In the event that a player cannot participate in the scheduled evaluation process, a submission may be made to the rep Player Selection Committee for further consideration.
6. In the event of an injury, where a player cannot complete the tryout process, the player shall be assessed after the earliest medical approval date by the Representative Player Selection Committee and/or designate. The player shall be placed on a team at the discretion of the appropriate Vice President.
7. Players trying out for rep who wish to be excluded from a specific rep team selection, must notify the appropriate Vice President before the rep tryouts begin.
8. During the selection process, players who wish to release themselves from a rep 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.
9. Ice time will be as fair as possible but it may not always be equal in Representative hockey. 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.



10. 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 activity commitments (sports/clubs/lessons) 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. All other commitments must be made clear to the coaching staff prior to the signing of the commitment letter. The following guidelines are provided for clarity;
- 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 will be at the discretion of the Coach.
  - 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 will be 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. If the referee clinic is held during representative team tryouts, any player who misses an evaluation event in order to attend the referee clinic shall be officially excused from the representative event and said absence will not factor into the representative team selections or releases.
11. 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, with players and parents being required to sign a commitment letter before the player will be considered for the final team.
12. The goal of all Representative teams is to play at the highest level.
13. The final date for player movement within the Rep A1 and A2/A3 pools is December 1<sup>st</sup>, unless there are disciplinary issues which need to be dealt with by the coaching staff, the Executive and will follow PCAHA guidelines.
14. It is mandatory that all members operate under the 24 hour cooling off rule. This rule requires that a member wait for 24 hours as a cooling off period before the concern will be addressed. This rule applies to all members, including coaches, executive and all volunteers.

## **B) Representative Player Selection Committee**

1. The representative player selection committee will consist of the Development Coordinators, representative Coaches, and their Assistants for the division, together with the appropriate Vice President.
2. At the discretion of the First or Second Vice President, Rep coaches from other levels can be requested to assist.
3. It is the responsibility of the appropriate Vice President, along with the Development Coordinators, Coach Coordinator and Independent Evaluators in each division to arrange the on-ice evaluation for the rep tryouts.
4. Representative A1 Coaches and/or Independent Evaluators will evaluate players from an off-ice vantage point. 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, unless the Executive believes that candidate is the most qualified candidate for the position.
5. 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 or the President.
6. 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.
7. 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.

## **C) Evaluation Process**

Players shall be divided into groups and a unique identifier number will be issued which shall be used during the tryouts to identify the individual players. In preparation for the representative skates, the Registrar shall prepare a player list of those who applied for each representative age group U11 through U18. The First or Second Vice President and Division Coordinators will assign the players into reasonably even sized groups.

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

The players' assessment shall be based on the following on-ice skills:

- Skating
- Puck Control and Shooting
- Hockey IQ
- Battle and Compete
- Passing/receiving checking (at the Coach's discretion U15 rep and above)

In addition, the following will be taken into consideration:

- Desire/determination Work ethic
- Discipline Game sense

Round One shall consist of three tryout sessions, which shall include all players in their respective group assignments. The Development Coordinators, Coaching Coordinator, Representative A1 Coaches, and Independent Evaluators will ensure the teams are split evenly and evaluate the game sessions.

The second round will consist of top 30-36 games where teams are split evenly. After the Top 30 game the A1 pool will be formed with a max of 24 skaters and 4 goalies.

Goaltenders shall be placed on a team in which they will play in intervals, being rotated through the teams as determined by the Coaching Coordinator and the Representative Coaches.

Depending on the number of goalies there may be separate goalie evaluations will be conducted during the tryouts to ensure Coaches have proper evaluation of the goalies.

At the end of Round Two sessions, with the exception of U21, the players shall be divided into two groups, A1 Pool and the released players will be placed in the A2/A3 pool. The players not selected for the A1 or A2/A3 Pool will be released to the C Division.

1. The A1 pool shall consist of up to 24 skaters and up to 4 goaltenders. A player from the A1 pool cannot be released to C without the prior approval of the appropriate Vice President.
2. The A2/A3 pool shall be divided into 3 to 4 equally balanced groups for two additional game-style evaluations after which the A2/A3 pool will be divided into the A2 and A3 pools.
3. Those players not selected for the A1 or A2/A3 pools shall be assigned to the C Division. Players released to the C Division after this point of the tryouts will be contacted by the Division Coordinator and assigned their

next ice time.

4. Players selected to advance to the next round of tryouts will be informed by a list posted on the CMHA website or by the Representative Coaches for that particular Division.
5. All players and parents must be informed of when the releases will take place. Representative Coaches 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.
6. All final round releases must be done by the Representative Coaches in person and in private. A suggested procedure for logistics of handling the player releases will be given to the Representative Coaches for each Division by the appropriate Vice President. 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. Where possible, 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.
7. All Representative Coaches shall mutually agree to the placement of these players into their respective pools. The First and Second Vice Presidents responsible for the division shall review the final list before releases are made.
8. The First and Second Vice President 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.
9. The Representative Player Selection Committee chaired by the appropriate Vice President shall settle any disagreements amongst the coaches regarding the placement of players.
10. 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.

11. Until releases from a pool or a Representative team have been personally disclosed to player candidates or disclosed by public notice where permitted by these policies and procedures, no one on the Committee shall disclose such releases or possible releases to anyone outside of the Committee.
12. 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.
13. 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 Committee and review such policies and procedures with them in order to ensure strict compliance therewith.

#### **D) Final Rosters**

1. 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.
2. The selected A2 coach may retain up to fifteen skaters and 2 goaltenders.
3. If a player of a Representative A3 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.
4. Representative teams, U11 to U18, shall be at the declared roster 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 will be assigned to a C team in the next higher division.
5. U21 teams shall be at a declared roster size by mid October.

### **VII. REPRESENTATIVE "A1", "A2" AND "A3" TEAM PROCEDURES**

1. 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.
2. The Representative Player Selection Policies must be followed during the evaluation process.
3. The need to reassign a player from a Representative A1, A2 or A3 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 A1, A2 or A3 team, a player can only be assigned to a C team in the next higher division. 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.
4. A minimum of 15 players and two 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).

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5. 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 First or Second 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.
6. All casuals and affiliates may only play the maximum number of games as allowed by PCAHA and BCAHA in the higher division. Should the player exceed the maximum number games in the higher division the player is prohibited from playing any more games for any teams until the Executive has reviewed the situation. The intent of this provision is to prevent casuals and affiliates playing more than the maximum games permitted by PCAHA and BCAHA and therefore becoming a permanent player. Both the coach and the parents must advise the Vice Presidents when the fourth game is played.
7. A request to the President, Vice President and Coordinators may be made to move a casual and 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.
8. Coaches and Managers shall make every possible effort to equalize the playing time of each player throughout the season (in league and/or exhibition games). 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.
  9. 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 A1, A2 or A3 division. This Executive Discretion is not appealable through the Complaints Procedures.
  10. Players selected for Representative A1, A2 or A3 Teams may be assessed an additional fee as set annually by the Executive.
  11. Representative teams are registered electronically with British Columbia Amateur Hockey and Hockey Canada. Players on representative teams are required to sign a "Team Registration Form" which is to be kept on file by the Association Registrar. The signed rosters must be made available to the Branch immediately upon their request.

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12. 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.
13. 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.
14. Representative A1, A2 or A3 Teams shall not be permitted to play each other in exhibition, without the Vice President's and the President's approval.
15. The Representative A1, A2 or A3 Team Manager and/or Coach is responsible to the appropriate Vice President or Division Coordinator for the actions of the team at all times that the team is under the jurisdiction of the Association.
16. 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.

### **VIII. REPRESENTATIVE "C" SELECTION**

All registered CMHA players, with the exception of those that are selected for Representative "A1", "A2" and "A3" hockey or those not electing to play Representative "A1", "A2" or "A3", will play in the Representative "C" league. It is the goal of CMHA to achieve quality and fair play between the Representative "C" League Teams.

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1. 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.
2. Only players who are registered for the current season with CMHA may attend evaluations.

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- i. During an evaluation skate, all players will be evaluated and graded accordingly to skill level in the following areas:  
  
Skating  
Stick-handling  
Passing
- ii. During an evaluation scrimmage, all players will be evaluated and graded accordingly to skill level in the following areas:

Skating  
Passing Shooting  
Battle & Compete

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4. The draft procedure will be as follows:

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- i. (a) 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.

(b) Requests must be made, via email to the Division Coordinator, within a two-week window, starting two weeks before the onset of the A2/3/4 tryout period, and ending with the onset of the tryout 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 trades will happen past one week after the draft for any reason, except for re-balancing, if required.

ii. The draft will be conducted in three phases.

a. The first phase will be a drafting of the teams by the Division Coordinator, in charge of that division. Current draft policy will be carried out; coach and player requests will be accommodated (if possible). Preliminary teams will be formed.

b. The second phase will be a presentation of the preliminary teams to the Head Coaches (or any Head Coach proxies) by the Division Coordinator, for their approval. Preliminary teams are to be kept in the strictest of confidence.

c. The third phase will be a presentation of the coach-approved teams to the VP of the division before posting the teams to the division membership.

d. 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).

iii. (a) Each Head Coach must submit a ranking for each player in the draft.

The ranking is from 1 (new to hockey) to 10. Along with Head Coaches, U8 through to U18 will be assigned ONE Independent Evaluator ("IE") per division to ensure accurate rankings.

(b) 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.

(c) Before the draft, the IE will submit a "Final Draft Rankings" form to the Division Coordinator, which will be used to input into the draft document.

iv. If there is no opportunity for final rep release to be assessed by the head coaches prior to the draft, all players being released from the final rep tryout process will be given a 10 rating, providing they have an established history of playing in a rep division as a regular player for a full season prior. Final rep

release players who have never played in a rep division will be given a ranking of no higher than an 8, unless observed on-ice by the IE amongst other 'C' players, and the IE determines they should be ranked higher. Players will be sorted according to this rank and will be drafted according to current draft policy.

v. Players will be sorted in the Draft Spreadsheet according to position, birth year (earliest to latest), and rank (highest to lowest). Players will be selected in this order (each number is a "player group"):

1. Goalies
2. Forwards
3. Defensemen

After each player group, the team averages will be re-calculated. The team with the lowest average after each recalculation is the first to start the next round of picking, maintaining the order of the ascending average scores, until the team with the highest average

vi. 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.*

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

viii. A released representative player may choose not to play hockey.

## 5. Balancing the Teams.

i. Each team in the Division will play a balancing game with every other Coquitlam team in the Division. A copy of the game sheet will be forwarded to the Division coordinator within 24 hours of the game being played.

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

iii. 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.

- iv. 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.

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### **IX. REPRESENTATIVE "C" TEAM PROCEDURES**

1. On being informed by the Coach or Manager of an "A2" or "A3" Representative player being released, the Division Coordinator shall ensure that the player is notified of his assignment to a Representative "C" team.
2. All players on C Rep teams shall receive equal ice time. Coaches and Managers shall make every possible effort to equalize the playing time of each player throughout the season (in league and exhibition games). Where it is reported that the spirit of this rule is not being followed, it shall be the responsibility of the applicable Division Coordinator to investigate and take whatever action is necessary to the matter.
3. For the purpose of monitoring the equality of playing times of the players of a team, the Division Coordinator shall conduct spot checks.
4. 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 play. He 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 he is being sent and shall also notify him 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 Pacific Coast for that season.
5. 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 he plays for a team other than the one to which he has been assigned unless authorized by the Division Coordinator. The Coach of the team on which the player is not registered may also be suspended.
6. 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.
7. 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.

8. 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.

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9. Where the Division Coordinator considers that the action taken by team management has not resulted in any improvement in the player's attendance, he shall report the case to the Executive, who may suspend that player from any further participation in the Minor Hockey program.
10. When a player is suspended from further participation for the balance of the season or who voluntarily terminated his 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.
11. The Division Coordinator shall contact the waitlist player and inform him of the name of the team he has been assigned to and shall also notify him of the time and place to report.
12. 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.
13. Continued lateness or absence of a player is to be reported to the Division Coordinator by the coach and/or manager.
14. Coaches will be allowed on the ice for Hockey 1 and 2 games during regular season games, unless otherwise determined by the Coaches and the Executive. These teams are not required to change ends upon completion of a period.
15. 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.
16. No player shall at any time, attend a representative "A2" or "A3" practice or game without permission from the applicable Division Coordinator.
17. Teams must comply with CHA, BCAHA and PCAHA rules governing the number of players in a game.

18. 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.

## **X. FAIR PLAY**

The CMHA encourages the use of Fair Play for all of its members, coaches and players.

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The following are the principles of the CMHA Fair Play Policy:

1. Respect the rules.
2. Respect the Officials and their decisions.
3. Respect your opponent.
4. Give everyone an equitable chance to participate.
5. Maintain your self-control at all times.
6. Respect yourself.

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 Division Coordinator, who in turn will take the matter to the Executive for review.

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## **CMHA CODE OF CONDUCT**

The CMHA strives to achieve and maintain the highest standards of sportsmanship in ice hockey and to provide a safe and positive sport environment. Our Association abides by the fair play codes set forth by the BCAHA, which can be accessed at [www.bcaha.org](http://www.bcaha.org). Every participant; player, coach, referee, official, league organizer, parent or spectator has a responsibility to behave in a respectable and sportsmanlike manner. The CMHA has a progressive system of discipline, which applies to all members. Any participant(s) conducting themselves in a manner unbecoming of the Association may receive a letter of warning which is the first step in the disciplinary process. Examples of conduct subject to discipline are (but not limited to):

- Players receiving a PCAHA Notification of Suspension for Multiple Serious Penalties
- Making inappropriate physical contact with any player, coach,

- official, league representative, spectator, or arena personnel
- Disputing or arguing with the decision of an official, coach, league organizer, spectator or player, whether on or off the ice
- Entering the locker/dressing room of an opposing team or obstructing their access to or exit from said room and arena
- Entering the officials' locker/dressing room or obstructing their access to or exit from said room and arena
- Using obscene language, swearing or the use of obscene gestures on or off the ice
- Unauthorized entry to the ice surface
- Pounding or climbing on the glass
- Throwing any object onto the ice surface, into the player area(s), or at another individual
- Defacing or damaging property belonging to any individual, team, association or arena
- Refusing to leave a facility once advised to do so by any official or league organizer
- Inciting any person(s) to become involved in any of the behaviors listed above
- Any other conduct not in compliance with the requirements set out in the PCAHA Rule Book Section H(7-12) and the BCAHA Zero Tolerance Policy

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### **XI DRESS CODE**

1. The basic approved colours for all Coquitlam Minor Hockey Association purposes shall be gold, black and white as registered with P.C.A.H.A.
2. Permanent colours for all Representative A1, A2 and A3 Teams shall be:
  - i) basic gold jersey with white and black trim as registered with P.C.A.H.A. - to be worn to all "home" games except when a colour conflict occurs as determined by P.C.A.H.A. rules. In such cases the black "away" jersey is to be worn
  - ii) alternate colours are black with gold and white 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.
3. There is to be no purchase of other representative jerseys except by written approval of the CMHA Executive to ensure adherence of registered colours and standard CMHA design.

4. Players must use proper CMHA jerseys and use any jerseys purchased outside of the Association for practice only.
5. Sweater 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, and Sponsor advertising.
6. Each player shall be assigned a numbered sweater, which is to be used **for games only**.
7. The team's manager and coach shall issue and collect the sweaters and may be held responsible for replacing any sweaters not returned to the Equipment Manager.
8. No player shall receive a sweater for another team until all sweaters 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.

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9. Teams may have the individual player's name on the sweater provided the following conditions are met:
  - i) it is the decision of the majority of team parents to do so;
  - ii) every player has his or her name on the sweater once the decision has been made; and
  - iii) 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 sweaters.
10. Players must always wear the assigned sweater for statistical record purposes.
11. Each player must submit a postdated cheque the amount determined by the executive at the beginning of the season as a deposit for the jerseys distributed. The cheque will only be cashed if the jersey is not returned by a reasonable date at the discretion of the Executive.
12. Representative A1, A2 and A3 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.

## **XII. EQUIPMENT**

1. 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.
2. 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.
3. Any player registered as a goalie, that owns his own equipment, shall receive a 50% rebate of registration fees.
4. 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.
5. The equipment manager shall collect all deposit cheques for jerseys.
6. Teams are responsible for any unassigned jerseys (i.e. Jerseys used when there is a colour conflict).

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7. The current list of CHA approved equipment required by each player is:

Skates Shin Pads Socks and Garter Belt/Velcro Shorts Pants Shoulder  
Pads Athletic Supporter  
Gloves Elbow Pads Hockey Jersey  
Stick Throat Protector Helmet with Face Protector

### **XIII. SPORTS COMPLEX RULES AND ETIQUETTE**

1. When arriving at the applicable rink for a Minor Hockey League game or practice, players shall use the designated entrance.
2. Players shall stay within the confines of the allocated space for Minor Hockey in all rinks.
3. Hockey shall be played only on the ice surface, not in the dressing rooms, hallways or spectators' area.
4. Abuse of equipment or arena property must be compensated by the individual/team, and may, with the discretion of the Executive, be punishable by suspension and/or fines.
5. Players shall leave the ice immediately following their game and go directly to their dressing room to allow the next team to start on time.



6. All players shall change in their allocated dressing rooms and shall remain with the Coach or Manager until they are advised the ice is ready.
7. The Coach or Manager of the team shall remain in the dressing room until all players have departed. The room shall be locked when the team leaves.
8. At no time should an open room be without the supervision of a team official.
9. Dressing Rooms must be left clean and in order.
10. Any player ejected from a game shall be escorted to the dressing room by a team official.

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#### **XIV. MEDICAL, INSURANCE AND SAFETY**

1. No player shall be allowed on the ice unless he has registered, paid the required fees, produced proof of age and residency on first registering with this Association and has been given a Hockey Canada number.
2. No player shall be permitted to participate at any time in any on-ice activity unless he is outfitted with approved equipment. The Risk Manager shall conduct an inspection of all equipment as soon as possible at the commencement of a hockey season and any essential equipment rejected must be replaced within one week's notice or the player shall not be permitted to participate in any programs.
3. Coaches, Managers, Trainers and uncarded Referees shall be covered by Mutual Aid
4. In the event of an injury, the Team Manager, Coach or the CHSP Certified individual shall be responsible to see that all necessary action is taken. If in doubt, the player shall be taken to the hospital for treatment. If a player's parent(s)/guardian is not at the arena, parent(s) should be phoned immediately upon taking the player to the hospital. A Mutual Aid report must be completed and forwarded to the Registrar. In addition, the Coquitlam Minor Hockey Accident Report form shall be completed and forwarded, within 24 hours, to the Chairman of the Committee for Safer Hockey.
5. Only personnel assigned by the Division Coordinators or Executive are permitted in players' boxes during games and/or practices.
6. Players who have missed games due to injuries requiring medical attention and therapy shall not return to play without written doctor's approval. A coach or Team Official may request doctor's permission to play hockey if they are concerned about the player's health.
7. Each team shall be supplied with a first aid kit at the start of the season. Each kit must include Triangular band aids, safety pins, adhesive strips, fingertip strips, knuckle strips, butterfly strips, sterile gauze pads, nonstick sterile telfa

pads, handi-wipes, rubber gloves, stainless forceps, stainless scissors, pressure dressing, sterile drainage dressing, Q-tips, 3" tensor, 1" roll adhesive tape, 4" x 4" sterile gauze pad, cold pack, and insurance forms.

8. Equipment checks will be done prior to the season commencing to ensure that all players are wearing CSA approved equipment. All players will attend an equipment check run by the Risk Manager. A checklist will be given to each player advising of the approved or disapproved gear. The parents are responsible to ensure that the equipment all passes prior to the child playing.
9. All teams must have one individual certified as CHSP at every game and practice. All bench and on ice Coaches/assistants shall be covered by Mutual Aid. Generally, managers should not be behind the bench.

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## **XV. DISCIPLINE/COMPLAINTS**

If any problems should arise, the teams are asked to first try to remedy the problem amongst themselves. If after the attempt to sort out any difficulties fails, then the team is asked to take the appropriate action. Representative A1, A2 and A3 Teams are to report to the appropriate Vice President, and the Representative "C" Teams to the Division Coordinator. Any serious disputes are to be resolved through the Complaint and Appeal Procedure as noted in the Constitution.

Decisions and authority of any official of the Association, including referee's decisions and Executive members, must be respected at all times by all players and members of the Association.

Fighting anywhere in the arena complex or during a game will result in a temporary suspension of one game at the discretion of the Division Coordinator. The Executive could suspend the players involved for any number of games pending a decision. B.C.A.H.A. and P.C.A.H.A. rules shall apply.

The Team Manager shall ensure that all match and gross penalties and suspensions are reported to the applicable Division Coordinator and 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 Division Coordinator or Vice President with a view to correcting the matter. If the problem is considered to be of a serious nature, the Division Coordinator or Vice President shall, after consultation, have the player referred to the Disciplinary Committee for corrective action.

A discipline committee will be formed to deal with player/parent/official/team discipline problems that cannot be handled by the team's Head Coach or by League Officials. The Committee will consist of the applicable VP or Division Coordinator and two members at large that are not associated with the matter in

question in any way. Similarly, if the Executive member of the committee is involved he/she shall defer the matter to another non-involved Executive member. The committee's decision can be appealed with seven days, only if the President receives a written request, which must contain some information that was not previously known or some reason why the matter should be reviewed again. The President will then decide if such an appeal would be granted. His decision is final.

The Vice Presidents and Coordinators are responsible for matters in their respective areas of responsibility and are authorized to use the remedies in article 7.7 of the Constitution in dealing with such matters.

Any player or official who is under the influence of alcohol or drugs while participating in a minor hockey game or practice shall be suspended. This includes arriving at or leaving the arena. Smoking or swearing in dressing rooms, hallways or players' benches are offenses liable for suspension.

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In addition to that which may be taken under the by-laws, the Executive shall have the authority to suspend and/or to ask for the resignation for cause of any official.

The Coach or Team Manager shall report any difficulties to the appropriate Vice-President regarding the Representative A1, A2 and A3 division, and the Division Coordinator for the "C" division.

## **XVI. DUTIES AND RESPONSIBILITIES OF COACHING STAFF**

The CMHA Executive requires a high standard of conduct from its coaching staff in dealing with players, other coaches, referees and other officials. The Coach is expected to project to the parents and the participants a positive attitude and commitment and to support the decisions made by the Executive. The Coach will also appoint an Assistant Coach, who shall follow the same philosophy as the CMHA Association. All bench and on ice Coaches and Assistants shall be covered by Mutual Aid. The following are the expectations by the Executive of each of the Coaches.

1. To attain all levels of training required by B.C.A.H.A. AND P.C.A.H.A and to attend all clinics imposed by CMHA Executive.
2. To attain, read and follow the PCAHA Rules and Regulations book provided to you at the start of the season.
3. To appoint an Assistant Coach, Team Manager and Team Parent
4. To enforce all policies and procedures published by this Association.

5. To select players based on the Player Selection guidelines.
6. To issue jerseys to the players
7. To participate in and promote the CMHA Fair Play Program.
8. To teach and improve the hockey skills of individual players and promote teamwork, discipline and sportsmanship.
9. To ensure each player is properly protected by wearing fitted and approved equipment.
10. To ensure at all times that one official on the bench has the required CHSP certificate.
11. To use practice ice for practices only. If an exhibition game is to be played, then permission is to be granted by the League Manager.
12. To impose disciplinary suspensions to players.
13. To ensure that a player incurring a suspension does not play. Failure to check could mean forfeiture of future games and further disciplinary action.

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14. To respect the decisions made by the referees with a controlled attitude. Lack of self-control will not be accepted by the CMHA Executive and will bring review and possible dismissal.
15. To advise the Division Coordinator of any problems regarding a child's welfare or wellbeing or to refer them to the Hardship Fund.
16. To keep kids and parents in line and to handle any problems that may arise.

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## **XVII. DUTIES AND RESPONSIBILITIES OF TEAM MANAGER**

Upon ratification by the Executive, the Team Manager shall work closely with the Coach and Assistant Coaches and assist in appointing parents to other positions. The main function of the Team Manager is to act as liaison between the Coach, the Parents, the League Manager, and CMHA Executive. The Team Manager generally should not be behind the bench. The following are a list of duties of the Team Manager.

1. To prepare a team roster listing the players' names, phone numbers, jersey numbers, parents' names, and medical information to be made available for the registrar and League Manager. A phone list of the players, coaching staff, manager and team parent should also be made available for the players and parents.

2. To obtain a team schedule from the League Manager and ensure all players receive a copy. The schedule must show the game number, the date, the location, time, and whether you are home or away. The team must also receive a practice schedule.
3. To ensure that all scheduled games have been forwarded to the officials, team, parents and referee assignors.
4. To ensure that any conflicts on the schedule are corrected with permission of the League Manager. To ensure that both teams are in agreement with the changes and all individuals are advised.
5. To ensure that every league, exhibition, playoff and tournament games have proper game numbers. These numbers are obtained by calling the League Manager. Game numbers are required for the Mutual Aid Plan.
6. To ensure that all team players, parents, opposing team, officials and ice coordinator are notified if a game or practice is cancelled or changed.
7. To obtain sufficient funds from CMHA to cover the fees for officiating for the season.
8. To obtain and read the PCAHA rulebook.
9. To obtain all ice from the ice coordinator and advise of any scheduled ice that is not going to be used.
10. To keep in constant contact with the Division Coordinator to stay up to date on activities and information available for the team.
11. To ensure that the team is entered into Tournaments and Jamborees and that the team has enough money to register.
12. To arrange fundraising functions for the team and ensure they follow the proper fundraising guidelines.
13. To ensure that all score sheets are properly filled out with game number, players, coaches, goals, assists, scorekeepers, and referees prior to game start. To ensure that

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referees properly sign off the sheet, and copies are given to the other team and the League Manager.

14. To ensure team officials are paid after the game.
15. To ensure that proper permission slips, medical and personal information, and game numbers are obtained prior to traveling outside of Canada or the Province.

16. To arrange meetings and functions with the Coach and to attend all league meetings imposed by the CMHA or PCAHA.
17. To supply the executive with a financial statement showing all transactions of the team funds including expenditures, deposits, etc.
18. To notify local newspapers of team's efforts, wins, etc.
19. To ensure all safety procedures are being followed.
20. To obtain a properly stocked First Aid Kit including Injury report forms. 21. To keep track with the Coach of any suspensions and ensure they are being served.
22. To ensure that every player has completed and signed the proper consent and medical cards and that this information is readily available.
23. To ensure that all team players and officials are properly registered or carded for insurance through the Registrar and that all Medical Forms are completed.
24. To ensure that all rules and policies of the Association are being followed and advise the Division Coordinator or appropriate Vice President of any problems.
25. To obtain the uniforms and equipment and ensure that they are cared for and returned in suitable condition.
26. To ensure team lists are completed and filed with the Registrar no later than December 15.
27. To ensure team player cards are completed, signed by the player and parent and filed with the Registrar prior to the first team game.
28. To 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 Team Manager, together with the Coach, shall discuss the problem with the appropriate Vice President with the view to correcting the matter.

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### **XVIII. DUTIES AND RESPONSIBILITIES OF TEAM PARENT**

The main function of the Team Parent is to ensure that all the parents and players are properly informed of the team functions and news. The Team Parent will work closely with the Team Manager:

1. To ensure all parents and players have an up to date schedule and team phone list.
2. To call parents and players regarding any game or practice changes.
3. To prepare a schedule for parents to work the concession at Main Rink, if applicable.
4. To obtain a concession key or code from the Parents' Auxiliary. To ensure that the team is ready to take over the concession at the allotted time and the concession is locked up properly.
5. To ensure a timekeeper and scorekeeper have been assigned for each game.
6. To distribute information given from the Division Parent.
7. To organize any parent or team parties.
8. To ensure the wrap up party acknowledges the Coaches, Managers, players, with awards and/or mementos.
9. To collect all Fairplay forms and return them to the Fairplay coordinator.

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## **XVIX. TEAM FUNDRAISING/FINANCES**

From time to time, parents and players will be expected to make direct contribution 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:

1. No monies shall be collected in connection with hockey except by, or with the consent in writing of, the Coquitlam Minor Hockey Association.
2. 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 P.C.A.H.A. area. The funds should not be used for clothing apparel, shoes, and equipment. These items must be paid personally.
3. 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. The Association does not condone can shaking.
4. Before proceeding with extra activities and the necessary fundraising, the team parents shall have been consulted and their support secured.
5. 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.
6. An interim financial statement shall also be submitted by December 31 of the current season to the appropriate Vice President or Division Coordinator who shall provide copies to the President and Secretary. Any teams not complying shall be denied any further funds for officials and reported to the Executive.
7. Any team hosting a game at the Main Arena will operate the concession. Funds from this concession will be divided amongst the teams at the end of the year
8. Excess funds in the team account at the end of the season should be returned to those team parents who made out of pocket contributions or turned over to the Association when the funds were raised through any form of public solicitation made in the name of minor hockey. Any extra monies may be given to the Hardship Fund.



9. Bank accounts should be used for all of the team's funds. The account should be in the Team's name with the Team Manager as signatory.

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10. All cash transactions should be evidenced by a receipt in writing.
11. 50/50 and raffle fundraising for a team is optional, and the management thereof, including application for relevant licence(s) is the responsibility of the team. Licences must be in the name of an individual (parent) on the team. The BC Gaming Commission's Rules and Regulations are to be strictly adhered to, as any infractions can seriously jeopardize CMHA's Gaming Commission grant.

## **XX. TEAM ICE**

Teams wanting to purchase extra ice at the Coquitlam Arena must do so through the Ice Coordinator. Once approval is obtained the team official shall pay the cost of the rental immediately to the Ice Coordinator of Coquitlam Minor Hockey. 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:

1. All ice must be booked through the ice coordinator;
2. All players must be currently registered with CMHA;
3. All players must wear full hockey gear;
4. There will be no formal games or referees;
5. Coaches/instructors not in CMHA are not covered by CMHA;
6. All player cheques must be made out to CMHA;
7. All coaches/instructors must invoice CMHA for payment;
8. There shall be no parent/players events on ice.

## **XXI. AWARDS AND TROPHIES**

All trophies will be awarded at the discretion of the Executive. Any trophies won at Tournaments are the property of the Team. In this case, the Team may raffle off the trophy for a team member or present it to their sponsor. The CMHA currently awards the following:

1. MEMORIALS

- a) **Todd Seymour Promising Official Award** (1988-2008)

Todd, an official and Midget Player, died in a car accident during his final year with CMHA. This award will be given to an official selected by the Referee in Chief. The Midget Tournament was renamed in his honour. A Best Defenceman Trophy is also awarded and presented at the Tournament. This award is not only for CMHA players.

b) **Jevon Clarke Midget Rep Award (1990-2010)**

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Jevon, a Midget A and B Player in CMHA, died in a car accident. This award will alternate each year between a graduating "A1" player in the even year and a graduating "A2" or "A3" player in the odd year. Coaches along with the appropriate Vice President will nominate the player to be honoured with this award.

c) **Nigel McKenzie Bantam C (1990-2010)**

Nigel, a Bantam "C" player in CMHA, died in a car accident during a ski trip. In his honour a second year Bantam "C" player will be selected from the nominations made by the Bantam Coordinator and the coaches.

d) **Dennis Holt Bantam AAA**

Dennis was an "Oldtimer" hockey player in Coquitlam, who died in the Annex during a game. This award is given to an inspiring second year Bantam A1 player. The coach in consultation with the first Vice President will nominate the player they feel should be honoured with this award.

2. COACH OF THE YEAR

- a) **Representative A1/A2/A3 Coach** – This A1, A2 or A3 coach is selected by the Coach Coordinator in consultation with the first and second Vice Presidents to be given to the coach who showed outstanding contribution and leadership during the course of the year
- b) **Representative C Coach** – Atom, Pee Wee, Bantam or Midget Coach selected by the Coach Coordinator in consultation with the Division Coordinators. This award will be given to the coaches who showed outstanding contribution and leadership during the course of the year

3. SPORTSMANSHIP

- a) **"A1" Teams – Atom-Juvenile** – Selected by the Vice Presidents using comparison of penalty minutes as part of criteria
- b) **"A2/A3" Teams** – Atom –Juvenile – Selected by the Vice Presidents using comparison of penalty minutes as part of criteria
- c) **"C" Teams – Each Division** – Selected by Division Coordinators, comparing penalty minutes, conduct, lack of majors, etc.

## **XXII. SPONSORSHIP**

CMHA accepts sponsors to make a donation and represent a team for the duration of one year. The cost for sponsorship is \$500 for the first year and \$400 for every year thereafter.

Sponsorship banners will be allocated to teams so that they may be displayed at each of their games.

Only Licensed Merchandise Partners may sell items which feature the CMHA logo.

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## **XXIII. REFEREES**

Referee's decisions are to be respected, as are the decisions of any executive member of the Association.

Referee clinics are available for students from the age of 12.

The pay schedule for referees in the case of an absence is as follows:

Two man system – both refs show – both paid as refs

Three man system – two show – both paid as refs

Three man system – one shows – paid as two refs

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## **XXIV. CLINICS**

The CMHA sponsors the following clinics:

Coaches

- coach certification
- speak out

Players

- skill development
- power skating
- body checking

Goaltenders

- goaltending

Referees

- summer clinic

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## **XXV. TOURNAMENTS**

Each year C.M.H.A. hosts the following tournaments:

- Initiation
- Atom C
- Pee wee A2/A3
- Pee wee C
- Bantam C
- Atom A

These tournaments will be held during Christmas or Spring breaks.

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.

The organization of each tournament is the responsibility of all teams in the division. The division coordinator is responsible for identifying a tournament coordinator or taking on the responsibilities of the tournament coordinator.

The Tournament Director and appropriate Vice President will oversee all CMHA tournaments to ensure accountability.

The participation in the host tournament is mandatory for all teams. Individual teams refusing to participate will not be given permission numbers to enter outside tournaments.

Representative A1 and A2/A3 tournaments are fundraisers for the Association. Tournament registration fees are paid by all teams. C.M.H.A. teams will be reimbursed equally all or part of their entry fee after all tournament expenses are paid. Any remaining monies, after the teams are reimbursed, are to be paid to C.M.H.A.

All tournaments will use the applicable C.M.H.A. tournament account and will ensure the \$100.00 balance originally provided by C.M.H.A. will be left in the account at the end of each tournament. Each Tournament treasurer and the Tournament Director will be co-signing authorities of each tournament's account. In the absence of the Tournament Director, one other C.M.H.A. executive member will be listed as a co-signer.

All tournaments are required to share in the re-payment of Tournament advertising, office supplies and bank fees for the General Tournament Account incurred on their behalf.

The Tournament Director will ensure the General tournament account will be balanced to \$600.00 the original start-up monies provided by C.M.H.A. All monies over \$500.00 will be transferred annually in October of every year to C.M.H.A.

The Tournament Director and one Vice President will be co-signing authorities of the General Tournament Account.

C.M.H.A. will provide and pay for the Head Referee for each tournament.

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Tournament programs will be paid by the Sponsorship budget. Tournaments will be financially responsible for any cost incurred for new Logos.

All tournaments and their committee members will ensure all gaming sales (50/50, raffle tickets) volunteers will be aged 19 or older and all concession workers will be two adults or one 15 year old or older accompanied with an adult.

All tournament Coordinators, in conjunction with their tournament treasurer, are to ensure all final paperwork, financial statements, bills, receipts, cheque stubs, deposit slips, re-imbursement cheques, coordinator binder, registrars binder, treasurers binder, Raffle Reps information, Gaming binder with all left over raffle tickets, records of all gaming (required by the BC Gaming and Policy Enforcement Branch) including licences are to be submitted to the Tournament Director within 4 weeks of the tournament's completion.

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## **XXVI. EXECUTIVE POSITIONS**

### **PRESIDENT (TWO-YEAR TERM-ODD NUMBERED YEAR )**

The President's duties as an officer shall be to:

- a) preside at all general meetings of the Society and of the Executive;
- b) appoint a nominating committee before each Annual General Meeting;
- c) act as the official representative of the Society;
- d) be the Chief Executive Officer of the Society and supervise the other officers and coordinators in the execution of their duties;
- e) perform his responsibilities under Article 7;
- f) have the power to immediately suspend any member, player, team official, game official or any other person associated with the Society for any conduct which the President in his sole and unfettered discretion believes has been or may be injurious to a member, player or game official and likely will continue, or which has significantly hindered the Society in the pursuit of any of its purposes, provided however that such suspension shall be effective only until the next duly convened meeting of the Executive.

The President shall also:

- a) understand all general procedures and the Constitution;
- b) let the members deal with the VP's/ Coordinators and work behind the scenes;
- c) work closely with the Executive regarding financial control of the budget and projected cash balances;

- d) work with the committees formed ensuring all policies and procedures are being followed;
- e) work closely with the Managing Director with respect to player suspensions

The President shall be responsible to attend a number of meetings, namely the following:

**ANNUAL GENERAL MEETING** – The President shall prepare the agenda and liaise with the Secretary who will make all the logistical arrangements. The Constitution will be read for format and arrangements of topics. At the AGM the President will request new members to stay and set the date for the next meeting.

**MONTHLY EXECUTIVE MEETING** – The President shall be the chair and will outline the agenda for the meeting. The meetings are held every second Wednesday of the month in a predetermined venue.

**PCAHA ANNUAL GENERAL MEETING** – The President will receive all motions prior to the meeting and will attend on behalf of the members. This meeting is held in the Lower Mainland and may run for up to an entire day.

**BCAHA ANNUAL GENERAL MEETING** – The President, Vice Presidents, Registrar, Coach Coordinator and Referee in Chief generally attend this meeting which is held in the Province of British Columbia. This meeting is an all weekend affair.

**PRESIDENTS MEETING** – PCAHA will hold a meeting for all Presidents on a quarterly basis.

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### **FIRST VICE-PRESIDENT ( TWO-YEAR TERM-ODD NUMBERED**

**YEAR)** The First Vice-President shall:

- a) perform the duties of the President in his absence;
- b) supervise all Bantam, Midget and Juvenile representative A1, A2, A3 and C teams playing under the jurisdiction of the Society;
- c) perform his responsibilities under Article 7.

The First Vice-President shall also:

- a) attend all CMHA, PCAHA, BCAHA and President's meeting;
- b) ensure all representative A1, A2 and A3 teams in the Bantam, Midget and Juvenile Divisions are properly carded;
- c) distribute all referee money;
- d) distribute tournament information;
- e) collect financial statements twice a year;
- f) be the line of communication between CMHA, coaches, managers and parents for all Representative A1, A2 and A3 teams in the Bantam, Midget and Juvenile Divisions;
- g) assist or mediate conflicts on team level when other methods cannot resolve issues;
- h) assist on committees to select all rep coaches;
- i) assist on all discipline, or other formed committees;

- j) assist division coordinators and supervise rep try outs;
- k) compile a list of all Representative A1, A2 and A3 goalies in the Bantam, Midget and Juvenile Divisions with their own equipment to apply for a refund, and ensure the Treasurer receives it for amounts in every division;
- l) compile a list of Representative A1, A2 and A3 team managers in the Bantam, Midget and Juvenile Divisions for both the Treasurer and Parents' Auxiliary so cheques may be supplied for referees, concession and start up.

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**SECOND VICE-PRESIDENT (TWO-YEAR TERM-EVEN NUMBERED YEAR)**

The Second Vice-President shall:

- a) perform the duties of the First Vice-President in his absence;
- b) supervise all Hockey 1 to 4, Atom and PeeWee Representative A1, A2, A3 and C teams playing under the jurisdiction of the Society;
- c) perform his responsibilities under Article 7.

The Second Vice-President shall also:

- a) attend all CMHA, PCAHA, BCAHA and President's meeting;
- b) ensure all Atom and PeeWee Representative A1, A2 and A3 teams are properly carded;
- c) distribute all referee money;
- d) distribute tournament information;
- e) collect financial statements twice a year;
- f) be the line of communication between CMHA, coaches, managers and parents for all Atom and PeeWee Representative A1, A2 and A3 teams;
- g) assist or mediate conflicts on team level when other methods cannot resolve issues;
- h) assist on committees to select all rep coaches;
- i) assist on all discipline, or other formed committees;
- j) assist coordinators of each division and supervise rep try outs;
- k) compile a list of all Atom and PeeWee Representative A1, A2 and A3 goalies with their own equipment to apply for a refund, and ensure the Treasurer receives it for amounts in every division;
- l) compile a list of Atom and PeeWee Representative A1, A2 and A3 team managers for both the Treasurer and Parents' Auxiliary so cheques may be supplied for referees, concession and start up.

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**TREASURER (TWO-YEAR TERM-EVEN NUMBERED YEAR)**

The Treasurer shall:

- a) be responsible for keeping financial records, including books of account as are necessary to comply with the Society Act;
- b) render financial statements to the Executive, members and others as required;
- c) deposit all monies to the credit of the Society in a chartered bank, credit union or trust company.

The Treasurer shall also:

- a) advise the Registrar prior to registration of any members in arrears;
- b) prepare a budget for presentation at the AGM;
- c) deposit all registration cheques in the bank by August;
- d) collect all financial statements from teams in January for December 31 deadline;
- e) keep constant evaluation of the budget and notify the executive;
- f) issue all cheques to executive.

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**SECRETARY (TWO-YEAR TERM-ODD NUMBERED YEAR)**

The Secretary shall:

- a) be responsible for giving notification of meetings of the Society and Executive;
- b) prepare and retain custody of minutes or proceedings of the Annual General Meeting, extraordinary general meetings, Executive meetings, and any other meetings of the Society;
- c) conduct all correspondence of the Society;
- d) file such reports, resolutions and other documents as may be required by the Society Act;
- e) perform responsibilities under Article 7.

The Secretary shall during the regular hockey season:

- a) retrieve all mail from the CMHA Post Office Box 64523, located at Como Lake Village, Shoppers Drug Mart, open and read all mail; call all coordinators, etc. with pertinent information, eg. Tournaments, clinics, etc.;
- b) ensure the post office box rental fee is kept up to date;
- c) file all correspondence in the appropriate binders located , in the main filing cabinet, which is stored in a predetermined score;
- d) book the registration dates and the AGM dates with Coquitlam Recreation Centre and ensure that the room contracts are signed and the receipts paid in full;
- e) take minutes at the meetings and distribute copies to the Executive;
- f) distribute a private and a public Executive list to all members of the committee;
- g) keep up to date the Policies and Procedures manual.

For the Annual General Meeting the Secretary shall:

- a) book the meeting room for mid April;
- b) set up a head table for 20, request coffee service for 100, seating for 100, blackboard and microphone;
- c) type up and photocopy notices of the Annual General Meeting;
- d) attach any resolutions for the year to the notice;
- e) obtain address labels from the registrar and mail the notice, resolutions, etc. to all members one month prior to the meeting;
- f) advertise the AGM in the two local papers;



- g) make 100 copies of the Treasurer's year end financial statement and minutes from the last AGM;
- h) after the meeting prepare a new Executive list and distribute it to each member of the Executive, the BCAHA and PCAHA secretaries;
- i) prepare documents for the Registrar, Societies commission, Victoria, (Form 11, Notice of AGM, Notice of Resolutions, Form 10 in duplicate if appropriate, financial statement signed by President and Treasurer, minutes of AGM, filing fees of \$15 for annual report and \$10 for each resolution).

### **REGISTRAR (TWO-YEAR TERM-EVEN NUMBERED YEAR)**

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The Registrar shall:

- a) be responsible for registering all members into the Society and all players, coaches and others into any insurance plan purchased by the Society;
- b) be responsible for player registration;
- c) keep and maintain a register of the members of the Society including the member's full name, residential address, the date upon which the member is admitted into membership, and the date upon which the member ceases to be a member;
- d) keep and maintain a register of all players.

The Registrar shall also:

- a) ensure that all advertisements are placed regarding registration dates and rates are printed in local papers one month prior to registration;
- b) prior to registration, hold a pre-registration meeting for the volunteers;
- c) set up all tables and volunteers for registration;
- d) ensure that all letters, ie. rep commitment letters, tryout times, introduction letters, are prepared for registration;
- e) ensure the jersey deposit cheques, registration fees, rep fees, body checking clinic cheques are all received at registration;
- f) ensure the carding of all representative players;
- g) give all coordinators a player list by August;
- h) give the goal coordinator a goalie list by July;
- i) collect all team rosters from the coordinators by November;
- j) advise the executive of any members attempting to register with addresses outside of Coquitlam.

May 17 2010

### **EQUIPMENT MANAGER (ONE-YEAR TERM)**

The Equipment Manager shall:

- a) be responsible for the purchase, maintenance, and repair of all the Society hockey equipment;
- b) issue Society equipment to each division and keep an accurate record of the assignment of such equipment;
- c) ensure that all equipment is returned to the Society at the conclusion of each playing season.

The Equipment Manager shall also:

- a) provide a list to the Registrar of all goalies using Society hockey equipment;
- b) monitor the equipment and their storage facilities;
- c) keep a record of all jerseys distributed, how many not returned, and sell old unused equipment.

May 17 2010

### **CHAIRPERSON OF PARENTS' AUXILIARY (TWO-YEAR TERM-EVEN NUMBERED YEAR)**

The Chairperson of the Parents Auxiliary shall:

- a) solicit and supervise a representative of each division to be known as the "division parent";
- b) supervise the operation of the concession;
- c) administer the Hardship Fund;
- d) solicit and supervise volunteers for purposes of performing such volunteer functions as the Parents Auxiliary may undertake from time to time.

The Chairperson of the Parents Auxiliary shall also:

- a) apply annually to the City of Coquitlam for the concession lease;
- b) pay all applicable vendors for product;
- c) supply funds to teams for start up and year end costs;
- d) hold bank accounts for the auxiliary, Hardship Fund and concession;
- e) organize the annual CMHA Dance and fundraiser usually held in February;
- f) ensure the photo date is booked and organized for November;
- g) supply information letters to be inserted into the Scoresheet;
- h) issue all required information from the Auxiliary and Executive to the teams in a timely fashion;
- i) attend all Executive Meetings;

- j) chair the Auxiliary Meetings;
- k) supply refreshments for all Executive meetings, AGM, auxiliary meetings (costs for AGM & Executive meetings will be reimbursed to the auxiliary); l) ensure all year end cheques are turned in from the teams;
- m) organize the auxiliary year-end dinner;
- n) obtain lists of all teams in CMHA with coaches, managers, team parents name and phone numbers.

May 17 2010

### **ICE ALLOCATOR (ONE-YEAR TERM)**

The Ice Allocator shall:

- a) be responsible for liaison between the Society and the City of Coquitlam Parks and Recreation Department with respect to ice time procurement;
- b) determine and devise a schedule of ice times for each team of the Society, for review of and approval by the Executive.

The Ice Allocator shall also:

- a) attend the City of Coquitlam ice user group meetings, usually in May, to request ice requirements for next season;
- b) prepare a schedule of preseason ice times both for "C" and rep tryouts. This must be made up before June registration so that the ice times may be handed out as each player registers;
- c) ensure the next season's tournaments have their ice requirements booked, usually by June;
- d) after registration, and the number of teams per division are determined, prepare a weekly schedule allocating practice and game time per team as well as the power skate, development and "open ice" times. This schedule is submitted to the City of Coquitlam for approval of ice cleans and other conflicts;
- e) ensure that the open ice sheets in addition to other ice times turned back by teams are faxed to the City for refunds.
- f) throughout the season, make adjustments to the weekly ice schedule for special events, such as Scholarship games, play-offs, and hosting a Division Final Four play-off series;
- g) collect cheques from teams that have purchased "open ice" times and submit them to the treasurer;
- h) oversee ice arrangements for the Midget and Juvenile Scholarship games; i) ensure all names for awards are collected and issue the awards list for the AGM; j) attend tournament coordinator workshops usually held in September.

May 17 2010

**RISK MANAGER (ONE-YEAR TERM)**

The Risk Manager shall:

- a) cause to be performed equipment checks at the beginning of each playing season and at such other times as may be necessary;
- b) cause to be performed such checks as the Executive may determine; c) report and deal with any activity or concerns relating to or regarding liability coverage;
- d) select and chair the Appeals Committee in accordance with Article

7. The Risk Manager shall also:

- a) organize the CHSP and Speakout clinics;
- b) ensure the distribution, application and collection of Criminal Record Checks for coaches and Executive;
- c) ensure that each team have a CHSP certified person on the bench;

May 17 2010

**REFEREE-IN-CHIEF (ONE-YEAR TERM)**

The Referee-in-Chief shall:

- a) be responsible for obtaining and securing game officials for all hockey games played under the jurisdiction of the Society;
- b) ensure that a reasonable standard of officiating is maintained at all times; c) ensure that all game officials are registered and are members in good standing of the BCAHA.

The Referee-in-Chief shall also:

- a) set up a referee table at registration;
- b) monitor the team leader mentorship program;
- c) recruit referee assignors;
- d) establish orientations for referees;
- e) establish referee carding clinics;
- f) select referees for summer clinics;
- g) select referees for awards;
- h) monitor the referees' attendances, payments, and training.

May 17 2010

**SPONSORSHIP AND PROMOTIONS COORDINATOR (ONE YEAR**

**TERM)** The Sponsorship and Promotions Coordinator shall:

- a) solicit for and obtain team sponsorships;
- b) review fundraising efforts of individual teams.

The Sponsorship and Promotions Coordinator shall also:

- a) attend all meetings regarding fundraising;
- b) contact previous year sponsors for further sponsorship;
- c) ensure banners are available for each sponsor;
- d) ensure banners are changed on a weekly basis at the rink;
- e) ensure teams sign a Christmas card to be sent to the sponsors; f) ensure that all banners are collected at the end of the season; g) ensure that a thank you advertisement is placed in the local papers at the end of the season.

May 17 2010

### **COACHING COORDINATOR (ONE-YEAR TERM)**

The Coaching Coordinator shall:

- a) assemble and chair a committee prior to each season which shall solicit for, receive and review applications for all coaches for Representative A1, A2 and A3 teams for the ensuing season;
- b) present the recommendations of the committee to the Executive for Representative A1, A2 and A3 coaches
- c) assist division coordinators in selecting "C" level coaches;
- d) plan and supervise training programs for all coaches;
- e) act as a liaison between members and coaches in conjunction with the vice-presidents and/or division coordinators in resolving disputes.

The Coaching Coordinator shall also:

- a) during the months of April/May solicit applications for the Representative A1, A2 & A3 coaching positions including placing ads in local papers;
- b) ensure that a Coach Selection Committee is arranged to solicit applications; c) during the months of May/June assist the Division Coordinators in lining up "C" coaches and assistants;
- d) ensure that a Coach sign-up table is set up at registration;
- e) during the month of August participate in meetings with the rep coaches prior to tryouts and ensure they are properly informed of procedures and expectations regarding tryouts, releases, etc.;
- f) during the hockey season, track the levels held by all coaches and assistants, coordinate and provide information on clinics, process requests for reimbursement of clinic fees, advise coaches what resources are available in the centre;
- g) at the end of the season, organize Coach Appreciation Night; h) monitor the distribution of and the information processed from Coach surveys; i) help select the Representative and "C" Coach of the year awards and present the trophies at the AGM;
- j) monitor the distribution and collection of seasonal planners.

May 17 2010

## **DIVISION COORDINATOR (ONE-YEAR TERM)**

The Division Coordinator shall:

- a) have general responsibility for the organization of teams, co-ordination and allocation of players among teams, and the scheduling of games in the division at "C" level;
- b) solicit, receive and review applications for coaches of each team in the division at the "C" level;
- c) make recommendations to the Executive for coaches within the division at the "C" level;
- d) ensure that each coach and/or manager of teams within the division at the "C" level are aware of the by-laws, rules and regulations of the Society and to ensure that such by-laws, rules and regulations are enforced;
- e) perform his responsibility under Article 7.

The Division Coordinator shall also:

- a) ensure that all paperwork is properly prepared for the division at registration (rep tryouts, evaluations, goalies, etc.);
- b) be available at registration to obtain helpers, monitor Zero Tolerance Letters, body checking (if applicable);
- c) after registration call non-returning players to confirm intent; d) finalize number of teams based on skaters and goalies;
- e) participate in the Coach Selection Committee;
- f) ensure players are grouped properly for evaluations;
- g) ensure players released from rep are placed in "C" teams;
- h) arrange drafts for "C" teams, provide team rosters and lists for goalie refunds; i) assign all practice and game times to teams;
- j) ensure teams are properly balanced;
- k) ensure teams receive concession cheques, referee cheques, and collect financial statements;
- l) monitor suspensions, problems and issues;
- m) ensure coaches have proper information regarding league rules; n) ensure code of conduct letters are distributed to teams and returned completed; o) supply team rosters to registrar;
- p) act as liaison between team and League Manager;
- q) organize Christmas Tournament and spring tournaments;
- r) ensure that each team has a Fair Play representative;
- s) ensure all teams are aware of closures, playoffs, season end; t) help in the selection of awards pertinent to their division;
- u) for Peewee - arrange bodychecking clinics and ensure players have sufficient skill to play at this level;
- v) for Bantam/Midget – ensure players returning from Junior tryouts have teams to come back to;

w) for Bantam/Midget – run Juvenile division and select second year Bantam C play for Nigel McKenzie award.

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