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Clearwater & District Minor Hockey Association

Parents Handbook

Clearwater & District Minor Hockey Association is dedicated to promoting the game of hockey for the enjoyment of all Players, regardless of skill level. It is our goal to promote amateur hockey, sportsmanship and good citizenship among the Players, Parents and fans. We hope that every Player will graduate from minor hockey with a love for the game and a desire to continue playing or Coaching for the rest of their life.

Who's in Charge?

We do not operate as a separate unit in the hockey world. You will see the following Associations on various documents. The rules of our senior organizations form part of our policies and take precedence over local rules.

Hockey Canada (HC)

British Columbia Amateur Hockey Association (BCAHA)

Okanagan Mainline Amateur Hockey Association (OMAHA)

Clearwater & District Minor Hockey Association (CDMHA)

Players Coaches Parents

General Information for all Divisions

- All Players must be properly equipped with full protective equipment for all games and practices.
- No Player may participate in any Association activities unless he/she is properly registered.
- Players must not remove any equipment after leaving the dressing room and until returning to the dressing room. This is a safety rule for the Players' protection.
- No Players are allowed on the ice until a Coach or other team official is present either on the ice or on the bench.
- Players in a Recreation League may play for a team of a higher division, upon approval of the Executive and the coaches. ONLY done if affiliates are needed for the higher division team.
- Coaches are encouraged to give equal opportunity to any Player who wishes to play goal, provided safe and adequate equipment is available.
- Each team is required to sell 50 /50 Tickets at all home games. This helps offset the cost of our referees. The 50 /50 bucket can be picked up in the Minor Hockey office. CDMHA's portion is to be "mailed" in the Minor Hockey office mail slot.

Games

- Teams must be ready to start on time as indicated on the season schedule.
- Home teams designated must provide a trained volunteer time/scorekeeper for each game.
- Managers are responsible for making sure game sheets are properly submitted on the tablet.
- Team Managers are responsible for ensuring that their Coaches & Players know the scheduled game and practice times during the season.
- Coaches and Safety Persons are not allowed on the ice during games unless requested by the referee to assist an injured Player.
- All injuries must be reported immediately to the Vice President of CDMHA using the CDMHA Injury report and if needed the Hockey Canada Injury Report (Safety Persons and Team Managers can find these forms on website or from the Vice President.)
- It is a policy of the CDMHA to shake hands after each game.

CDMHA ice times cannot be used for Parent/child or family skating due to insurance regulations. Parent/Player games must be approved by the Executive and the Executive will notify the team of how the ice time will be paid for.

GAME SUSPENSIONS

CDMHA complies with the suspensions that BC Hockey & OMAHA hand out. CDMHA also holds the right to do further investigation and decide if further severe disciplinary action is required.

The Team Managers shall review all score-sheets on a weekly basis, maintain a record of all major penalties and advise Players, Parents and Coaches of any suspensions resulting from accumulated penalties.

Equipment

1. Parents are responsible to ensure that their Players are properly equipped with full protective equipment for all games and practices. An Appointed Person can help the younger divisions that need to rent Player gear.
2. There is a sign out sheet in the equipment room for CDMHA equipment. The borrowed equipment must be returned at the end of the hockey season.
3. CDMHA team jerseys are to be used only during games.
4. No jewelry is to be worn (exception: medic alert bracelets and medic alert necklaces).
5. Goalies must wear wire cage facemasks. Player helmets must be CSA approved and decals of any kind are not permitted on helmets.

Fundraising

- Team fundraising decisions must be approved by the Executive.
- Fundraising must be by the hockey team concerned, not CDMHA and include the Treasurer.

Parent & Minor Hockey Association Relationship

Role of the Local Minor Hockey Association
The mandate of the local minor hockey association (CDMHA) is to administer and promote the game of hockey within its local community. This responsibility includes ensuring that all levels of competition and Player ability are addressed.

The minor hockey association is also responsible for ensuring an Executive Board is in place to administer the day-to-day function of the association during the hockey season. As well, it is responsible for ensuring the appropriate legal requirements are addressed with respect to registering under the Society's Act, having a constitution, providing financial reports, having insurance and registering with the provincial hockey body [Branch].

The local association operates within the Constitution and Playing Rules adopted locally, by the Branch and by Hockey Canada.

The Relationship of Parent and the Local Minor Hockey Association
A Parent's first contact with the local minor hockey association usually comes when they register their son or daughter to play hockey. This is the entry point both for your child's involvement in the sport and yours.

Parents are encouraged to attend annual general meetings of the local CDMHA to become aware of how the association operates and the many opportunities available to support the Players in their hockey development.

The Association offers many options, on-ice and off-ice for Parents to become involved with their child.

Off-ice, Parents can be involved as team Parents, team managers, jersey parents, fund-raisers, scorekeepers, timekeepers, selling 50/50, tournament organizers and as members of the CDMHA executive. These are all important support positions where volunteers are needed. The CDMHA will provide you with a job description and training. To avoid possible conflicts, it is important you perform only those items within your job description. Through volunteering you will meet and become friends with the Parents of the Players on your child's team, Parents across the CDMHA, and make many contacts throughout the community.

On-ice, Parents can be involved as Coaches, Safety Persons and officials. The CDMHA will arrange clinics so you can become familiar with Hockey Canada's Initiation Program, Coaching Programs, Safety Programs and Officiating Programs. These clinics will teach you the fundamentals to be an effective leader with the Players. They will provide you with the tools to succeed in your volunteer position while enhancing the experience the Players will have under your supervision. Through these sessions you will be able to find out the philosophy

of the association, where to take any concerns that may arise, who will be working with your child, and the role of the Parent in the association.

For Parents of children entering hockey for the first time there are naturally concerns about your child and the adults who will be involved with your child. Hockey Canada's Respect In Sport is designed to address these concerns.

During your years ahead as a minor hockey Parent there will be a variety of opportunities to support your child in their hockey development. If or when concerns arise, speak with your child's Coach or Manager. Most often it is just a matter of a misunderstanding that can easily be addressed.

Both you and your child will grow and develop skills through your involvement with hockey. You will both learn and develop life skills to use in other aspects of your life.

What Do Executive Members Do?

President:

Chairs all Executive and General Meetings. Attends 3 OMAHA meetings yearly. Is aware of all other Executive members' job functions and tasks. Ensures that all Executive member action items are dealt with in a timely manner. Deals with issues pertaining to other associations and is the liaison between associations. Deals with disciplinary issues concerning association Players and members. Oversees the day to day operation of the association and ensures that the District, Branch & Hockey Canada issues are directed to the appropriate members. Two year term.

Vice President:

Chairs the meetings in the absence of the president, arranges for yearly hockey pictures to be taken, is in charge of risk management including safety and Safety Persons. Performs any other duties assigned by the president. Oversees the Year End Banquet. Attends monthly meetings. Two year term.

Treasurer:

Attends monthly Executive meetings. Provides Financial Statements (income statement and balance sheet) for monthly meetings. Issues weekly referee cheques. Picks up 50 /50 money and deposits weekly. Reconciles bank statements monthly. Issues cheques for all payables, ie: monthly ice fees, tournament expenses, travel reimbursement etc. Deposits all registration fees, tracks receivables and issues invoices when necessary. APPOINTED POSITION

Registrar:

Attends monthly Executive meetings. Hands out registration packages to all Players registered from the previous year. Provides a registration time at the rink that all Players (returning or new) can register. Registrar collects all registrations and registers all Players, Coaches, Managers and Safety Persons with BCAHA through the Hockey Canada Roster (HCR) on online registration program. The Registrar collects and hands over all monies to the Treasurer. Registrar must attend an OMAHA meeting in Kelowna. Registrar must keep and provide Coaches and Managers with updated Players list and is responsible for tracking all Player movements, and responsible for carding and affiliating all Players that are on rep teams. Two year term.

Secretary:

Attends monthly Executive meetings. Takes minutes at all meetings. Handles all correspondence, picks up the mail and distributes it. Applies for membership (on line) with BCAHA in the spring. Files the BC Society Annual Report online yearly. Types all reports and handbooks. Takes care of photocopying, office supplies and files records. Obtains new and maintains existing sponsors and follows up with team pictures and Thank You letters to sponsors and helps Vice President with Year End Banquet. Two year term.

Female Director:

Attends monthly meetings. Oversees all aspects of minor female hockey and promotes the growth of female hockey in our community. Provides our female Players with upcoming events or opportunities that may apply to them. Position must be filled as long as there are female Players within the CDMHA. Two year term.

Tournament Director:

Attends monthly meetings. Organizes and oversees all home tournaments. Works with DOC – Sports Coordinator, who applies for sanction permits as soon as the tournament schedule is set and sends out invites and applications to other associations. Provides updated tournament applications and information to the website manager. Works with the Ice Ambassador to set up ice times for tournament draws. Completes tournament reports for CDMHA as well as BCAHA. Coordinates with OMAHA Director (currently Sherry Wakelin) to send

correct information on all teams attending for Tablets to be used for Tournament Games. If score sheets are used, then sends copies of all tournament score sheets to the appropriate OMAHA Directors. Works with Division Managers and parents organize tournament duties such as 50 /50, raffles, and scorekeeping. Orders all prizes and keeps an inventory of such. Follows up the season with a year end report showing all profits or losses for each tournament and reporting such information at the Annual General Meeting. Two year term.

Head Coach:

Attends monthly meetings. Coordinates all Coaching activities. Contacts past coaches and new candidates for coaching. Attends a meeting in Kelowna in September. Provides the registrar with a list of Coaches that the association will be using for the season. Sets up Coach's clinics (must keep attendance sheet) and keeps records of all Coaches qualifications. Sets up a Coaches meeting at the beginning of the season, keeps contact with all Coaches and is responsible for communication between Coaches and the executive. Makes sure there are pucks for the season. Two year term.

Ref in Chief:

Attends monthly meetings. Coordinates ref's clinics. Has evaluations done on all refs is responsible for ref assigning of appropriately trained and experienced refs in each division's games and home tournaments. Passes this information on to the Treasurer so the refs can be paid. Keeps refs informed of upcoming events and opportunities that may apply to them. Refs know how to file game reports and update games on ref link. Two year term.

Appointed Positions

Division Managers

- Manager shall be selected and approved by the CDMHA Executive. There will be one manager responsible to manage the operations of their respective Recreation or Representative league divisions under the rules and guidelines set out by the CDMHA Board of Directors. They are responsible for exhibition games and all away tournaments. Communication with the Ice Ambassador is crucial. Managers and Coaches will work with the Executive to monitor penalties, organize tournaments, distribute extra ice time and ensure that their division is running smoothly.
- The correct names, addresses, phone numbers and positions of proposed volunteer Coaches, assistant Coaches, managers, and safety persons must be submitted to the registrar. This is to conform for BCAHA insurance regulations.
- Managers will oversee a home tournament for their division under the guidance of the Association Tournament Director.
- Managers are responsible to ensure that all Coaches are aware of the season schedules, and the Recreation and Representative League rules and regulations.
- Managers are responsible to ensure that the time/scorekeeper has a tablet and/or game sheet available prior to the official start of the game. All Players and team officials are properly registered.
- Managers are expected to attend monthly meetings held by the CDMHA Executive if asked during the Hockey season.

Website Manager: looks after the minor hockey website and Facebook page.

Volunteers

All volunteers are required to take the "Respect In Sport" clinic. This clinic teaches about the prevention of harassment and abuse of Players and gives us the necessary tools to keep our children safe in our hockey environment. This is an online clinic sponsored by CDMHA.

Coaches:

- Coaches shall be chosen by the Association Head Coach and approved by the CDMHA Executive.
- Coaches will not authorize Players to go on the ice until the flooding is completed and all gates leading to the ice surface are closed.
- It is strongly recommended that Coaches be on hand at least 30 minutes prior to game time, and must remain after the game until all Players are clear of the dressing room.
- All officials of the CDMHA must familiarize themselves with all rules and regulations as written in the CDMHA Constitution and Handbooks.
- Coaches are encouraged to have regular meetings with Parents throughout the season.

- An open-air policy that encourages Parents and Players to freely discuss their concerns is recommended. If a Parent or Player has a concern or question, they should address this concern first with their Coach to arrive at a solution. If the concern is still un-resolved, then the Parent or Player and the Coach should meet with an Executive or Manager for resolution
- All Recreation and Representative divisions should have a certified Safety Person (HCSP) in the arena during games. Teams must have individual Safety Persons.
- Each Coach, Manager and Safety Person should have access to ePact in case Safety Person is unavailable.

Team Manager:

There will be One manager per team in all divisions. They are responsible for:

1. appointing Parent volunteers for all home games for the following: selling 50/50, Timekeeper and Scorekeeper.
2. keeping the teams informed by ensuring all Players, Coaches, and Parents have a schedule of games. Tournaments and other events (may seek the help of a phone Parent)
3. sees that Out of District Forms are filled out and sent to OMAHA for any away tournaments out of district.
4. finding accommodations for out of town tournaments and collecting payment from Parents (may seek the help of a parent for this)
5. setting up the volunteer schedule for the home tournament. Works with the Tournament Director to coordinate home tournaments or appoints another Parent on the team to do so.

Safety Person:

A Safety Person is the teams' Hockey Canada Safety Person (HCSP) All minor, junior, senior, and female teams must have a certified HCSP person on their roster. The HCSP is in charge of the 'Risk Management' and safety program, which utilizes a proactive, preventative, common sense approach to keeping our children safe. Course is done online.
Trainers are responsible for:

1. ePact, Hockey Canada Injury Reports, CDMHA Injury Reports and Return to Play forms. These packages should be with the Safety Person at all games and practices. Should the Safety Person not be available, the Safety Person package should be given to a Coach or Team Manager. These forms can also be found online or from the Vice President.
2. In the event of an emergency the Safety Person will initiate the EAC and will see that the involved persons get the necessary paperwork and that the Vice President is notified.
3. Must take "Respect In Sport" course. It is an online course.
4. Coach, manager & safety person must have access to their teams medical information on ePact.

Jersey Parent:

There will be <u>one</u> Parent per team in all divisions. They are responsible for;

1. Distributing and collecting all jerseys for games.
2. Ensuring that jerseys are worn during games only and keeping a record of inventory as well as laundering when necessary. (hang dry please!)
3. If teams want to put name bars on jerseys it is the Jersey Parents responsibility to see that they are sewn on in a basting stitch only so as not to damage the jerseys. The Jersey Parent must make sure all name bars are removed at the end of the season when jerseys are returned at the end of the season.
4. C's & A's are sewn on with basting stitch and removed at the end of the season.

CDMHA appreciates all Volunteers and encourages them to contact any of the Executive members any time should they need assistance or guidance.

Tips to make the hockey experience more enjoyable

1 **Read the CDMHA Policy Manual, Fair Play Code, Parent Handbook** that is posted on the minor hockey website. Executive members expect these codes to be adhered to and will enforce them when necessary to make the hockey experience pleasant for everyone.

2 If you have a complaint about a player, coach, manager, team official, on-ice official, executive, parent or spectator, the complaint procedure can be found in the CDMHA Policy Manual.

3 Have your child and equipment at the arena on time for games and practices. Find out from the Coach when he expects Players to arrive. If your child can't make a practice or game, be courteous and let the coach or manager know to explain.

4 Tell your Coach about any medical problems your child might have. If the Player is injured in a game or practice, make sure you see the Safety Person or ask for an Injury Report form. If your child is under a doctor's care, whether hockey related or not, you must provide the Coach or Manager with a Return to Play form, from the doctor verifying that the Player is fit before going back on the ice. Failure to do so could cancel your hockey insurance. Return to Play forms can be found on the minor hockey website or from the Vice President.

5 HELP! This is a non-profit organization with unpaid volunteers doing the work. Paying the registration was only your first responsibility. Now VOLUNTEER to be a Coach, manager, jersey parent, safety person, scorekeeper, timekeeper, 50-50 ticket salesperson, tournament helper or an executive member. If you don't know how someone will gladly help you learn. Every Parent can and should volunteer in some way.

6 GAME JERSEYS ARE NEVER TO BE WORN FOR PRACTICES. Jersey Parents will make sure uniforms are collected after each game, washed and brought to the arena for the next game.

7 Your child will be held responsible for their conduct in the arena (on and off ice) as well as while they are playing out of town.

8 Players are responsible for their own equipment and personal property. CDMHA accepts no responsibility for lost, damaged or stolen items.

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Players involved in Minor Hockey learn and develop positive values such as Responsibility, Co-operation, Leadership, Integrity, Sportsmanship, Commitment and Respect.

U7

- No home tournament.
- Teams may attend one out of town tournament (Executive approval required).
- The emphasis is on enjoyment and player development.
- Limited travel

U7 and U9 are intended to be non-competitive divisions in which emphasis is placed upon learning basic skills and having fun. As per BC Hockey policy, tournaments shall be permitted in the U7 and U9 divisions but such tournaments shall be conducted on a non-competitive basis. The use of a knockout draw format, championship rounds or identification of winners is strictly prohibited. All teams in the tournament shall play an equal number of games and no standings of any kind are to be kept.U7 (Initiation) can also be put into Pre/Canskate, to help with their skating skills (will be reimbursed).

Divisions

U9: 7-8 year olds
U11: 9-10 year olds
U13: 11-12 year olds
U15: 13-14 year olds
U18: 15-17 year olds

Recreation (Rec) Program (U11 to U18)
Rec hockey is played by the majority of amateur players. It is fun hockey with an emphasis on participation, fitness, enjoyment and fellowship.

Development and Representative (Rep) Program
TheDevelopment and Rep Hockey Program is designed for players who have the desire and ability to play at a more competitive level.

U11-U18 plays in the OMAHA League with playoffs in March.

Tournaments

CDMHA will cover the cost of one out of town tournament entry. The cost of any other tournaments will be divided among the Players. All travel expenses are the responsibility of the Parents. The home tournament is offered free to local teams and the raffle table fee is included with players' registration fee. To make our tournaments successful Parents must donate their time to help with score keeping, time keeping, 50/50 and raffle table. All tournament decisions are made by the Tournament Director with input from the Coaches and Manager. If you have some great ideas and wish to be involved please talk to the tournament director before you take action.

FAIR PLAY CODE FOR PARENTS

1. I will not force my child to participate in Sports.
2. I will remember that my child plays sports for his or her enjoyment, not for mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will not ridicule or yell at my child for making a mistake or losing a competition.
7. I will remember that children learn best by example. I will applaud good plays/ performances by both my teams and the opposition.
8. I will never question the official's judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's sporting activities.
10. I will respect and show appreciation for the volunteers who give their time to hockey.