

Cowichan Valley Minor Hockey Association



2022/2023 Policy Manual

Updated August 15,2022

OBJECTIVES:

It is the purpose of the policy and procedures manual to aid and direction to those who are responsible for the operating needs of minor hockey teams in the Cowichan Valley Minor Hockey Association (CVMHA).

This manual will also serve as a resource document for our athletes, coaches, volunteers, members and others in the Community who have an interest in Minor Hockey and the Association. The duties and responsibilities of the elected executive and appointed board members are outlined in the CVMHA Constitution and By Laws as well as in this manual.

Limitations: Any contradiction, dispute, or difference between the contents of this manual and the Association's Constitution and By Laws shall be resolved only by reference to the Constitution and By Laws and changes to this document that are precluded by Constitutional changes will be made immediately.

REVISION PROCEDURE:

Any sections(s) of the policy and procedures manual can be revised, edited or deleted by simple majority vote of the board of directors at any meeting of the directors. There must be a notice of motion given 30 days prior to the vote. The notice of motion must be in writing with the proposed wording of the revised section.

Any substantive change in the manual will be communicated to the membership by newsletter or, as provided in the CVMHA Constitution.

Any member wishing to initiate a revision of the policy and procedures manual may do so by providing a copy of the proposed revision to the division director of the division affected by the change or the division in which the member's child plays. The division director is obliged to present the revisions to the board by way of a notice of motion. The division director is not obliged to support said motion. The member initiating the revision may request to make a delegation to the board in support of any motion.

Any Hockey Canada, BC Hockey, or VIAHA policy change or any constitutional change will be added to CVMHA policy as required.

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1. REGISTRATION OF PLAYERS

Recreational and Competitive

- 1.1 The division of players is determined by the age of the player on the 31st day of December of the current year, as per Hockey Canada rules.

LEVEL	AGE (years)
U6 and U7	5 – 6
U8 and U9	7 – 8
U11	9 – 10
U13	11 – 12
U15	13 – 14
U18	15, 16 and 17
U21 Juvenile	18, 19 and 20
U13 Female	11 – 12
U15 Female	13 – 14
U18 Female	15, 16 and 17

- 1.2 The Executive Committee on an annual basis sets registration fee.
- 1.3 Cowichan Valley Minor Hockey Association (CVMHA) will open registration in the spring for the following September season.
- 1.4 Registrants who register during the month of registration of the current year for the September season will pay a registration fee set annually by the Executive Committee.
- 1.5 Registrants who register after the month of registration of the current year will pay the regular registration fees and a penalty, which will be set annually by the Executive Committee
- 1.6 All cheques are payable to CVMHA. All NSF and stop payment cheques shall result in the following:
- a) Payment of a THIRTY-FIVE (\$35.00) DOLLAR surcharge.
 - b) A requirement in Ten (10) business days to replace the payment with cash, money order, bank draft or certified cheque.
- 1.7 Failure to comply will result in the following:
- a) Immediate suspension of ice privileges until payment is received.
 - b) Member will not be in “good standing”.
- 1.8 Reinstatement to membership in good standing will require a reinstatement fee, which will be set annually by the Executive Committee.
- 1.9 Any person (s) who have cheques returned for any reason may be required to pay by cash, E transfer, or bank draft for all future transactions.
- 1.10 Registration fees do not include the cost of tournaments, extra ice, and other team-related expenses.
- 1.11 Jerseys not returned by March 31st of any given season are subject to \$200.00 penalty. Jerseys must be returned in the condition they were in when handed out.
- 1.12 The registration fee is due on August 1st. One (1) post-dated cheque may be made out for August 1st of the current year.
- 1.13 If grant assistance is received (e.g., KidSport) it will be credited back to the Association. Should all fees have been paid prior to receiving assistance, a refund will be given to the applicant.
- 1.14 Players will be charged a non-refundable tryout fee set annually by the Executive Committee. Cutoff for tryouts is June 1. Players wishing to tryout must register prior to May 31st except those new members covered in policy 1.23.
- 1.15 Final Competitive fees are due and payable on November 1st of the current year.
- 1.16 A player who did not attend the Competitive tryout sessions and who is now being carded to a Competitive team must pay all fees including a \$50.00 tryout.
- 1.17 For Competitive teams, copies of certified Hockey Canada player lists (HCR's) will be provided to Team Managers throughout the season.

- 1.18 All players and team officials must be registered with BC Hockey liability insurance before going on either the ice or the players' bench.
- 1.19 The Administrator/Registrar will notify each Program Coordinator with lists of players who are covered prior to any ice usage.
- 1.20 CVMHA will pay Hockey Canada insurance premiums for team officials as follows:
 - a) Five (5) officials for U8 and U9 to U21.
 - b) Seven (7) for Cross Ice U6 and U7.

Withdrawals

- 1.21 All withdrawal requests must be made in writing and delivered to the CVMHA office in Fuller Lake Arena
- 1.22 Refunds will be processed as follows; less hard costs incurred:
 - a) Withdrawal requests received prior to September 1st will be 100% less \$20 Administration Fee unless the player makes Regional in which case a full refund is applied.
 - b) Withdrawal requests received between September 1st and October 31st will refund basic registration fee: less amount of weeks on ice, hard costs, and \$20 administration fee.
 - c) Players making Regional teams will have 100% of fees paid to date refunded.
 - d) Withdrawal requests received after October 31st: fees are not refundable.
 - e) Fundraising assessments, rep tryout fees and membership fees are not refundable.
 - d) Consideration will be given for refunds for relocation, medical or compassionate grounds upon written application to the board

New Member Registration

- 1.23 Registration for new players to the Association will be accepted any time.
- 1.24 The following are required for registration:
 - a) Copy of player's birth certificate.
 - b) Copy of player's Provincial Health Care card.
 - c) Completed VIAHA Registration/Transfer Check list.
 - d) Registration fees, paid in full at the time of registration.
 - e) Declaration of Residence and monies owed, if applicable.
- 1.25 Registration will not be accepted until the Administrator/Registrar is provided with all of the above.
- 1.26 If registering in September, there may be a waiting period of up to two (2) weeks before the player is deemed eligible to play for the CVMHA and BC Hockey.
- 1.27 The Administrator/Registrar will notify the parent/player and appropriate officials once registration is approved.
- 1.28 The player is not permitted onto the ice until the Administrator/Registrar has given such approval.

New Member Transfer from other Associations in British Columbia and Canada

- 1.29 Players who have played hockey for another Association in British Columbia at any time during the previous two (2) seasons must fill out appropriate VIAHA, BC Hockey and Hockey Canada documentation before their application for registration is accepted.
- 1.30 A TWENTY (\$20.00) DOLLAR fee, payable to CVMHA for this Declaration of Residence is required at the time of registration.

New Member Transfer from other Associations outside of Canada

- 1.31 As per BC Hockey rules, these transfers are subject to a Forty (\$40.00) DOLLAR administration fee payable to CVMHA at the time of registration.

2. FINANCES

Objectives:

- 2.1 Ensure CVMHA's financial activities are properly planned, controlled, and reported.
- 2.2 Produce financial information in accordance with generally accepted accounting principles that are meaningful and useful in decision making to the Executive Committee and to the membership.
- 2.3 Ensure the integrity of CVMHA's accounting system.

Budget:

- 2.4 The Finance Committee, will prepare the annual budget for Executive Committee approval, prior to registrations.

Chart of Accounts:

- 2.5 The Finance Committee establishes a Chart of Accounts that is revised as needed.
- 2.6 The Administrator ensures all financial transactions have the appropriate coding and are recorded accurately in the general ledger.

Reporting:

- 2.7 The annual financial statements of CVMHA are subject to an annual Review Engagement by an independent accountant as per the Society Act.
- 2.8 The "reviewed" annual financial statements shall be presented to the membership at the Annual General Meeting.

Banking:

- 2.9 Any two (2) of the following four (4) positions, which must include either the Finance Committee or President, shall have cheque-signing authority for the Society:
 - a) Treasurer.
 - b) President
 - c) Administrator.
 - d) Alternate Executive Committee member.
- 2.10 Before signing, these authorities should ensure the transaction is:
 - a) Properly approved.
 - b) Consistent with the terms of the initiating purchase document.
 - c) Coded correctly.
 - d) Legally chargeable to CVMHA.
- 2.11 Cheque signing authorities shall be at arms' length of each other and must not involve people from the same household or family.
- 2.12 CVMHA bank accounts shall be reconciled monthly by the Bookkeeper and approved by the Finance Committee.

Deposits and Receipts:

- 2.13 The Finance Committee is responsible for establishing effective systems that control the receipt, collection and safeguarding of all monies to which the Association is entitled.
- 2.14 The Finance Committee is responsible for segregating revenue control duties among staff to separate authorization, custody, record keeping and control functions, taking into account CVMHA's organization structure, staff availability, amount of revenue and acceptable levels of risk when doing so.
- 2.15 The Administrator for the Finance Committee's review and approval should prepare a listing of credit notes.
- 2.16 CVMHA discourages the remittance of cash through the mail, preferring:
 - a) Cheque.
 - b) E transfer)
- 2.17 Cheques and money orders should be stamped immediately upon receipt: "For Deposit only to the Credit of CVMHA".
- 2.18 All monies received by CVMHA must be promptly (at least once a week) deposited.

- 2.19 All monies received must be recorded promptly in the accounting system and kept in a safe or locked drawer from the time it is received until the time it is deposited.
- 2.20 A receipt must be issued for a cash payment at the time of the exchange.

Acquiring Goods and Services:

- 2.22 Only the Finance Committee may initiate the purchase of goods and services, provided it has been budgeted for.
- 2.23 Other Executive Committee members may be delegated authority for specific and approved transactions. Initiating documents must be issued prior to the goods or services being received or performed.
- 2.24 The following qualify as initiating documents:
 - a) Purchase Order.
 - b) General Service Contract.
 - c) An email approval from the Finance Committee or President.
- 2.25 If a budget will be exceeded through initiating a purchase, the Finance Committee pre-approval is required.
- 2.26 If the payee initiates an expense, a cheque signing authority must verify the goods or services received.

Paying for Goods and Services:

- 2.27 Invoices, claims for payment and statements of account must be date stamped immediately upon receipt by CVMHA. Before processing an invoice for payment, the Administrator must ensure:
 - a) Goods and services have been received.
 - b) The invoice is supported by an approved initiating document.
 - c) The invoice is properly coded.
- 2.28 CVMHA pays only current charges on invoices. Any interest or late charges should be removed.
- 2.29 CVMHA shall strive to pay all invoices within thirty (30) days of invoice date.

Accounts Receivable:

- 2.30 All amounts due to CVMHA must be entered promptly as an account receivable and maintained in the accounts until collected or forgiven.
- 2.31 Amounts due (work performed, goods supplied, and services rendered) must be recorded as revenue in the period they occur.
- 2.32 Doubtful accounts must be pursued promptly and vigorously.
- 2.33 Account receivables may be written off only by the Finance Committee.

Capital Assets:

- 2.34 A capital budget shall be prepared annually by the Finance Committee for Executive Committee approval.
- 2.35 The capital budget should support any purchase of capital assets, otherwise Executive Committee approval is required.
- 2.36 The Finance Committee, or relevant delegated budgetary authority, as applicable, must approve capital purchases in advance.
- 2.37 Capital assets are recorded and controlled in the Association's financial system:
 - a) By location and major category of asset. And
 - b) At cost. Cost is the amount spent to acquire, install, construct, develop and/or rehabilitate a capital asset.
- 2.38 Moveable capital assets such as hockey equipment should be clearly identified as property of CVMHA.
- 2.39 Capital assets are amortized over their estimated useful lives at a rate established by the Finance Committee, following generally accepted accounting principles.
- 2.40 Gains or losses from the disposal of capital assets are recorded as miscellaneous revenue or expense in the financial system.

Executive Travel:

- 2.41 Executive members traveling on Society business must obtain prior approval from the Finance Committee unless the travel has been budgeted for.
- 2.42 The Administrator or Finance Committee must verify and approve travel claims prior to travel. All travel claims must be supported by receipts.
- 2.43 Executive members may incur travel expenses when they are on Association business and traveling outside of the CVMHA borders as per BC MHA Boundaries (e.g., Fuller Lake to Lake Cowichan).

TRAVEL EXPENSE TYPE	REMUNERATION
Vehicle	\$.45 per kilometer from point of departure
Per Diem	\$10 breakfast*; \$15 lunch and \$25 dinner**
Accommodation	As per receipt
Other Transportation	As per receipt

(*) On travel status prior to 7:00 AM. (**) On travel status after 6:00 PM.

- 2.44 When Executive members combine personal travel with Association travel, expenses and per diem allowances are not reimbursed beyond the costs incurred had personal travel not taken place. Any additional costs are the responsibility of the Executive member.
- 2.45 Recipients of the Scholarship and Bursary awarded by the Association annually must provide proof of registration into an accredited post-secondary institution and/or trade school within two (2) years. Failure to comply will void the award.

Provincial Championship Travel Emergency Fund (PCTEF): **Note: Competitive Only**

The Provincial Championship Travel Emergency Fund was established by the CVMHA Board of Directors to help offset the costs that will be incurred by a competitive team which advances to the BC Hockey Championships. There is a very short window between the date a team qualifies for a Provincial Championship and the date the tournament starts. This leaves the team little time to fundraise for the monies necessary to pay the costs to attend. In the past teams have applied to the Association for financial assistance. The board feels the funding for assistance should come from the competitive division.

- 2.46 The PCTEF will be funded by a \$200.00 charge per competitive team, including U11 Development.
- 2.47 All monies will be held in the Association's general revenues but will be identified as a separate entry and the use of the money is restricted to the PCTEF.
- 2.48 To be eligible to claim from the PCTEF a team must have contributed to the fund during the season, are not in arrears on contributions to the fund and must be attending a BC Hockey Championship.
- 2.49 The Board of Directors has the sole discretion to decide whether to assist an applicant team, the amount of the assistance and their decision is not subject to appeal.
- 2.50 The Board of Directors is not required to exhaust the fund in any season.
- 2.51 The Board of Directors has the authority to provide additional assistance to an applicant if the fund is exhausted.
- 2.52 If the amount in the fund exceeds \$5,000.00 (Five Thousand Dollars) as of September 1st of any season, the Board may suspend the requirement for all Competitive teams to contribute to the PCTEF for that season only.

Competitive Jersey Replacement Fund:

- 2.53 Established by the CVMHA Executive Board.
- 2.54 Purpose: to establish a fund for the upgrade of the competitive jerseys.
- 2.55 Players in the competitive program will be assessed a yearly fee (\$25.00 per player suggested) that will be added to the fund each season.
- 2.66 The fee will be collected through the 2nd Rep fee and transferred to the Fund annually.

Memorial Tournament Fund:

- 2.67 Established by the Memorial tournament committee, formally the Ryan Clark tournament committee.

- 2.68 Purpose: to establish a benevolent fund for the association. The fund may be used to assist families with registration and or assist families in need in the sports community. The fund will also provide a \$500.00 scholarship to deserving player.
- 2.69 Funds will be the profits from the Memorial U 18 annual tournament and donations made specifically to the benevolent fund.
- 2.70 A committee will be established yearly to disperse the funds. CVMHA Treasurer and with preference give to the original members of the fund.(see appendix #, ?)

3. FUNDRAISING, GAMING AND SEED MONEY

- 3.1 All teams will have team accounts held in trust by CVMHA, teams will be provided team accounts monthly, and will submit their own Team Managers Financial Report on Nov 15th and Jan 15th (see Managers Binder finances for more information).
- 3.2 All teams must submit a team budget by October 15th of any given season or prior to approval of any and all fundraisers, including 50/50 sales and raffles
- 3.3 All teams must keep accurate records of team fundraising and parental/player involvement.
- 3.4 CVMHA will fund all teams' tournament entrees prior to fundraising events.
- 3.5 All team accounts must have a zero balance by March 21st of any given season.
- 3.6 All fundraised money, raffles and 50/50 included, must be spent on hockey related items.
- 3.7 Fundraised money will cover the cost of tournaments, apparel and buy ice and referees for buy ice if required.

Fundraising:

- 3.8 Team fundraisers must be agreed to by the majority of parents,
- 3.9 All fundraising must be approved by the administrator, (non-compliance may result in loss of fundraised money)
- 3.10 All parents are expected to participate in fundraising,
- 3.11 All fundraised money must be deposited to team account.
- 3.12 All expenses for fundraisers must be paid from team account.
- 3.13 Fundraising activity sheet must be filled upon completion of fundraisers.

Gaming:

- 3.14 Teams participating in 50/50 draws must use tickets provided by CVMHA
- 3.15 No minors may sell 50/50 tickets
- 3.16 All 50/50 profits must be deposited to team accounts.
- 3.17 All raffle licenses must be coordinated through the CVMHA office staff and subject to a \$25.00 administration fee.
- 3.18 All profits from raffles must be deposited to team account.
- 3.19 All expenses for raffles must be paid from team account.

Seed Money:

- 3.20 All teams are required to collect seed money from parents no later than October 15th.
- 3.21 Amount of seed money is determined at team meeting and completion of team budget.
- 3.22 Parent's seed money refunds may not exceed original seed money paid.

4. EQUIPMENT AND APPAREL

Jerseys and Apparel:

- 4.1 Jerseys not handed in at the end of the season in the same shape that they were distributed to are subjected a \$200 charge and if not paid, the player becomes a member in bad standing.
- 4.2 Jerseys must be returned to the team manager in good condition (allowing for normal wear) no later than two (2) weeks after the final game of the season.
- 4.3 Stop signs must be on the back of the jerseys and pinnies.
- 4.4 All jerseys shall be washed regularly, dried carefully, and handled with care.

- 4.5 The Team Manager is required to return all equipment including jerseys by March 30th of the current year.
- 4.6 Jersey's must be handed in to managers, who will then return in complete sets.
- 4.7 All team apparel (e.g. jackets, vests or tracksuits) must be approved by the Executive Committee, and all registered CVMHA players are required to wear CVMHA jerseys to all games, tournaments, sanctioned events, or any other games requiring a game number. These CVMHA jerseys shall not be changed or altered in any way, for example, no name bars, advertising, sponsor names or any other attachments or additions can be made without Executive approval. This includes all CVMHA equipment.

Equipment:

- 4.8 All required goalie equipment specific to glove and blocker, chest protector, goalie pads, sticks and bags only; shall be purchased by the Equipment Manager.
- 4.9 No equipment alterations will be permitted unless approved by the Equipment Manager (Example: name bars, advertising, or any other attachments or additions to the equipment).
- 4.10 Families wishing to use the Association's equipment during the off-season, for ice hockey purposes only will make arrangement with the Equipment Coordinator to re-issue the equipment upon payment of a FIVE HUNDRED (\$500.00) DOLLAR deposit.
- 4.11 Each recreational team will be assigned 50 pucks and each competitive team 100 pucks, which must be returned to the Equipment Manager.
- 4.12 Each team will be assessed a 100.00 Equipment deposit, this deposit will be refunded as cash when a majority of pucks assigned, 1st aid kits, lock up keys, goalie and practice equipment if assigned, are returned at an arranged time at the end of the season.

Recreational Teams Goal Sticks:

- 4.13 U6, U7 and U11: CVMHA shall provide all goal sticks.
- 4.14 U13 and Female: CVMHA will provide one (1) goal stick per team per season.
- 4.15 U15 and older divisions shall be responsible for the purchase of their own goal sticks.

5. STATISTICS

- 5.1 VIAHA score sheets shall be provided for U9 and under at the start of the season.
- 5.2 All teams will utilize electronic game sheets

<p>*Note: If the referee needs to write a report, the white copy is theirs. The yellow copy will go to the Commissioner and so on.</p>
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6. PUBLICITY AND PROMOTION

- 6.1 It is essential that CVMHA maintains a high profile and supports a healthy environment for the players, locally, provincially, and nationally.
- 6.2 All information released to the media shall be positive in nature.
- 6.3 Every news item must include sponsor names. The sponsor for the visiting team should be included where possible.
- 6.4 The Association name needs to be included in all advertisements.
- 6.5 Any derogatory or inflammatory information concerning CVMHA that is released to the media by any member shall result in immediate action of the CVMHA Discipline Committee towards the offending member.
- 6.6 The Administrator for CVMHA is responsible for the Approval of all sponsorship and will report to the Executive Committee.
- 6.7 All information posted on social media ie: Face Book or Twitter must be of positive nature.

7. TEAM COMPOSITION

- 7.1 The Association will pay for five (5) properly certified team officials on Recreational teams, U8 to U21, (U7-21) including Competitive.
- 7.2 The Association will pay for seven (7) properly certified team officials for the U6 and U7 Program teams.
- 7.3 All teams within the CVMHA are named as follows:
 - a) Recreational: Cowichan Valley-SPONSOR NAME-Level
 - b) Competitive: Sponsor – CVMHA – Cowichan Valley- Capitals- SPONSOR NAME-Level
- 7.4 Teams representing CVMHA after the regular season and playoffs must obtain approval from the Executive Committee to do so.
- 7.5 All players and team officials must have the BC Hockey insurance in place prior to going on the ice or player's bench. Any non-compliance will be referred to the Discipline Committee.
- 7.6 The CVMHA Approval Committee must approve all team officials.
- 7.7 Competitive Teams will attempt to carry 15 skaters and 2 goalies for development purposes; any changes require Executive approval.
- 7.8 Recreational teams will attempt to carry 15 skaters and a goalie if numbers permit.
- 7.9 Maximums are set by BC Hockey. Special considerations will be made with Executive Committee approval.

8. PLAYER EVALUATION

- 8.1 Cowichan Valley will ensure complete & fair evaluations for every player following Hockey Canada guidelines.
- 8.2 All on ice evaluations shall follow & be scored based on HC Acquisition Schedule, using the 1-5 scale, 5 being the highest.
- 8.3 All player evaluation scores are confidential.
- 8.4 Any complaints arising from player evaluations must be in writing to the CVMHA Head Coach, accompanied by a \$200 fee in cash or bank draft.
- 8.5 The complaint shall be reviewed by the CVMHA Head Coach, Divisional Coordinator and the player evaluators.
- 8.6 If the findings are found in favor of the complainant, the \$200.00 fee shall be refunded, and appropriate measures taken to move the player.
- 8.7 If the complaint is not in favor, the \$200.00 fee shall be forfeited to CVMHA. The decision is not appealable.

Recreational Evaluations

- 8.8 Recreational Head Coaches shall be selected prior to the Ice Breaker.
- 8.9 U8 to U18 evaluations shall be done by the selected head coaches.
- 8.10 The Player Evaluation Committee (P.E.C.) shall be responsible for conducting the on-ice evaluation, following the recommended HC skills for their division.
- 8.11 The P.E.C. shall collect all evaluator sheets.
- 8.12 The P.E.C. shall oversee the player drafts for each division.
- 8.13 Each Recreational Head Coach may appoint only 1 of the following to their team. Assistant, Coach or Manager or Safety Person, so each team will have only 2 players' automatically, as they enter the draft, except in the case of brothers or sisters in the same division.
- 8.14 The player draft selection process shall be determined by the short straw method.
- 8.15 Once teams are selected and play begins, if teams are unbalanced the P.E.C. may be required to move players.

Competitive Evaluation

- 8.16 Every attempt shall be made to have head coaches selected by July 1st.
- 8.17 The team Head Coach shall be an evaluator along with 3 independent evaluators, for a total of 4.

- 8.18 The P.E.C. is responsible for providing on ice assistants and shall establish the HC recommended evaluation drills for age specific divisions, U11 – U18.
- 8.19 There shall be 3 on ice sessions for the highest tier team selection. No less than 20 players and 5 goaltenders shall be selected after the 3rd on ice session.
- 8.20 Exit interviews shall be conducted by the team Head Coach & CVMHA Competitive Director or alternate Executive Committee member, (adhering to the 2 deep rule)
- 8.21 The remaining players will be advised to attend the next tier evaluations.

9. PLAYER PROTOCOL

- 9.1 All players must register in a division based upon their age.
- 9.2 Any player wishing to play in a higher/lower division must apply, in writing, to the Executive Committee.
- 9.3 The Executive Committee will approve or deny the request.
- 9.4 A VIAHA Underage/Overage form must be sent to the VIAHA for approval. Cost incurred will be paid by the player.
- 9.5 All player movement from tier to tier, Team to Team, or Recreational to Competitive must be approved.
- 9.6 In the Competitive Program, player movement from tier to tier will be coordinated through the Team managers and/or coaches, ensuring Hockey Canada carded affiliate rules are met.
- 9.7 In the Recreational Program, the Recreational Coordinators and coaches will approve and coordinate player movement within their programs.
- 9.8 Coaches are not permitted to approach players from other teams or their parents directly regarding player movement unless authorized by the Recreational Coordinator and/or their Team managers.
- 9.9 Any non-resident players must receive permission from their home Association and CVMHA prior to attending Competitive tryouts or Recreational player evaluations.
- 9.10 The proper Transfers must be completed and forwarded to the appropriate governing body.
- 9.11 The CVMHA will protect the interests of CVMHA players before accepting non-resident players. For an annual Transfer the protocol shall be set forth by Hockey Canada rules, via the Hockey Canada Registry.
- 9.12 If the non-resident player's application is accepted by the Executive Committee, the non-resident player's Association is required to immediately provide the Administrator/Registrar with the following:
 - a) Required Inter-Association Transfer documentation.
 - b) The annual membership fees for registration and Competitive tryouts, if necessary.
 - c) Confirmation of any ice requirements as set forth by the Executive Committee.
- 9.13 The Executive Committee will consider granting permission for Transfer to outside Association on the following conditions:
 - a) Player is too young for CVMHA U6 and U7 Program.
 - b) Player is a registrant who has registered with the Association after the 30th day of April of the current year.
 - c) Player is required to assist outside Association in facilitating a Team in a specific division.
- 9.14 The Executive Committee will review and advise the applicant on the outcome of his application.
- 9.15 All Transfers accepted by the Association are made on an annual basis as set out above.
- 9.16 Any player wishing to attend tryouts for a Competitive Team must register for Competitive tryouts at annual registration.
- 9.17 The Executive Committee will set the Competitive non-refundable tryout fees annually.
- 9.18 The Player Evaluation Committee (PEC) will determine the format of all evaluations annually.
- 9.19 They will report back to the Executive for Executive approval.
- 9.20 Any player who is injured, doctor's note required, and cannot attend the full three (3) initial tryout sessions for the Competitive Teams, or register's part way through the season, or is released from a Junior Team, will be allowed three (3) tryout sessions with the "Tier 1" Team for their division after paying the tryout fee. The "Tier 1" coach will keep the player or release the player to the "Tier 2" or Recreational Program.

- 9.21 Any player who quits any "Tier 2" Team will be placed on a Team selected by the Executive Committee.
- 9.22 Everyone in the Recreational Program will do their best to ensure that all players are given equal ice time.
- 9.23 Goaltenders will be alternated if required to give equal ice.
- 9.24 Players taking excessive amounts of penalties, or being insubordinate to their coaches, disrespectful to other players, officials, spectators or violating Team and Association Rules may find themselves benched during a game by their coach.
- 9.25 Coaches must explain the reasons for the benching to the offending player.
- 9.26 During playoffs, goaltender assignments and playing time are at the coach's discretion.
- 9.27 Players may also find themselves benched for unacceptable conduct
- 9.28 Competitive Teams will be required to play with a minimum of seventeen (17) players (15 skaters, 2 goaltenders) unless there are extenuating circumstances, in order that we ensure use of AP players.

10. AFFILIATE PLAYER MOVEMENT

- 10.1 The following must be followed prior to using affiliate players:
- 10.2 The Team Head Coach must provide a list of affiliate players willing to affiliate to the Competitive Director and/or the appropriate Recreational Director by December 10th.
- 10.3 The Team Head Coach requiring a player must initially contact the player's head coach.
- 10.4 No member of the coaching staff will approach a player personally. Players and parents must agree.
- 10.5 The Team Head Coach or Manager must inform the player's coach prior to each game required to determine availability i.e., Game importance. Coaches to agree on availability.
- 10.6 Affiliate players affiliating to Competitive teams that did not attend Tryouts will pay a \$50.00 fee to CVMHA after the 3rd skate with the team.
- 10.7 VIAHA, BC Hockey (defer to Hockey Canada), and Hockey Canada (Rule E) rules will apply to all affiliates.
- 10.8 Disputes will be worked out by appropriate Coordinator.
- 10.9 Note: **It is expected that all CVMHA coaches (Recreational and Competitive) shall support AP movement to further develop a player's abilities.**

11. RULES OF PLAY

- 11.1 All CVMHA members shall abide by the playing rules set out by:
 - a) Hockey Canada
 - b) BC Hockey.
 - c) Vancouver Island Amateur Hockey Association
 - d) Association rules adopted by the CVMHA as per our Constitution and By-Laws.
 - e) CVMHA Hockey Operations Policy Manual.
- 11.2 A suspended player is not permitted to play games or act as a game official until the period of suspension has been served.
- 11.3 A suspended player may attend practices. See BC Hockey Regulations.
- 11.4 Any suspended player or Team official must explain their actions, in writing, as required by the Executive Committee.
- 11.5 All Team officials must ensure the current playing rules set out in Section 11 are known and followed.
- 11.6 Teams will be provided all current and relevant information regarding Rules of Play prior to the start of the season.
- 11.7 The 2nd Vice President will be able to answer any questions regarding Rules of Play for the current season.

- 11.8 Any player who is injured, doctor's note required, and cannot attend the full three (3) initial tryout sessions for the Competitive Teams, or register's part way through the season, or is released from a Junior Team, will be allowed three (3) tryout sessions with the "Tier 1" Team for their division after paying the tryout fee. The "Tier 1" coach will keep the player or release the player to the "Tier 2" or Recreational Program.
- 11.9 Any player who quits any "Tier 1" Team will be placed on a Team selected by the Executive Committee.
- 11.10 All coaches in the Recreational Program will do their best to ensure that all players are given equal ice time.
- 11.11 Goaltenders will be alternated if required to give equal ice.
- 11.12 Players taking excessive amounts of penalties, or being insubordinate to their coaches, disrespectful to other players, officials, spectators or violating Team and Association Rules may find themselves benched during a game by their coach.
- 11.13 Coaches must explain the reasons for the benching to the offending player.
- 11.14 Competitive Team coaches will also endeavor to provide all players equal ice time.
- 11.15 During playoffs, goaltender assignments and playing time are at the coach's discretion.
- 11.16 Players may also find themselves benched for unacceptable conduct as described above in 10.15.
- 11.17 Competitive Teams will be required to play with a minimum of seventeen (17) players (15 skaters, 2 goaltenders) unless there are extenuating circumstances, in order that we ensure use of AP players.

12. ICE ALLOCATION

- 12.1 CVMHA ice contracts cover a twenty-two (22) week period, generally from early September to mid-March.
- 12.2 Recreational Teams: target is 22- half ice practices and 11 home games.
- 12.3 Competitive Teams: target is 44 full ice practices and 22 home games.
- 12.4 All ice bookings must be made through the Ice Coordinator.
- 12.5 The Ice Coordinator is empowered to re-assign any previously allocated ice time for playoff or league obligations.
- 12.6 Each team is responsible to use their allocated ice or notify the Ice Coordinator with a minimum of seven (7) days' notice, where possible.
- 12.7 If ice slots are left unused, the offending team will be assessed a fine of ice costs, together with officials, if necessary, by the Executive Committee.
- 12.8 As ice becomes available, the Ice Coordinator will notify the Teams of said ice.
- 12.9 Should a team wish to purchase ice; they must notify the Ice Coordinator directly for billing purposes to the relevant team(s).
- 12.10 The Ice Coordinator must provide the Administrator with a list of ice purchased by teams for the previous month by the third Tuesday of each month so that billing recovery can be accomplished.

13. TOURNAMENTS

- 13.1 All tournaments hosted by CVMHA must be sanctioned by BC Hockey and receive prior approval by the Executive Committee.
- 13.2 CVMHA teams wishing to attend tournaments outside British Columbia or host International or Inter-Provincial teams must receive approval through the Executive Committee and BC Hockey forty-five (45) days prior to the event.
- 13.3 All teams hosting tournaments must receive their tournament fees from the visiting teams home Association. NO personal cheques will be accepted.
- 13.4 Written requests for hosting tournaments must be submitted no later than the October Executive Committee meeting to the Administrator. The tournament's proposed budget and the name of a Tournament Coordinator appointed by the team must be submitted at this time.
- 13.5 The tournament's final budget, schedule and list of team attendees must be submitted to the Administrator and Finance Committee thirty (30) days prior to the tournament date.

- 13.6 The Association will cover initial payment for the basic tournament sanctioning with the expectation that the Association will be repaid. Upgrading costs must be covered by the tournament.
- 13.7 To participate in tournaments hosted by the Association, eligible CVMHA teams will be required to pay entry fees, except where they fulfill an allocation of volunteer hours. The Administrator will approve volunteer schedules prior to permitting the foregoing of entry fees.
- 13.8 CVMHA teams attending tournaments must obtain Association cheques from the Administrator.
- 13.9 All team tournament monies must be on deposit with the Administrator prior to an Association cheque being issued.
- 13.10 All CVMHA teams will only attend tournaments sanctioned by BC Hockey.
- 13.11 All tournaments hosted by CVMHA will be subject to a ONE HUNDRED (\$100.00) DOLLAR tournament administration fee.

14. RISK MANAGEMENT

- 14.1 Risk Management is everyone's responsibility, therefore, all members of the Team/Association shall "assist, identify, assess, control and minimize" the risk of bodily injury.
- 14.2 Each Team will roster and certify a Safety Person under the Hockey Canada Safety Program (HCSP).
- 14.3 The Safety Person, to the best of his/her ability will attend games and practices.
- 14.4 The Safety Person will be the liaison between the Team and the Association via the Risk Manager.
- 14.5 In accordance with the Hockey Canada Safety Program, each Safety Person will implement and administer all policies and responsibilities.
- 14.6 It is recommended that the Team coaching staff develop guidelines regarding releasing players from activities and that these guidelines are communicated clearly to parents/guardians of players at the beginning of each season.
- 14.7 Should a player need to be removed from a practice or game for any reason, the said player is to be accompanied by any two (2) adults from the HCSP emergency response system, namely, a Team assistant coach, Safety Person, or designated parent.
- 14.8 At no time is a player to be in a room without two (2) adults present.

Return to Play:

- 14.9 In the event of a serious injury or illness, where a player is unable to finish a practice or game and is unable to participate in the next scheduled practice or game, a doctor's note must be provided to the Team HCSP.
- 14.10 The safety of the player is the priority. It is imperative that communication between player, parents and coaching staff take place. If unsure of the extent of an injury, then one should err on the side of caution and seek medical attention.
- 14.11 The Team Safety Person will ensure the parent/guardian receives a Hockey Canada Injury Report and it is properly completed and forwarded to the appropriate bodies.
- 14.12 The Team Safety Person will follow the CVMHA Injury Report Protocol as follows:
 - a) The Team Safety Person will be responsible for providing the Injury Report to the parent/guardian of the injured player.
 - b) They will follow up to make sure all forms were completed and mailed.
- 14.13 Should a Team lose or misplace their original first aid kit provided by the Risk Manager; the Team will be charged a replacement cost of THIRTY (\$30.00) DOLLARS.

15. REFEREES

- 15.1 Any person wishing to be an on-ice official for CVMHA must register with BC Hockey.
- 15.2 The CVMHA will provide notification of all BC Hockey certification clinics for on-ice officials.
- 15.3 CVMHA on-ice officials will be reimbursed their certification fees annually at the discretion of the Referee in Chief, and on minimum of ten (10) games.
- 15.4 If games are canceled and the RIC or Referee Assignor is not notified the Wednesday prior to the game they will be paid their fees and any required travel allowance, by the offending team.

- 15.5 To book on-ice officials for a game, 72 hours' notice is required.
- 15.6 Any on-ice official that does not show up is to be reported to the RIC and may be subject to discipline.
- 15.7 Where the number of on-ice officials present is less than the number scheduled (1 or more on-ice officials do not attend game), the total fee assessed for the full complement shall be evenly split between those officials who attended the game.
- 15.8 The RIC shall provide the Administrator with a list of all tournament on-ice officials 15 (15) days prior to the commencement of tournament play.
- 15.9 All CVMHA officials shall abide by the Dress Code and Code of Conduct, as outlined by the Referee in Chief. Any infractions are to be dealt with by the CVMHA Disciplinary Committee of CVMHA accordingly.

16. SPONSORSHIP

- 16.1 CVMHA Team sponsorship fees will be set by the Executive Committee on an annual basis as set out in the Sponsorship package. See Appendix II.
- 16.2 Team members, officials and parents are strictly forbidden to solicit local businesses for donations without prior approval from the Finance Committee. CVMHA will provide a list of current sponsors already supporting minor hockey Teams in our organization.
- 16.3 Sponsor banners will be given back to the Sponsor at the end of each hockey season.

17. MEETINGS

- 17.1 The Executive Committee meetings are only for the duly elected committee members of CVMHA.
- 17.2 Any "Individual" that requests to have an item added to the agenda, must be in writing, stating the nature of the request, with 72 hours' notice. (E-mail with attached letter).
- 17.3 The President may add or postpone the addition depending on the amount of business already on the agenda but will advise the member as soon as possible. If extenuating circumstances exist, the timeline may be abridged at the President's discretion.
- 17.4 At the completion of the current CVMHA season all Executive Members will receive an honorarium equivalent to that of a regular registration fee.
- 17.5 The Executive Member must have attended seventy-five percent of the year's executive meetings to qualify or with Executive approval.

18. EXECUTIVE OFFICERS – DUTIES AND POWERS

- 18.1 CVMHA Executive Committee Members shall not be head coaches of any Competitive Teams, except under special circumstances and with approval of the Executive Committee.
- 18.2 Any Executive member, Committee member, Team official, Team manager, Recreational Coordinator, or any person directly involved in any official capacity, that has a conflict of interest (relative, business partner, etc.) must disclose the conflict of interest, in writing, or in the Minutes of a meeting, and refrain from voting on such issue should it arise.

President

- 18.8 The President shall preside at all meetings of the Executive Committee, Annual General and Special General meetings, and Chair the Discipline Committee, as an Executive member of the Discipline Committee of the Association.
- 18.9 The President shall be a member of the Finance Budget Committee.
- 18.10 The President shall perform all the duties usually associated with the office of President.
- 18.11 The President shall be impartial, fair, patient, and courteous, while conducting the meetings with tact and decisiveness, and ensuring that all business is attended to.
- 18.12 The President shall have the power to discipline any Team, player, Team official or member, as outlined in the CVMHA Constitution and By-Laws.
- 18.13 The President sits on all coach Approval Committees.

1st Vice President – Mediator – Complaints/Investigations

- 18.14 The 1st Vice President shall serve as an Officer of the Executive Committee, attend Executive Committee meetings as required
- 18.15 In the absence of the President the 1st Vice President shall have all the powers and duties of the President.
- 18.16 As Complaints Investigator, the 1st Vice President shall Chair any Complaints Investigation Committee, with three (3) executive members if required.
- 18.17 Team Managers/Divisional Coordinators shall inform the 1st Vice President of all complaints and retain all records in the CVMHA office. Records are confidential.
- 18.18 The 1st Vice President shall attempt to mediate a solution, or attend to the complaint, by way of an investigation of facts surround the complaint and prepare a report for the President.
- 18.20 The 1st Vice President sits on all Coaches and Approval Selection Committees.

2nd Vice President – Development & Head Coaching

- 18.21 In the absence of the President and 1st Vice President, the 2nd Vice President shall have all the powers and duties of the President.
- 18.22 The 2nd Vice President shall serve as an Officer of the Executive Committee, attend Executive Committee meetings as required and liaise with members of the Executive Committee on behalf of the coaches.
- 18.23 The 2nd Vice President works with the coaches to ensure that all qualifications are up-to-date and to ensure coaches receive all pertinent information from BC Hockey and other governing bodies.
- 18.24 The 2nd Vice President liaises with BC Hockey District Coaching Coordinator regarding coaching clinics and recommends coaches to the Executive Committee for attendance at higher-level clinics.
- 18.25
- 18.26 The 2nd Vice President will establish, organize, develop and/or maintain an effective system that will promote the development of coaches, through training programs, clinics, etc., within the Association.
- 18.27 The 2nd Vice President must keep an up-to-date coach's profile and performs evaluations of coaches during games and practices. General hockey knowledge is necessary and coaching experience is preferred.
- 18.28 The 2nd Vice President administers the selection of candidates for the CSC and provides direction to the Committee in fulfilling its mandate to select coaches for the various divisions and presents lists for selection of coaches to the Executive Committee for approval.
- 18.29 The 2nd Vice President meets regularly with the coordinators to discuss problems and solutions and coordinates meeting of coaches and players with the RIC or BC Hockey Referee Committee Member (RCM) for better understanding of the rules of the game.
- 18.30 The 2nd Vice President will assist with the organization of tryouts/evaluations in all divisions, the resolving of all disputes during tryouts/evaluations with the assistance of PEC and if necessary, releases on-ice format, practices and final Team selections if required. The 2nd Vice President will chair the Player Evaluation Committee.
- 18.31 The 2nd Vice President establishes Team Play Guidelines in concert with the Associations policies has a minimum coaching level-development 1 and shall be required to fulfill all the above duties.
- 18.32 The 2nd Vice President shall chair the Coaches Selection Committee.
- 18.33 The 2nd Vice President develops, coordinates and/or presents on-ice and dry land programs within the Association.
- 18.34 The 2nd Vice President will establish, organize, develop and/or maintain an effective system that will promote the development of coaches.

Treasurer

- 18.35 Along with ensuring that financial statements are presented to the Executive Committee at every monthly meeting, the Treasurer will represent and report on Duncan Dabber meetings.
- 18.36 The Treasurer is responsible for being the Chair of the Finance Committee.

Equipment Coordinator

- 18.37 The Equipment Coordinator is responsible for inventory, distribution, maintenance, collection, and purchase of all necessary equipment for the Association with Executive Committee approval of a budget.
- 18.38 The Equipment Coordinator will maintain an inventory of all the Association's equipment and the replacement cost and report this inventory annually to the Board. The Board shall be responsible for obtaining the appropriate insurance on the equipment
- 18.39 The Equipment Coordinator will maintain a current ledger of the distribution of all equipment not in storage.
- 18.40 The Equipment Coordinator will be responsible for the team distribution and collection of all jerseys, pucks and goaltender equipment.
- 18.41 The Equipment Coordinator will be responsible for the distribution of equipment according to the policies and procedures set by the Board.
- 18.42 The Equipment Coordinator is responsible for advising the Board on policies and procedures regarding equipment,
- 18.43 The Equipment Coordinator is also responsible to ensure pucks, pylons and any practice equipment required is ready for the start of the season.
- 18.44 The Equipment Coordinator liaises with the Finance Committee and the Administrator/Registrar for collection of jersey deposits and their disbursement upon return of jersey.
- 18.45 The Equipment Coordinator distributes 20 pucks to each team and collects them in at the end of the season, see Policy 4.11

Referee-in-Chief

- 18.46 Referee-in-Chief (RIC) is responsible for setting up a schedule of referees for the Competitive Program and the supervision of a Recreational Program Referee Assignor.
- 18.47 The RIC may appoint a Referee Assignor with no Executive Committee voting privileges.
- 18.48 The RIC reports to the Executive Committee on the administration of all Association referees and provides the Executive Committee with information relating to BC Hockey rules, regulations and directives.
- 18.49 The RIC works closely with the Administrator to set up a schedule of referees for each tournament. Also works with each Tournament Coordinator during tournaments to ensure on-ice officiating runs smoothly.
- 18.50 The RIC must have the following qualifications:
 - a) Knowledge of the rules, procedures, and interpretations
 - b) Good communication and organizational skills
 - c) Certification in the Hockey Canada Officiating Program is recommended

Risk Manager

- 18.51 The Risk Manager is responsible for implementing, administering, and evaluating the Risk Management Program as per BC Hockey rules, including E Pact.
- 18.52 The Risk Manager is responsible for coordinating the development of all volunteers requiring the Hockey Canada Respect in Sport and the Hockey Canada Safety Program.
- 18.53 The Risk Manager is responsible to ensure that each Team has a certified Hockey Canada Safety Program Safety Person rostered.
- 18.54 The Risk Manager is responsible to ensure that all policies and responsibilities of the Hockey Canada Safety Program are administered.
- 18.55 The Risk Manager is responsible to ensure that each Team develops guidelines regarding releasing players from activities and that these guidelines are communicated clearly to parents/guardians of players at the beginning of each season.
- 18.56 The Risk Manager is responsible to ensure that each Team adhere to Policy 10.10 namely, that should a player need to be removed from a practice or game for any reason, the said player is to be accompanied by any two (2) adults from the HCSP emergency response system, either a Team assistant coach, Team Safety Person or designated parent.
- 18.57 The Risk Manager is to ensure that at no time is a player to be in a room without two (2) adults present.
- 18.58 The Risk Manager is responsible to ensure that the Return to play policy is strictly adhered to.

- 18.59 The Risk Manager is responsible to ensure all teams have BC Hockey Special Events forms for all off ice events.
- 18.60 The Risk Manager is responsible to ensure all instructors, on ice and off ice are insured with CVMHA or have Associate Membership Insurance provided by BC Hockey.

General Expectations of all Coordinators/Directors (Competitive, Female, U18, U15, U13, U11, IP Cross Ice)

- 18.61 Supervise the coaches, managers, and business of the Division
- 18.62 Ensure that development programs are implemented and delivered to players within the division
- 18.63 Coordinate distribution and collection and equipment and jerseys to teams (managers and coaches)
- 18.64 Ensure coaches are aware of and willing to enforce CVMHA/BCH code of conduct
- 18.65 Ensure that Head Coach and Managers are not spouses to avoid potential conflict of interest
- 18.66 Attend executive meetings
- 18.67 Represent the interests of the Division and not an individual
- 18.68 Sit on the Coaches Selection, Approval and Player Evaluation (PEA) committees.
- 18.69 Investigate complaints from within the division and forward to Discipline committee when the complaint cannot be solved to the satisfaction of the complainant.
- 18.70 Sit on Discipline committee when complaint comes from within the Director's division
- 18.71 Prepare monthly report to be presented at monthly Board meeting

Competitive Coordinator/Director including U11 Development

General expectations are as outlined in Section 18.62 through 18.72

Specific Duties and Responsibilities:

- 18.72 Obtain registration list from Registrar to determine number of players trying out for teams
- 18.73 Distribute application, collect and recruit coach applicants for June 15th deadline
- 18.74 Form coach selection committee as per CVMHA Policy and Procedures manual
- 18.75 Bring recommendations forward to the July executive meeting for endorsement from board
- 18.76 Determine which leagues teams will play in
- 18.77 Determine type of U11 Development program
- 18.78 Form the Player Evaluation Committee (PEA) chaired by 2nd Vice, with fair, unbiased, knowledgeable hockey people
- 18.79 Ensure coaches are aware of CVMHA evaluation policies
- 18.80 Confirm ice allocation with the ice/coordinator/administrator
- 18.81 Coordinate try out ice times with the ice/coordinator/administrator
- 18.82 Coordinate release of players with coaches and managing director, recreational division
- 18.83 Obtain recreational program evaluation times and inform competitive coaches
- 18.84 Ensure coaches will bring forward names for managers and assistant coaches for approval

Recreational Coordinator/Director (U11, U13, U15, U18 and Female)

General expectations are as outlined in Section 18.62 through 18.72

Specific Duties and Responsibilities:

- 18.85 Obtain registration list from Registrar to determine the number of teams
- 18.86 Confirm ice allocation with the ice/coordinator/administrator
- 18.87 Form the Player Evaluation Committee (PEA) chaired by 2nd Vice, with fair, unbiased, knowledgeable hockey people
- 18.88 Recruit volunteers to assist in the PEA, meet with the volunteers to review evaluation criteria and process
- 18.89 Selection of coaches, assistant coaches and managers, ensure they have the level of training required by CVMHA or are prepared to attend the necessary clinic to obtain the training. Confirm with the 2nd Vice-Development Coordinator that the necessary clinics are available.
- 18.90 Oversee the player evaluation/selection process and team composition. Forward team rosters along with volunteer information to the Registrar.
- 18.91 Review with ice coordinator/administrator, ice schedules for games and practices.
- 18.92 chair a parent's meeting to inform of CVMHA policies and procedures relevant to the Division.
- 18.93 Assist in developing a tournament team if sufficient interest is shown.

IP Cross Ice Coordinator/Director

General expectations are as outlined in Section 18.62 through 18.72

Specific Duties and Responsibilities:

- 18.94 Conduct coach meetings to establish candidates for returning coaches, and to establish evaluation process
- 18.95 Ensure all on ice instructors receive U6 and U7 program certification or Coach 2.
- 18.96 Provide a list of instructors and managers to the Registrar for the Hockey Canada Registry.
- 18.97 Make and distribute complete ice schedules, date time and place, for all divisions once ice times have been allocated by the ice coordinator/administrator.
- 18.98 Assist in evaluation process and any player movement.
- 18.99 Investigate any complaints and bring unresolved complaints to the Discipline Committee.
- 18.100 Represent interests of the Division at the Board of Directors Meetings.

Administrator/Registrar/Ice Coordinator, Bookkeeper (non-elected, non-voting, paid positions)

General:

- 18.101 The administrator is a paid, contracted, part-time employee of the Cowichan Valley Minor Hockey Association.
- 18.102 The administrator reports to the President who will be responsible for matters of general direction and discipline. The Ice Coordinator and Bookkeeper report to the Administrator.
- 18.103 The function of the administrator is to assist the members of the Board of Directors in completing the duties of their portfolios and to maintain communication with CVMHA members.

Salary and Hours of Work:

- 18.104 The administrator will be paid on an hourly basis, the rate to be set by the Board of Directors and reviewed on an annual basis.
- 18.105 The administrator will be paid vacation pay in accordance with the *BC Employment Standards Act*.
- 18.106 The administrator will maintain regular office hours at the Fuller Lake Arena. These hours will be determined by the Board of Directors and will be posted on the CVMHA website.
- 18.107 While every attempt will be made to maintain consistency in office hours, they can be changed for personal considerations on approval of the President.
- 18.108 While the office hours will be the minimum number of hours per week worked by the administrator there will be a requirement for additional hours which will be determined by seasonal variations in workload. Completion of these duties may or may not necessitate attendance at the office and the administrator has the discretion on whether the office will be open during these times.
- 18.109 The administrator will advise the President of the hours of work in the previous month, broken down by week, prior to the 10th day of the following month.

Safety:

- 18.110 All employees are entitled to a safe working environment, free of harassment and abuse from fellow staff, members of the Board of Directors or members of CVMHA.
- 18.111 Any complaints of unsafe conditions, harassment or abuse will be made to the President by the administrator. The President may accept a complaint verbally or request it in writing.
- 18.112 The President may deal with the matter or refer it to the discipline committee.
- 18.113 Any complaint referred to the discipline committee will be in writing.
- 18.114 If the administrator is not satisfied with the action taken by the President, the administrator will make the complaint in writing to the 1st Vice-President.
- 18.115 Any complaint regarding any action of the President will be made, in writing, to the 1st Vice-President. Please refer to Policy: 17 Bullying and Harassment of Employees.

Discipline:

- 18.116 All issues of discipline will be dealt with by the President.
- 18.117 Any complaint of the conduct or activities of the administrator will be made in writing to the President.

- 18.118 A complainant will not be advised of the nature of any disciplinary action taken.
- 18.119 A complainant has no right of appeal of a discipline decision made by the President.
- 18.120 On matters other than an appeal by the administrator, termination or dismissal, the President need not advise the Board of Directors of any disciplinary action.
- 18.121 An appeal, by the administrator, of disciplinary action taken by the President must be made in writing, to the 1st Vice-President and will be dealt with by the Board of Directors "in camera".
- 18.122 A decision to terminate or dismiss the administrator will be made by the Board of Directors "in camera".

Specific Duties:

- 18.123 The employee's duties will vary from season to season based on the needs of the Association and the Board of Directors.
- 18.124 The administrator is not responsible for making or interpreting policy but rather communicating and implementing it.
- 18.125 While the administrator is expected to attend at Board meetings, the position on the board is non-voting.
- 18.126 Despite reporting to the President, the administrator will, from time to time, complete administrative functions at the request of various members of the Board of Directors.
- 18.127 If there is a concern that the administrator has been requested to exceed their area of responsibility it should be brought to the attention of the President.
- 18.128 The specific duties of the Administrator will include, inter alia:
 - a) oversee and facilitate the day-to-day administration of CVMHA.
 - b) coordinate the office communications including receiving, redirecting, or responding to mail, telephone messages, facsimile, and e-mail
 - c) Manage bank accounts with financial institution
 - d) Pay all vendor invoices in a timely way
 - e) Maintain and monitor all user pay ice and related payments
 - f) Record monitor and collect all NSF cheques or cheques returned for other reasons
 - g) Provide financial information to members on request
 - h) Prepare yearly budget
 - i) Prepare invoices to all parties owing funds to CVMHA
 - j) maintain the office including arranging for purchasing or servicing of equipment, ordering supplies, booking the meeting rooms, etc.
 - k) maintain the file records of the Association
 - l) Ensure all players are properly registered on the Hockey Canada website and that all monies are collected in accordance with that registration
 - m) Maintain and monitor all Competitive team financial contribution to PCTEF
 - n) Ensure all coaching, team support staff and team managers records are up to date and in compliance, including completed courses and criminal record checks.
 - o) attend and provide administrative support for Board and General Meetings including preparing and distributing agendas, taking, transcribing, and distributing minutes.
 - p) attend functions of affiliated organizations where appropriate.
 - q) secure facilities for General Meetings, Divisional Meetings, BC H and HC Clinics and preparation for these meetings, where applicable.
 - r) book clinics with BC H, advise membership of availability of clinics both in Cowichan Valley and elsewhere, reimburse attendees, when appropriate.
 - s) registrar players and complete maintenance of the HC Registry, rostering of teams, appraising Board of Directors of current registration, ensuring credentials and certifications of coaches, managers, and safety staff.
 - t) assist the Finance Committee in duties including deposits, invoicing, cheque writing, and NSF recovery.
 - u) The administrator has signing authority on behalf of CVMHA and, although she may assist in the preparation of financial reports, is not responsible for the contents of same.
 - v) Sits on the Finance Committee
 - w) secures and allocates all ice to the appropriate persons. Prepare all schedules including tournaments.

- x) advise the referee-in-chief of game schedules, assist in tracking and payment of officials.
- y) liaise with affiliated organizations including BC H, Hockey Canada and VIAHA and ensuring required reporting is completed in a timely manner.
- z) Organizes photo night, tracking fund raising activities, and sponsorships.
- aa) Maintains website.
- bb) With the President's approval may job share some of these duties.
- cc) Serve as a resource person for all members of the Board of Directors and complete administrative functions as appropriate. Maintain communication with the members of CVMHA by personal contact in office, mail-outs, mass e-mails and directing the webmaster on content of www.cvmha.info.
- dd) Comply with the Gaming Branch, and apply for the yearly Gaming Grant
- ee) Complete and file Event and Summary Reports for Gaming licenses.

18.129 The specific duties of the bookkeeper will include:

- a) Posting and allocating all transactions
- b) Recording cash receipts and bank deposits
- c) Conducting a monthly reconciliation of every bank account and providing it to the Treasurer. This will include a cover sheet showing the bank balance, outstanding items, and the reconciled balance; to prove it balances with the corresponding ledger balances for each bank account. It will include copies of the bank statements and the Sage ledger of all bank accounts
- d) Conducting periodic reconciliations of all accounts to ensure their accuracy
- e) Preparing Trial Balance and issue monthly financial statements
- f) Providing information to the external accountant who creates the company's financial statements
- g) Assembling information for external auditors for the annual audit.
This will include backup documents and analysis of all items on the balance sheet and accounting for any discrepancies
Maintaining an orderly accounting filing system
- h) Maintaining the Chart of Accounts
- i) Prepare and file quarterly source deduction remittance to CRA
- j) Complying with Federal government reporting requirements
- k) Processing payroll in a timely manner
- l) Prepare T4Summary and T4 Statements of Remuneration
- m) Prepare annual WCB report
- n) Providing clerical and administrative support to management as requested
- o) Maintaining historical records by filing documents
- p) Maintaining up to date accounting program
- q) Provide monthly Sage backups to the CVMHA office.

19. BULLYING AND HARASSMENT OF EMPLOYEES OF CVMHA

- 19.1 In Accordance with Work Safe BC, CVMHA will adopt the VIAHA Bullying and Harassment Policy Number 7.1
- 19.2 CVMHA will name a Harassment officer every year

20. COACH RESPONSIBILITIES

- 20.1 Recreational coaches must hold the following certification:
 - a) All coaches U 6-U21 must have a valid CRC.
 - b) For U 6 and U 7 and U8 and U9 level coaches must hold a Respect in Sport certification and Coaches Level 1 and CATT

- c) All coaches from U11 to U21 divisions must hold a Respect in Sport certification and Coaches Level 2 and Catt
- 20.2 Competitive coaches must hold a Respect in Sport certification, a Developmental 1 (Intermediate) level and CATT and must meet all requirements of BC Hockey, incl. a valid CRC.
- 20.3 All U11, U13 and U15 head coaches must complete checking skills clinic.
- 20.4 All coaches, both Recreational and Competitive, are to hold a **mandatory** Team meeting on or before September 30th of the current year. It is suggested that they hold regular Team meetings throughout the season.
- 20.5 Coaches must ensure the development of all players but be reasonable with their demands of the players.
- 20.6 Ridiculing, yelling, or otherwise degrading players for errors or losing a competition is not condoned by CVMHA.
- 20.7 Coaches must not overplay the more talented players. Recreational hockey players shall receive an equal share of ice time unless disciplinary action is necessary.
- 20.8 In Competitive hockey, coaches shall make every attempt to ensure that ice time is made up to players that are not on "special teams" (e.g., power play, penalty kill).
- 20.9 The 2nd Vice President will monitor all coaches throughout the season. Should a coaching complaint arise, the Team manager, Program Coordinator or 2nd Vice President will notify 1st Vice President to investigate the complaint.
- 20.10 Coaches will ensure that all players are properly dressed for on-ice and off-ice activities.
- 20.11 The coach shall have the authority to suspend any player on the Team, with just cause, for one (1) game and must notify the President immediately upon doing so.
- 20.12 If the coach feels further action is necessary, they must notify the President and in consultation with the President, will proceed as deemed appropriate.
- 20.13 Coaches must attend any coach meetings required throughout the season.
- 20.14 The 2nd Vice President must be informed of any coach suspensions within 24-hours of the notification of the suspension.
- 20.15 Note: It is expected that all CVMHA coaches (Recreational and Competitive) shall support AP movement to further develop a player's abilities.

21. TEAM MANAGER RESPONSIBILITIES

- 21.1 To notify the appropriate Program Coordinator of any exhibition games.
- 21.2 Maintains regular communications with Program Coordinators and CVMHA Administrator.
- 21.3 Team managers are to notify the 1st Vice President verbally of all minor complaints upon receipt of them. This ensures the 1st Vice President can keep an accurate record of events.
- 21.4 Team managers are to enforce the use of the 24-hour rule when dealing with complaints.
- 21.4 Those individuals with a complaint are to reassess their concern after a 24-hour period has elapsed and if they still feel strongly about their concern, they are to put same in writing and provide to the Team manager.
- 21.5 The Team manager is to attempt to mediate any minor complaints; those that cannot be successfully mediated will be forwarded to the Program Coordinator for further mediation and consultation.
- 21.6 Finally in written form to the 1st Vice President at which time it will be handled strictly as per the procedures in CVMHA By-Laws Part 8 as appropriate.
- 21.7 All complaints are to be presented to the 1st Vice President in letterform and be delivered either by hand or by Canada Post.
- 21.8 The Team manager is responsible for the collection of Team jerseys; the delegation of Team duties such as fundraising, media coverage, time keeping, etc.
- 21.9 The team manager must ensure that all game sheets are forwarded to the League Commissioner within 72-hours of the game, that sheets are properly filled out and legible, and all match
- 21.10 Penalties are reported to the President and League Commissioner immediately.
- 21.11 The Team manager is the key to a successful year and will:
 - a) Be available to parents that need to talk, a good listener and an effective liaison between parents and coaches.
 - b) Be always diplomatic and fair.

- c) Direct problems to the Program Coordinator and the 1st Vice President for investigation.
 - d) Be intolerant of any abuse of officials, players, or opponents by parents and/or other spectators.
- 21.12 All Team managers are encouraged to maintain good sponsor relations. This means establishing and maintaining an appreciative relationship.
- 21.13 A game schedule, personal invitation to games/playoffs, team photo, Christmas card, a thank-you at year-end and an invitation to the year-end banquet or wind up shall be given to the Team sponsor.
- 21.14 Team managers will notify the RIC of all home exhibition games.
- 21.15 Ensure that the League Commissioner is kept informed of all tournament and exhibition games that are outside of regular league play.
- 21.16 The Team Manager is responsible for the return of all equipment by March 31st. Jersey's must be handed in, in complete sets. Any jersey's that are not being used for the current season can be handed into the Equipment Manager.
- 21.17 Managers are approved by the Approval Committee, see appendix I
- 21.18 Team Managers and Coaches must be at arm's length, unless with Executive Approval.

22. COACH SELECTION COMMITTEE

- 22.1 Each season a Coach Selection Committee (CSC) will be formed by the CVMHA 2nd Vice-President; this Committee will consist of a maximum of five (5) members.
- 22.2 The CVMHA must approve these Committee members.
- 22.3 The 2nd Vice President will Chair this Committee.
- 22.4 The main purpose of this Committee is to interview all coaching applicants and to recommend coaches to the Approval Committee for each of the coaching positions.
- 22.5 In situations where a member of the CSC has a child in a particular division, or is a coach applicant, the member will remove themselves from coach recommendations in that division to eliminate any possible conflict of interest.
- 22.6 The CSC will interview all coach applicants who were not involved in coaching in the Association during the previous year.
- 22.7 The Committee will decide on whether returning coaches who coached the previous year will need to be interviewed.
- 22.8 Returning coaches with discipline or major complaints on file will be interviewed while exemplary coaches may be excluded from interviews.
- 22.9 The Approval Committee must approve all Team coaches.

23. PLAYER AND TEAM OFFICIALS CONDUCT

- 23.1 There will be strict adherence to BC Hockey policy concerning hazing, as follows:
- a) Any player or Team member found to be involved in the practice of hazing or "initiation" of players on a Team will be suspended for one (1) year.
 - b) Any manager, coach, or Team executive member, who knowingly allows hazing or initiation to take place, will be suspended for one (1) year.
- 23.2 The CVMHA has adopted a policy on harassment and abuse that must be adhered to by all members. See Constitution and By-Laws Part 9.20.11
- 23.3 Drugs, alcohol and tobacco products and any illegal actions are not allowed during Team functions. Zero tolerance with immediate suspension shall result.
- 23.4 All incidents of the above-noted infractions must be report to the 1st Vice-President.
- 23.5 Parents/guardians of players that contravene rules or allow their children to disregard the rules shall be held responsible.
- 23.6 The CVMHA and its Team officials will not be held responsible for any resulting incidents.
- 23.7 When Teams are playing away at tournaments or Provincial Championships, the parent/guardian, if present, is responsible for their child's adherence to the rules and policies of this Association.

- 23.8 If the parent/guardian is not present, then it becomes the Team officials' duty to see that players adhere to the rules and policies.
- 23.9 All Team officials are obligated to report any infractions of the rules or policies that they are aware of to the CVMHA 1st Vice President to avoid Association liability, to mitigate possible liability in the future.
- 23.10 It is recommended that all CVMHA Teams that travel always have adequate adult supervision. It is recommended that U18 players shall not drive themselves to out-of-town games.
- 23.11 All CVMHA Teams must shake hands with opponents with their gloves removed at the end of the game, unless otherwise directed by the referee.
- 23.12 Notify the coach or Team manager if a player cannot attend a game or practice.
- 23.13 The Dress Code is as follows:
 - a) Competitive Teams: dress shirt and tie with approved team jacket or dress coat, dress pants and dress shoes are to be worn to all games.
 - b) There will be no hats, jeans or jean jackets worn to games.
 - c) Team tracksuits may be worn to practices or while traveling, unless otherwise approved by the Executive Committee.
 - d) Jerseys are to be worn for games only, unless approved by the Executive Committee.
 - e) Jerseys are to be carried outside the equipment bag to avoid damage.
- 23.14 Criminal Record Checks (CRCs) must be completed by all team managers, coaches, assistant coaches, officials, and executive members and then placed on file with CVMHA no later than November 30 of the current hockey season. CRCs will remain valid with CVMHA for 3 years.
- 23.15 Any person that CVMHA has not received a CRC from by that date will be suspended until the CRC has been received and is on file.
- 23.16 Prior CRCs may be used providing they have been done no earlier than 3 years prior to September of the current hockey season.

24. PARENT/GUARDIAN ROLE AND RESPONSIBILITIES

- 24.1 All parents/guardians are encouraged and expected to participate in the team's activities (e.g. scorekeeping, fundraising, tournaments, etc.). Parental cooperation is essential for a successful year.
- 24.2 Every effort must be made to have players at the arena on time to minimize disruption for the rest of the Team.
- 24.3 Any parent/guardian or member exhibiting inappropriate conduct will be reported to the 1st Vice President.
- 24.4 The President may suspend any parent/guardian or member exhibiting inappropriate conduct depending on the severity and nature of the conduct.
- 24.5 Cheering, yelling, and applauding are all encouraged, when positive in nature. It is inappropriate to ridicule players and/or officials during a game.
- 24.6 Parents/guardians are not permitted near the players or penalty box during a game unless requested by the coach or if an injury has occurred.
- 24.7 Parents/guardians should familiarize themselves with Section 14 Risk Management of this Hockey Operations Policy Manual, which outlines the CVMHA protocol for injured players returning to regular play.
- 24.8 All complaints are to be presented to the Team manager in letterform and be delivered by hand.
- 24.9 No electronically sent complaints will be entertained.
- 24.10 Parents will adhere to VIAHA Regulation #5.02 that a parent/guardian of players must complete the RIS for parents before October 31st.
- 24.11 **STRICT ADHERENCE TO ALL THE ABOVE IS REQUIRED OR DISCIPLINE MAY RESULT.**

APPENDIX I COMMITTEES

1. **Finance Committee:**
Treasurer (Chairperson)
President
Administrator
2. **Coach Selection Committee:**
2nd Vice President (Chairperson)
1st Vice President
**& Applicable Program Coordinators
& 2 others**
3. **Appeals Committee:**
Appointed by the President –
(2 members, also appointed):
4. **Complaints Investigation Committee:**
1st Vice President
& (2 members if necessary)
5. **Discipline Committee:**
President (Chairperson)
(2 members, also appointed)
6. **Nominating Committee:**
Appointed
7. **Approval Committee:** (managers, safety, and interim coaches)
Officers- **& Applicable Program Coordinators**
Administrator **(for managers only)**
8. **Player Evaluation Committee:**
2nd Vice President -
& Applicable Program Coordinators
Any other member interested in the committee.
9. **Policy Review:**
Appointed
10. **Memorial Tournament Committee:**
CVMHA Treasurer and 2 appointed people, preference given to members of the Memorial tournament committee.

APPENDIX II

SPONSORSHIP PROGRAM



Gold Sponsorship \$1000 and up

- Cowichan Valley Minor Hockey Association Competitive Team. Our competitive teams travel all up and down the island including trips to the mainland.
- A 2 x 8-foot banner with your company name and logo that will be taken and put up at every game for the entire season. This banner will be yours to keep in the event you would like to sponsor a team in the future.
- A sponsorship plaque that includes a picture of your sponsored team.
- A schedule of all league games, including away games.
- Any team game results in the local paper will include your company name e.g., "Duncan Auto Parts Pee Wee T1".
- Your sponsored team will be available to you for any events you might have.
- Your companies Link added to our CVMHA web site.
- Thanks, and recognition in all Cowichan Valley tournament programs.
- Your company name will be listed on a Thank you page in the newspaper at the end of the season.
- A receipt for your contribution will be issued upon receiving your sponsorship.



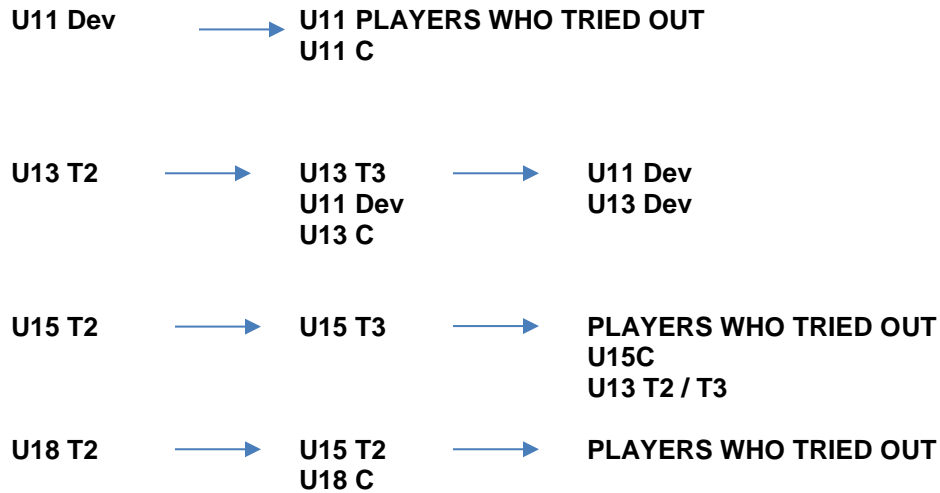
Silver Sponsorship \$500 and up

- Cowichan Valley Minor Hockey Association Recreational House Team.
 - A 2 x 8-foot banner with your company name and logo that will be taken and put up at every game for the entire season. This banner will be yours to keep in the event you might want to sponsor a team in the future.
 - A sponsorship plaque that includes a picture of your sponsored team.
 - A schedule of all league games.
 - Any game results in the local papers will include your company name e.g., "Island Comfort Systems Cowichan Valley U 13".
 - Your sponsored team will be available to you for any events you might have.
 - Your companies Link added to our CVMHA web site.
 - Thanks, and recognition in all tournament programs.
 - A receipt for your contribution will be issued upon receiving your sponsorship.
-
- Your company name will be listed on the CVMHA web site.
 - Your company name will be listed on a Thank you page in the local paper at the end of the season.
 - A receipt for your contribution will be issued upon receiving your sponsorship.

APPENDIX III

AFFILIATE PLAYER GRID

U8 and U9 / U6 and U7 players shall not be used as affiliate players.



***Players who are affiliated from recreational teams and did not attend competitive tryouts will pay \$50.00 fee prior to playing their third (3rd) ice slot with the higher-level team.**