

CCMHA

CHARLOTTE COUNTY MINOR HOCKEY ASSOICATION

OPERATIONAL MANUAL

2016-2017

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RULES, DUTIES, AND REGULATIONS OF THE CCMHA

RULES DUTIES & REGULATIONS 100 Amendments

- 100 CCMHA Rules, Duties, and Regulations (RD&R) can be amended at any monthly Board of Directors meeting. Any CCMHA member can submit notices of motion. Notice of an amendment proposal to the operations manual shall be given to the Administrative Assistant in writing at least 14 days prior to a monthly board meeting. All proposed amendments require 2/3 majority of those present at a meeting.

RULES DUTIES & REGULATIONS 200 Membership

- 200 Rules for membership shall follow those set out in the HNB /NBMHC Constitution under Rules and Regulations. These Rules shall complement but not conflict with those of the HNB /NBMHC.
- 201 Players shall not be registered after noon on January 10. Players may be registered up to noon on February 10th only where the player concerned has moved into this area. The membership must be accompanied with a proof of residency if the player has moved here from outside the CCMHA area.
- 202 A minimum of 12 players and a maximum of 19 players per team, two of which must be a goaltenders, 21 players for Midget teams, two of which must be goaltenders, shall be registered prior to the first game in the regular schedule.
- 203 The fees for membership shall be set annually by the CCMHA executive.
- 204 Residency status shall be checked vigorously by the CCMHA registrar.
- 205 All members must be Pre-registered in the Hockey Canada Registry (HCR). All member demographics and contact information must be verified or completed on new members.
- 206 *When a player registers in CCMHA Portion of the Fee is for personal injury and property damage insurance provided by the Hockey Canada and HNB membership. This portion of the membership fee is non refundable if it has been paid to HNB.*

The remaining portion of the fee is refundable as follows:

One Sixth of the remaining fee is charged for each month in the program (the hockey season is six months long). A player is deemed to be in the program until such time as the coach is notified that the player will be no longer participating.

No refund will be issued if a player is in the program after December 31st.

Example:

John registers in the Atom division for the coming season at a cost of \$400, of which \$57.65 is for insurance. On Dec. 10th John advises his coach that he no longer wishes to participate and a refund is requested. The refund will be:

$$(\$400 - \$57.65) / (1/6 * 3) = \$ 171$$

(Membership fee - non refundable insurance fee) / (one sixth * months remaining in season)

All requests for refund will be forwarded to the registrar. The registrar's decision is final.

The registrar will request the **Treasurer** to issue a refund.

The **Treasurer** will ensure that all equipment has been returned before the refund is issued.

207 Players will not be permitted to continue playing hockey if full payment is not made by October 31st of the current year and processed by November 15th of the current year.

208 Individuals, Parents or guardians shall be made fully aware at the time of membership what it is the membership fees pay for. They shall be informed that coaches and managers are expected to plan for extra activities such as tournaments, practices, exhibition games and social activities which the individuals or parents are expected to pay for (Refer TO 1801 (f) for details)

RULES DUTIES & REGULATION 300

Registration of Members

300 All members must be registered in the Hockey Canada Registry (HCR)

301 A team list including all bench staff must be provided to the Register as soon as the teams are named.

302 Certification of all bench staff must be verified and required qualifications must be communicated to the team and arrangements are to be made to have bench personnel take the required clinics before Dec 15 of the current season.

303 All affiliates are to be approved and communicated to the Registrar before January 15 of the current season.

RULES DUTIES & REGULATION 400

Residency Rules

400 For the purpose of residence, all players under the authority of parent and/or legal guardian or joint custody of a CCMHA player, is considered a resident within the boundaries of the CCMHA.

401 In the case of joint custody, residency of the player is determined by where the player attends public school.

402 Special circumstances outside of the rule of the residency defined above must be approved by the District Director.

500 All registered players have the right and shall be provided the opportunity to try out for a Competitive or Recreation team within their respective age category.

501 Tryout schedules will be communicated to member players

502 Players that are unsuccessful making a competitive team will be notified immediately.

502 Players participating in try outs who voluntarily withdraw from tryouts are responsible for notifying the coach running the tryouts of their decision.

RULES DUTIES & REGULATION 600

Scheduling and Ice-times

- 600 Each team will be allocated at least 2 Ice-Times a week, One practice and one game.
- 601 SNBMHL schedule is designed, where possible to schedule a home and away game each week.
- 602 All ice times are to be utilized as scheduled. Failure of a team to appear for a scheduled ice time, without prior approval from the ice scheduler shall automatically result in a team losing their allocated ice time.
- 603 The ice scheduler is not responsible for providing ice times for Postponed or cancelled games. Coaches that are unable to utilize their ice time are responsible for attempting to trade with another team.
- 604 The Ice Scheduler must be notified by the coach of any change of ice time within 48 hrs of a change whenever possible.

RULES DUTIES & REGULATIONS 700

Playing Rules

- 700 The Playing Rules of the HC, HNB, NBMHC, shall apply to all CCMHA teams.

RULES DUTIES & REGULATIONS 800

Fair Play Rule

- 800 HC and HNB Fair Play Code Policies shall apply to all CCMHA teams.
- 801 CCMHA will ensure that all players get equal instruction, support and playing time.

RULES DUTIES & REGULATIONS 900

Penalties

- 900 All penalties will be issued in accordance with Hockey Canada Rules Book.

RULES DUTIES & REGULATIONS 1000

Suspensions

- 1000 Rule infraction (suspensions) are issued in accordance with New Brunswick Minor Hockey Council (NBMHC) Minimum Standards of Discipline.

Discipline is the responsibility of league president for league games. Discipline is the responsibility of the Association President for exhibition and tournament Games. ALL Match, Gross and Code of conduct infractions, are the responsibility of the District Director for all games.

All Discipline issued must be sent to the District Director to be submitted to HNB to be added to the members HCR record.

RULES DUTIES & REGULATIONS 1100

Travel Permits

1100 Travel permit must be completed and signed by the NBMHC District Director for all exhibition games, all out of province tournaments, and all jamborees for teams Atom and above.

Novice and Initiation teams require travel permits for all exhibition games, scheduled games, and all jamborees both within District and out-of District.

Physical Travel permits must be obtained for teams traveling out of the District for tournament games. In all cases, request must be filed with the District Director no less than 2 business days prior to the game or event.

Travel to the United States must be approved, with the accompanying Travel Permit, by the HNB office. USA travel permit request must be made at least 4-6 weeks prior to the event.

Travel to European countries must be approved, with the accompanying Travel Permit, by the HC office. International travel permit request must be made at least 3 months in advance of the event.

A minimum 6-month suspension will be given to a coach, manager, or team official for playing without a proper Travel Permit.

RULES DUTIES & REGULATIONS 1200

General Rules of Operation, Conduct and Discipline

1200 All players shall generally play a regular shift.

1201 Players are not allowed on the ice until the rink staff have left and closed the doors.

1202 No player is permitted outside of the dressing rooms with skates on or before scheduled ice time.

1203 No player is permitted on the ice during a practice or game without a complete required set of CSA approved equipment.

1204 During a game players on the bench must keep their equipment on at all times.

1205 Referees shall not allow a player to continue if he is found to be wearing faulty or non-CSA approved equipment and a penalty may be assessed.

1206 A player will not be covered by the HC insurance program if injured and found not to be wearing CSA approved equipment.

1207 Helmets that are painted are illegal and dangerous and will not be allowed. Helmets cannot display unapproved CSA stickers.

1208 Players who are unable to control their temper on or off the ice shall be given special attention by the team officials. In problem cases the Discipline Committee should be notified.

1209 Team officials have the authority to hand out suspensions, penalties, etc., not to exceed one game. In problem cases the Board of Directors shall be notified and more appropriate measures may be considered.

1210 Scurrilous, obscene, or profane language or gestures shall NOT be used AT ANY TIME by the players, team officials or any member of the CCMHA.

1211 In accordance with the CCMHA constitution Article 4.6, and subsequently Bylaw 1.3, anyone

whether official, player, parents or other members may be removed from participation in CCMHA functions, by suspension from the association, by the CCMHA executive if such action is deemed necessary and in the best interest of all concerned.

- 1212 It is a coach's responsibility to know the playing rules and therefore if a player receives a penalty during a game that calls for a suspension and or a hearing the coach is responsible for sitting the player out and contacting the necessary authorities for further action. Failure of the coach to do this could result in further suspension for the player, the coach or the team and unnecessary loss of points in league, playoff or tournament standings.
- 1213 Players are expected, by virtue of their membership, to attend all team function, practices and games, at the time specified by the coach, unless otherwise excused by prior arrangement with the coach.
- 1214 If, in the opinion of any one team official, co-coordinator, or member of the executive, a player at a game or practice, appears to be under the influence of alcohol or drugs, the player will not be allowed to participate. Team officials will contact the parents or guardians and request that they pick up their son or daughter. The player shall immediately be suspended by the team official from playing with the team until such time as the CCMHA Board of Directors has considered what action should be taken in the interest of all concerned. A complete written report is to be submitted by the team official to the Board of Directors.
- 1215 A similar provision to 1214 applies to team officials and CCMHA members
- 1216 Suspended team officials shall not be permitted in or around the player's bench or dressing room one-hour prior, during and after the game.

RULES DUTIES & REGULATIONS 1300 Tournaments (As per HNB Constitution)

All tournaments must be sanctioned by NBMHC.

The Board of Directors must approve all tournaments.

No sanctioned tournament shall accept entries from any team that is not registered member. No tournament will be sanctioned during Easter or Provincial Weekend.

All registered players participating in non-registered tournaments will be suspended indefinitely.

CCMHA President shall administer discipline for all Game Misconduct and lesser infractions that occur within their area of jurisdiction. He/She shall also administer discipline for all exhibition and Tournament games played within their jurisdiction. This authority shall not be delegated down. All game suspensions must be communicated to HNB. Match penalties, Gross Misconducts, and Code of Ethics infractions are to be reported immediately to the District Director for action.

- 1305 The NBMHC Championship Guidelines' tiebreaker will be the official tie breaking system for all tournaments sanctioned by the NBMHC.

RULES DUTIES & REGULATIONS 1400 Sponsors

- 1401 Sponsors will be solicited by the Board of Directors.

- 1402 Sponsorships MAY be accepted from all businesses, groups and establishments willing, whether in or out of the area.

1403 Sponsorship money will be deposited and utilized for the operations of CCMHA.

RULES DUTIES & REGULATIONS 1500

Registrar

- 1500 The Registrar shall be responsible for preparing, organizing, coordinating and administering membership for hockey on the date(s) and in the manner decided on by the CCMHA Board of Directors, in compliance with the HNB rules.
- 1501 He/She shall prepare and maintain records for individual player membership and inform the Treasurer of any changes. These records shall include full names of players, names of parents or guardians, birth date, address, postal code, telephone number, NB Medicare number, division, receipt #, paid amount, and tickets rec'd.
- 1502 Membership of all Coaches and helpers (including full name, address, postal code, DOB, telephone number) and level of certification to be passed on to the Technical Director.
- 1503 Membership of all players, coaches, helpers, executive and volunteers shall be updated in Hockey Canada Registry (HCR) (including full names of players, names of parents or guardians, birth date, address, postal code, telephone number, NB Medicare number, and division, or position).
- 1504 He/She shall prepare a team roster in the HCR for distribution to team Coaches/Managers created from player lists collected from teams when teams have been selected.
- 1505 He/She shall make adjustment to these rosters on an ongoing basis whenever necessary. All rosters must be submitted for approval to District Director by November 30th for first approval, January 10th for final approval.
- 1506 He/She shall inform the Board of Directors as to any irregularities with regard to a registered player such as residency status, releases and or/transfers not in order, etc.
- 1507 He/She shall collect Membership fees at the rates established by the CCMHA executive, issue receipts and turn over all monies to the treasurer.
- 1508 Should a player decide to quit, the registrar shall return only those fees described in 206. All requests for refund will be forwarded to the registrar and will inform the amount to be issued to the treasurer.
- 1509 He/She shall be responsible for Hockey New Brunswick tickets that they are return by the appropriate date for the draw.

RULES DUTIES & REGULATION 1600

The Director of Ice Scheduling

- 1600 The Vice Presidents will attend the ice users meeting in the sector arenas to procure the maximum number and best possible hours available for use by the CCMHA for both pre season and regular season hours.
- 1601 The Ice Scheduler shall work with SNBMHL Scheduler providing ice times in preparing League Schedule.
- 1602 Schedule games issued by the Master schedules of Southern New Brunswick Minor Hockey League, Central Midget League, and Female hockey. Also schedule TBA games, playoff games and reschedule games cancelled due to tournaments or in climate weather.

- 1603 He/She shall distribute practice ice time to CCMHA teams on a fair and equitable basis over the association guidelines.
- 1604 He/She will contact the referee scheduler with scheduled game times.
- 1605 He/She will manage calls from coaches, team managers and coordinators inquiring for extra ice time or to change practice times. Also coordinate change of ice times with other ice users.
- 1606 He/She shall prepare and maintain records of all ice obtained, and allocated.
- 1607 He/She shall present a monthly report at each executive meeting and shall prepare a yearend statement for the CCMHA President for the Annual General Meeting.

RULES DUTIES & REGULATIONS 1700 Technical Director

He or she will be responsible to the Board of Directors for insuring that technical aspects of hockey rules and regulations are communicated to all team managers, coaches and officials.

He or she will serve as liaison with the Referee in Chief.

He or she will ensure the availability of competent coaches for all levels of CCMHA's operation.

The Technical Director will make every effort to educate the members of CCMHA on the importance of Safety Education and Risk Management.

The Technical Director will notify coaches of Initiation Program and National Coaching Certification Program clinics, National Safety Program, ensuring that clinic dates are publicized well in advance.

The Technical Director will work with the Directors to encourage coaches to expand their coaching capability and performance.

The Technical Director will select rink-coaching assistants to provide assistance in training coaches and evaluating coach's performances, and when appropriate, discuss performance directly with coaches who are not following their responsibilities.

The Technical Director will set up and maintain a system for evaluation of coach's performance and will record their training accomplishments.

The Technical Director will provide assistance, advice and recommendations to directors in the recruiting and selection of coaches.

The Technical Director will develop and administer an ongoing program, which grants recognition to deserving coaches, assistant coaches and team managers.

The Technical Director will chair the team selection committee.

The Technical Director will, before the first scheduled player evaluation ice time, schedule a meeting with the President, Vice President of Competitive, Directors, and all coaches to clearly define the

evaluation process, the role each person plays, and gather input and support from all present. The Technical Director will enforce the philosophy that "once chosen, the player remains on the team".

The Technical Director will ensure coaches are aware of how players are notified of player cuts. It is suggested that the coach get the consensus of each division if they would prefer Team list posted, and interview or a phone call.

Technical Director, in consultation with Recreational League Coaches, divides the remaining players into Recreational league teams, trying as much as possible, to end up with evenly balanced teams and to accommodate any reasonable requests for grouping players for travel reasons.

Chair the Coaches meeting informing coaches of:

- CCMHA Aims and Objectives
- Coach's responsibility
- Rules, Conduct and Discipline
- Safety Education and Risk Management (Speak out)
- Principle of FAIR PLAY
- Review Rules and Regulations
- Code of Ethics (Rink talk)
- CCMHA Player shifts philosophy
- HNB Sanctioning Guidelines
- Concussion management cards
- "Safety for all" Manual
- Travel Permits
- Etc.**

Need to conduct regular parent and communication meetings and some basic content and agenda items for these meetings.

Insure that coaches receive in writing the objectives have CCMHA and that special emphasis be placed on the principle of FAIR PLAY including "equal ice time" and "fun and recreation".

Chair the committee that selects the Competitive and Recreation coaches and present recommendation to the Board.

Be responsible for maintaining and updating the audio/visual and coaching manuals for training aids. This shall include maintaining an inventory and loaning record. A complete list of all audio/visual training aids, as well as any other pertinent training material, is to be made available to the CCMHA coaches during the hockey season.

The Technical Director will control the movement of all players and must be contacted prior to any coach or player being contacted.

The number of players per team and number of teams in each division will be based on the number of registered players in each division. When enough children have registered to make a team at Atom and above within CCMHA that team will be a Competitive C team until enough children register to sustain two teams. At that time only will a "Competitive" team be considered by the Board of Directors

RULES DUTIES & REGULATIONS 1800
Director of Officials (Referee in Chief)

The Director of Officials of the CCMHA shall serve as a Referee-in-Chief.

- 1801 The Referee-in-Chief shall determine the qualifications of all referees and linesmen. The approved roster will be provided to the Board of Directors of the CCMHA. He/She shall insure that all minor officials are given proper training.
- 1802 He/She shall liaise with the HNB to insure that all technical aspects, rules and regulations are communicated to the CCMHA members.
- 1803 He/She shall select, appoint and supervise on and off-ice official for all levels of minor hockey.
- 1804 He/She shall organize and direct the recruiting and training of officials.
- 1805 He/She shall supervise or conduct; the evaluation of officials' Performances and assist in ongoing training as required.
- 1806 He/She shall negotiate rates of fees of officials.
- 1807 He/She shall ensure that game sheets for all games played in Charlotte County Community Center are faxed to statistician and incident reports are sent to appropriate authorities within 24hrs of games played.
- 1808 He/She shall serve as member of board of CCMHA and as chief executive office of officials association and carry out responsibilities as set out in the constitution of CCMHA.
- 1809 Supervise and follow up, by seeing that officials are conducting themselves appropriately and initiate disciplinary actions including fines as required.

Communicate rule changes to Technical Director, coordinators and coaches.

- 1810 Shall maintain that referee scheduler is assigning appropriate officials for level of play.
- 1811 Shall work in consultation with other Referee-In-Chiefs in District 5 as a member of NBHOA.

RULES DUTIES & REGULATIONS 1900

Officials

- 1900 He/She shall prepare for game responsibilities by becoming knowledgeable of the rules of hockey and guidelines of conduct of NBHOC and CCMHA.
- 1901 He/She shall carry out these guidelines as they apply to behavior both on and off ice, proper dress, and appearance.
- 1902 He/She shall develop his qualifications by attending upgrading clinics.
- 1903 He/She shall see that teams are ready for games, with proper equipment, and a coach is present.
- 1904 He/She shall apply rules firmly and fairly, so neither team has any advantage because of the calls.
- 1905 He/She shall make sure that proper records are kept, and reports of serious infractions are turned over to proper authorities.

- 1906 He/She shall, if a referee, supervise the work of minor officials at the games.
- 1907 Avoid controversial discussions with players, coaches or other officials.
- 1908 The referee shall see that Game Report and Game Incident Report is properly completed and signed and deposited in the designated location.
- 1909 Allow practice and/or warm up time as designated for the particular Division, and start the game promptly thereafter. Establish period lengths and use of stop time, following guidelines provided by the Director of Officials and to make maximum use of ice time without overrunning the time slot.

RULES DUTIES & REGULATIONS 2000
Minor Officials - Timekeeper / Scorekeeper

He/She shall perform the duties of the Timekeeper, scorekeeper and the penalty box guard.

He/She shall be able to recognize the hand signals of the referee and linesmen.

He/She shall keep the time served by each penalized player and upon request inform the player as to the unfinished time of his penalty.

If a player leaves the penalty bench before his time has expired he/she shall note the time and notify the referee, who will stop the play as soon as possible. He/she shall also ensure the player returns to the ice in a proper manner after a penalty has expired.

He/she shall record the time of the start and finish of each game and all actual playing time during the game.

He/she shall signal to the referee, at the end of each period, each overtime period and the end of the game.

In any dispute regarding time, the matter shall be referred to the referee and his/her (the referee's) decision is final.

He/she shall stop the clock only on the referees whistle and automatically at the end of the period.

He/she must have knowledge of the rules and his duties.

He/she must understand the coincidental, major, misconduct and delayed penalty situations and the order in which penalized player's return to the ice.

He/she shall obtain a completed and signed game sheet from the team officials and ensure it is filled out correctly, including Game Number.

He/she shall enter on the game sheet a correct record of the goals scored, by whom, and to who assists, if any, are to be credited.

He/she shall record all penalties assessed, stating the names and numbers of penalized players, the duration of each penalty, the infraction, and the time the penalty was assessed.

He/she shall record the numbers of the players on the ice when the goaltender is assessed a penalty so that the referee can ensure he has a correct player to serve the penalty for the goaltender.

He/she shall advise the referee when the same player has received his second or third major penalty during the same game.

He/she shall assist the referee by noting the numbers of the players involved in incidents and give them to the referee only if he/she requests them.

At the end of the game he/she shall ensure the game sheet is completed, signed by the scorekeeper, himself/herself and the referees and distribute copies as required to the referee, the coaches and the home team manager.

RULES DUTIES & REGULATIONS 2100

Referee Scheduler

- 2100 He/she shall prepare assignment sheets on a weekly basis, by communicating and confirming referees, linesmen and timekeepers for each game.
- 2101 Payroll sheets must be sent to the treasurer bi-weekly and allocated accordingly.
- 2102 Provide rotation of officials as well as maintain that qualified officials are being utilized for the games that are assigned as is designated by association, Referee-In-Chief and scheduler.
- 2103 Maintain completed assignment for payroll and to keep a record of calls to referees, linesman, timekeepers accepting and refusing assignments.

Act as a member of the Board of Directors of the CCMHA.

Liaison with ice scheduler to ensure proper games, dates and times.

RULES DUTIES & REGULATIONS 2200

Equipment Manager

- 2200 The Equipment Manager shall be responsible for all CCMHA equipment and keeper of the equipment sign out forms.
- 2201 He/she shall maintain records and inventory lists of all CCMHA equipment.
- 2202 He/she shall carry out an inventory check at the end of each playing year after all equipment has been returned and the copy of the document shall be forwarded to the president.
- 2203 He/she shall be responsible for repairs and maintenance of all equipment in his/her care.
- 2204 He/she shall instruct those signing out equipment in the following:
- a) The proper care and maintenance of such equipment.
 - b) Jersey's should be carried in a garment bag and not with skates, which may cause damage.
 - c) That the equipment should be returned as soon as possible If in need of repairs.
 - d) That the equipment is to be used only for authorized and Supervised CCMHA activities.
 - e) That it may be taken away if used for other purposes or abused.
 - f) That once it is signed out, the equipment is solely the responsibility of the adult member of the CCMHA who signed for it and that he will be held responsible for any loss or damage.
 - g) Any equipment that is unreasonably damaged or not returned at the end of the playing year, will be charged a replacement cost to the adult member who signed for the equipment, at the time he is requested to turn in said equipment.
 - h) That all equipment must be returned immediately after the end of the playing year.
 - i) That no CCMHA equipment shall be loaned or rented to third parties unless approved by the

Equipment Manager.

- j) That he/she does understand and shall agree to the above terms and instructions.

CCMHA Equipment Sign Out Agreement (Appendix B)

- 2205 He/she shall place a non-removable identification number on each piece of CCMHA equipment.
- 2206 He/she shall prepare lists of old equipment and present this to the executive for decision on disposal.
- 2207 He/she shall prepare lists of needed equipment and also solicit tenders from dealers.
- 2208 He/she shall upon approval from the executive purchase new equipment, whether for replacement or to add to the inventory.
- 2209 He/she shall report all items of CCMHA equipment, which are reported, lost, damaged or stolen, to the CCMHA executive immediately.

RULES DUTIES & REGULATIONS 2300

Equipment Room

- 2300 The Equipment Room shall be maintained and operated by the Equipment Manager of the CCMHA.
- 2301 All equipment in this room shall be on inventory, a copy of which shall be made available.
- 2302 All inventoried equipment in the equipment room should be insured.
- 2303 The Equipment Manager, the CCMHA President, and rink attendants only, shall hold a key to the equipment room.
- 2304 All CCMHA equipment not in use shall be stored in the equipment room.

RULES DUTIES & REGULATIONS 2400

CCMHA Equipment

- 2400 All equipment owned by the CCMHA shall be for the use of CCMHA registered players and CCMHA members only.
- 2401 All equipment belonging to the CCMHA shall be labeled or otherwise identified and listed on the inventory.
- 2402 All equipment belonging to the CCMHA when not in use shall be stored in the equipment room designated by the executive.
- 2403 Equipment in storage shall be the responsibility of the Equipment Manager. Equipment on issue shall be the responsibility of the adult person who signs the equipment out.
- 2404 Only adult members of the CCMHA may sign for CCMHA equipment.
- 2405 CCMHA equipment shall be used only in supervised practices, games or other activities as approved by the CCMHA executive.
- 2406 For the winter season, equipment shall be signed out after the tryouts, although temporary issues

may be signed out goalies for the tryouts.

- 2407 All equipment shall be returned immediately after the end of the winter playing season when an inventory shall be done.
- 2408 Any goalie equipment borrowed for hockey schools out of hockey season must be signed out for a specified period of time.

RULES DUTIES & REGULATIONS 2500 Director for Public Relations

- 2500 The Director for Public Relations shall be responsible for all CCMHA advertising and publicity through various methods such as, the media, signs, fliers, and logo emblazoned souvenirs, etc.
- 2501 Shall be responsible for having the website maintained.
- 2502 He/she shall prepare monthly reports and present them at the Board of Directors meetings.

RULES DUTIES & REGULATIONS 2600 Team Officials

2600 The Coach

- a) The coach shall be appointed to a team by the CCMHA Coach Selection Committee and it will be his responsibility to recommend to the CCMHA Coach Selection Committee his/her other team officials.
- b) All minor hockey instructors involved in instructing children from the ages of 5-8 inclusive, must be certified by December 15th of the current season, as IP Program instructors. All minor hockey coaches in the Development Bantam AAA and subsequent competitive level teams must be certified at the Intermediate Level by December 15th of the current season. All minor hockey coaches not mentioned must be certified at the Coach level.
- c) All coaches / Assistant coaches are required to undergo a criminal check and to be renewed every 5 years.
- d) All coaches / Assistant coaches are required to attend a Speak Out workshop.
- e) He/she shall attend all coaches meetings or send another of his team officials so that, his team is represented and kept informed in the business of the CCMHA.
- f) He/she should start the season with a parents meeting, prepared with a planned program which includes exhibition games, tournaments, extra practices, finance program including parents financial and fundraising responsibility, scope of skill and game training, etc. The program should be in line with the division and level of play.
- g) He/she shall, on an ongoing basis, attempt, to the best of his/her ability, to teach the basics and intricacies of hockey through drills and practices, commensurate with the division and level of play of the children involved.
- h) He/she shall, on an ongoing basis, attempt, to the best of his ability, teach the individual skills necessary to play the game and raise each player's skill level to an acceptable degree over the course of the season.

- i) The coach carries the name of the CCMHA and it is his/her responsibility to set an example, to see that his/her officials, players and parents act responsibly and show good citizenship and sportsmanship at all time whenever representing the CCMHA during any team function.
- j) The coach should:
 - Always remember that he/she is dealing with children and his/her example should be solid standard of leadership, whether on the bench, the ice, the dressing room, etc.
 - the children expect and respect discipline but a coach should also understand
 - he/her should be fair to one and all
 - he/her should never swear in their presence
 - he/her should never yell at them or demean them in anyway
 - he/her should offer encouragement as well as constructive criticism
 - he/she should not criticize the referees
 - he/her shall give all players equal time in practices and in games
 - he/she should show up early for team activities and be fully prepared
 - he/her should demand that the players give promptness, attention and effort

2601 The Manager/Assistant Coach

- a) The assistant coach shall be recommended by the coach and appointed by the Coach Selection Committee
- b) He/she shall assist the coach in all aspects of handling the team and in the absence of the coach shall be responsible for the team and therefore subject to all the rules and duties of a coach.
- c) It is mandatory that the assistant coach attend the appropriate coaches and trainers courses, have a criminal check and attend a speak out workshop.

The team manager shall be recommended by the coach and approved by the Coach Selection Committee.

- e) Under the direction of the coach he/she shall be responsible for all team activities off the ice, the administration, meetings, finances, tournaments, ice times and for controlling the team sweaters.
- f) He/she shall maintain records and accounts and prepare reports and publications for the benefit of the parents and for the coach to present at coaches meetings.
- g) He/she shall maintain in his/her records:
 - a copy of the CHA insurance coverage
 - insurance claim forms
 - copies of CCMHA memberships of all players
 - copies of game sheet from all games played
 - full information sheets on players and families in case of emergencies
 - an official CCMHA, HNB team list
 - copies of all travel permits
- h) He/she shall be responsible for obtaining all travel permits and documents as required, from the necessary agencies.
- i) He/she shall obtain a key to the dressing room and shall monitor the condition of room and report any damage to the arena staff.
- j) He/she shall ensure the game sheets are filled out for each game.

- k) He/she shall ensure the proper officials and referees are on hand for each exhibition game.
- l) When a player is injured to the extent that he or she requires medical treatment, and in the absence of the parents or guardians, he/she shall see that such is obtained without delay. The parents or guardians of the injured player should be notified immediately. If necessary he/she will provide them with a HC insurance claim form. The completed form should be returned to the manager within 30 days for forwarding.

2602 The Hockey Safety Person (HSP)

- a) The HSP shall be recommended by the coach and approved by the Coach Selection Committee.
- b) All teams playing in the NBMHC are required to have an officially qualified HSP on the team roster. This function may be done by one of the other officials.
- c) The HSP course is an official Hockey Canada Safety Program and is designed to play an important role in improving the quality of play for all hockey participants.
- d) The HSP is responsible for providing the risk management safety tools and information to allow them to implement effective injury prevention and risk management programs where safety is the first priority at all times.
- e) The HSP is to supervise safety and assist injured players and access if an ambulance is required.

RULES DUTIES & REGULATIONS 2700
Coaches Selection

- 2701 Applicants to fill coaching positions in the upcoming year will be requested, through advertising in the various media or on an ongoing basis starting at the end of the current playing year.
- 2702 Coaches applications and Criminal check forms will be available at the time of membership or from any member of the Coach Selection Committee.
- 2703 A committee of knowledgeable people and elected members of the executive, in accordance with the CCMHA constitution and bylaws, shall be convened under the chairmanship of the Director of Technical Services to conduct interviews and consider applicants for competitive level hockey coaches.

RULES DUTIES & REGULATIONS 2800
Players Evaluation

All parents will be notified of their child first evaluation ice time via newsletter at registration.

The purpose of the selection process is to separate the players into teams, according to their ability, which will play at the correct and various levels of a division (age group).

CCMHA Executive will enforce the philosophy that "Once chosen, the player remains on the team," *except under circumstances such as replacing players leaving the area, dropping out of Minor Hockey for injury or other reasons.*

Each player will be scheduled for 3 hrs of ice time for player evaluations.

Each player will be assigned a uniquely identified number for identification purposes.

All coaches expressing an interest in coaching will evaluate players in that division. They must complete all evaluations for consistency and fairness. (Other coaches will be asked to run the practice during player evaluation)

Once Coaches selection is complete the players will be notified by a posted team list of player's numbers.

The remaining players will be divided into Recreational league teams, trying as much as possible, to end up with evenly balanced teams and to accommodate any reasonable requests for grouping players for travel reasons.

RULES DUTIES & REGULATIONS 2900

Team Selection Process:

The number of players per team and number of teams in each division will be based on the number of registered players in each division. When enough children have registered to make a team at Atom and above within CCMHA that team will be a Competitive C team until enough children register to sustain two teams. At that time only will a "Competitive" team be considered by the Board of Directors

The Team Selection Committee will be named prior to Player Evaluations.

The structure of the team selection process (player evaluations) shall be approved by the CCMHA executive.

A summary of the player evaluation process document will be made available to all parents or guardians at membership.

The Technical Director will, before the first scheduled player evaluation ice time, schedule a meeting with the President, Vice President, Coordinators, and all coaches to clearly define the evaluation process, the role each person plays, and gather input and support from all present. Enforcing the philosophy that "once chosen, the player remains on the team".

The Technical Director ensures coaches are aware of how players are notified of player cuts. It is suggested that the coach get the consensus of each division if they would prefer Team list posted, an interview or a phone call.

All parents will be notified of their child first evaluation ice time via newsletter at membership.

All players will be scheduled for three hours of ice for player evaluations.

2909 The purpose of the selection process is to separate the players into teams, according to their ability, which will play at the correct and various levels of a division (age group).

Players shall be evaluated for their own benefit including those trying out for competitive teams.

All coaches expressing an interest in coaching should evaluate players in that division. They must complete all evaluations for consistency and fairness. (Other coaches will be asked to run the

practice during player evaluation)

2912 The CCMHA may at its discretion form none, one or more competitive teams in each division of hockey.

The number of levels in a division, by HNB rules, is decided by the total number of teams, depending on the number of players registered in the CCMHA for that division.

The board of directors will consider establishing a standard of equal # of players per team for all teams in the division.

Provide the executive with a list of all teams including coach's assistant coaches and managers.

RULES DUTIES & REGULATIONS 3000 Player Grouping (Team Selection Process)

3000 Notice of pre-season player evaluations will be done through a newsletter at membership. A minimal fee in addition to membership will be charged for players who participate in player evaluations.

3001 The number of players on each team will be determined by membership numbers in each division.

3002 Player evaluations should be conducted through a series of drills by invited assistant coaches. Evaluators (Coaches) in the stands will evaluate using a player evaluation scoring system.

3003 Each player must have at least three hours of evaluation before Competitive team cuts are made.

When evaluations are complete their sheets will be stored by the Technical Director and remain confidential. Actual ratings will never be made public, but the coach is required to inform any player of parent why the player is reassigned if they so request.

Evaluation forms will follow a player until all players are assigned and all teams are balanced.

Coaches should be encouraged to use these evaluation forms to prepare team practice plan.

3007 Using the information compiled from the evaluators, the number of players trying out should be separated into competitive and recreation groups as soon as possible.

3008 All things being equal, this should leave the best players and goaltenders trying out in that division.

3009 The Competitive coach should then select what he considers to be the top players and the best of the goaltenders leaving the remainder to the Recreation coaches.

3010 The Recreation teams would then separate to practice and continue observations of players.

3011 The Committee will monitor player evaluations to ensure the process is being followed.

3012 All teams excluding Midget should be set by no later than October 20th.

3013 Exceptions to this would come from circumstances such as replacing players leaving the area, dropping out of minor hockey for injury or other reasons.

3014 In the meantime, the Competitive coaches should be observing the recreational league practices and games to ensure that a potential player has not been overlooked. Such players could be

brought up and tried out during exhibition games and practices prior to the start of league play, or, even later if a late bloomer was discovered.

- 3015 After the October 20th cut off date, the Competitive coach can sign affiliates from Recreation teams in times of need within the guidelines of this section. The Recreation coaches must be prepared for this eventuality and assist the Competitive coach when called upon.
- 3016 In all cases of the call up of a player from one team to another, the coach of the player being called up must be contacted before the individual player is approached. The Director of Technical Services controls the movement of all carded players and must be contacted prior to any coach or player being contacted.
- 3017 The date for finalizing teams is October 20th for Competitive, and Recreation teams. The Board of Directors must approve any exceptions to these dates.
- 3018 Prior to regular ice time starts the Team Selection Committee arranges practices for all players in the program to facilitate player evaluation. Assistant coaches should be assigned to run each practice, with a prearranged plan for drills. Drills should emphasize conditioning, skating and puck handling.
- 3019 Each player will be assigned a numbered piney for identification purposes.
- 3020 Technical Director, Division Coordinator, in consultation with Recreational League Coaches, divides the remaining players into Recreational league teams, trying as much as possible, to end up with evenly balanced teams and to accommodate any reasonable requests for grouping players for travel reasons.
- 3021 It is most important that, throughout the above, all Coaches and Coordinators work together in a spirit of cooperation, with the objectives of having all players play at their most appropriate skill level, and that teams playing each other be as evenly balanced as practical.
- 3022 Player shifts after dates indicated in (2517) will not be allowed except for unusual reasons such as the necessity to complete a roster because a player drops out of hockey or moves out of CCMHA jurisdiction or as a result of injury supported by a doctor's certificate. In any such instance, prior approval must be obtained from the Board of Directors.
- 3023 All player selections and assignments should be made through the Coordinators as appropriate so that player lists are complete and no players are overlooked.

Any players entering through late membership shall be assigned to teams by the appropriate Coordinator.

Subsequent to team selection and player grouping the forming of all-star teams is not supported by CCMHA.

RULES DUTIES & REGULATIONS 3100 Player Movement between Divisions

- 3100 It is the intent of CCMHA that all players will play in the Division as their age dictates. It is recognized that situations may arise where the best interests of the player and the association are best met by moving a player from one division to another. These situations are assessed on an individual basis subject to the following guidelines:
- 3101 Requests to have players moved from one division to another must be made in writing to Technical Director prior to player evaluation by the player's parent or guardian. The request should identify the reasons for the request.

3102 The Technical Director, along with the Program coordinate- and the coaches of each level involved and one other member of the Board will review all applications and make a ruling. The results of this review will be communicated to the player's parent/guardian and the board of directors of the CCMHA.

Requests to have a player moved down one level to recreation must be approved by the District Director. The District Director shall use the following criteria for determining such movement:

- i risk and safety management
- ii medical
- iii compassion

3104 The upward player movement shall be available for second year players in Atom. Players in their second year of a division are eligible to be evaluated for player movement to the highest category team in the next division.

RULES DUTIES & REGULATIONS 3200 Player Affiliation

Player movement shall occur as authorized below:

Affiliation privileges shall be applicable for all divisions of Atom and above.

All affiliate players must be an active player for the team they are rostered.

3202 Competitive teams may roster 19 players, two of who must be goaltenders. Competitive teams can only draw players from within CCMHA for affiliation purposes.

3203 Affiliation of a player requires the following:
Releasing coach approves request.
No player on receiving team will be replaced or receive a lesser amount of playing time.
Affiliated players are to be used in place of suspended or injured or ill players.
All HNB rules and regulations are adhered to by such affiliation.
Players shall be permitted to affiliate with only 1 team during a hockey season.

RULES DUTIES & REGULATIONS 3300 Trophies and Awards

Year end Awards:

Esso Medals: For Atom and up, each team must have a representative to hand out these awards and the participant certificates:

- Most Improved
- Most Dedicated
- Most Sportsmanlike

Debby Lord Award –For ALL teams IP and up it's for the player on your team that embodies the spirit of hockey and love of the game. Each team must have a representative to hand out this award and the participant certificates.

Goalie Award presented by the Dewar Family, if you would like to nominate your goalie, (all levels) for this award, please forward their name, and a reason of why you feel your goalie should be recognized.

BANTAM ONLY:

Peter Barry Memorial - Best Defense - Please nominate one or several of your defense players to be selected for this award, please give a reason of why you feel they should be recognized.

BANTAM OR MIDGET ONLY:

Wayne Barrett Memorial - Most Dedicated - Should be someone who is dedicated and lives hockey, maybe a player who is going through an illness or maybe an illness in the family and hockey is their place to forget. This could be a player who has overcome adversity in some way, or just loves playing.

RULES DUTIES & REGULATIONS 3400 CCMHA Ice Utilization Policy

Ice accounts for more than 80% of the annual Charlotte County Minor Hockey budget and its effective utilization cannot be overstated. This document outlines the Association's policy on the control and usage of ice.

The Coach and/or Team Manager will make the teams decision regarding ice usage and will therefore be the interface with the Ice Scheduler. This may vary from team to team but our assumption is that the Team Manager performs that role. In any case, it is critical that this policy is followed. In cases where the Coach assumes this role the Team Manager is requested to reinforce this policy with the Coach.

Appendix C

DISTRICT 5 TRAVEL PERMIT POLICY

When is a Travel Permit required?

Atom and above:

- ALL exhibition games
- ALL out-of-province tournaments
- ALL jamborees (for Atom and above these are typically pre-season)

IP and Novice:

- ALL games (exhibition and scheduled games)

ALL jamborees (both within District and out-of-District)

With the above policy, teams (Atom and above) traveling to sanctioned tournaments within HNB do not require a Travel Permit.

How do you get a Travel Permit?

- Teams are to contact their Association President or delegate;
- Association Presidents will then contact the District Director by fax, email, or phone.
- Team officials may submit e-travel permit through the HCR (Hockey Canada Registry)

In all cases, requests must be filed with the District Director no less than 2 business days prior to the game or event.

The practical application of the above policy is that the Travel Permit approval for exhibition games played within our District may take the form of a verbal approval, an emailed approval, or a returned fax approval (i.e. Exhibition games played within our District do not require issuing a physical Travel Permit but prior approval by the District Director is still required).

Important - Exhibition games played outside our District, all out-of-province tournaments, and all jamborees do require that a physical Travel Permit be issued to the team.

For Novice, one Travel Permit may be issued to approve a pre-arranged collection of scheduled games.

I also remind you of the seriousness of playing without proper approvals. A minimum 6 month suspension will be given to a coach, manager, or team official for playing without a proper Travel Permit.

All teams traveling outside Canada must apply for a USA or International Travel Permit from HNB District Director who will in turn submit to HNB.

No team shall be permitted to play inter-branch games of any kind without approval of the District Director and such permission shall not be given to any team to play against a team which is not a member of Hockey Canada or its Branches. Violation of this rule may result in the suspension of the team's officials and/or players involved

District 5 Complaint Policy

Purpose:

To have a procedure in place to resolve or report conflicts, safety concerns, not encouraging fair play, harassment, and breach of HNB Code of Ethics, improper conduct or any such complaint. The process will differ from each complaint based on the nature of the complaint, and who is involved.

Note: Each club should expand on this policy, and have a club specific internal complaint procedure in place.

For complaints of officials. Refer to “District 5 Officiating Complaint Policy”

Team Issues:

The first level of resolving a problem or concern is discussing it with the person (s) in question. If the complaint is due to a particular incident, please follow the 24-hour rule.

(Wait 24 hrs after the incident before talking to the person (s) involved.)

If this does not resolve the issue, or is not possible to discuss with the person (s) involved then the problem or concern should be brought to the attention of your child’s coach or manager.

If this problem or concern cannot be resolved by a team meeting,

The coach will forward the complaint to the Executive “in writing”.

If this issue is with the coach, then forward the signed complaint to the Executive “in writing”.

If this is an internal club problem or concern the Executive will first try to resolve the complaint.

If the problem or concern is beyond remedy by the Clubs Executive,

The President will take the problem or concern to the District Director and/or D5

Board of Directors for advisement.

A response or resolution to the problem or concern should be relayed to the complainant by a meeting, phone conversation, e-mail, or written response, within a reasonable time frame.

Another Club Issue:

If the problem or concern is with a player, parent or volunteer from another Community Club, the Executive will take this complaint to the Community Club President in question. The problem/concern MUST be addressed through 'your' Club Executive.

A response to the complaint should occur ASAP upon the clubs investigation.

Problems/concerns between 2 Clubs should initially be dealt with on a Club-to-Club basis and should not be initiated at a D5 Board Meeting or a League Meeting.

League Issues:

If the problem or concern is a league issue, the complainant will forward the signed complaint to the Club Representative (Coordinator/VP/Director etc) "in writing".

If the club representative is unable to explain/resolve the situation, then they, shall contact the League Coordinator for that division.

The League coordinator will investigate and attempt to resolve the issue. If the League coordinator cannot resolve the issue, it will be brought forward to the SNBMHL Board of Directors. The Board will take action on the complaint, or close the issue.

SNBMHL Board may also, refer the issue to the District 5 Director and/or District 5 Board of Directors. All league decisions and actions by the SNBMHL after having used this process shall be communicated to the D.D. and the District Board of Directors.

District Issues:

All District issues or issues brought to the District 5 Board of Directors will be dealt with at a monthly meeting, a special meeting or a conference call as required to discuss and investigate the nature of the complaint, and what action is required.

The Board may also forward relevant issues to SNBMHL Board for resolution.

All breach of HNB code of Ethics will be forwarded directly to the District Director via club Presidents or delegate and copied to the President of the affected Club.

All decisions are to be communicated to the relevant Community Club Board of Directors and/or Affected parties

Appendix F

DISTRICT 5 OFFICIATING COMPLAINT POLICY

Coaches and/or Parents who feel that an on ice official has done a game that posed a Risk or Safety issue or feel that there is some other reason to file a complaint will:

Practice the 24hr waiting period Rule
The coach will obtain a legible copy of the game sheet from the Referee-in-Chief
complete a typed statement as to the problem that occurred
forward the completed statement to the Referee-in-Chief and the Community Club President

- II. The Referee in Chief and the Community Club President will investigate the complaint and if further action is warranted will forward a copy of the complaint to the District Director and the ROC 4 member of the NBHOC
- III. The District Director and the ROC 4 member of the NBHOC will work in consultation with the Community Club President and the relevant Referee-in-Chief to resolve the issue and address the concern.

The District Director will provide a response to all parties involved within 5 days of receiving the complaint

Incident Report Form

Appendix G

Submit completed form to:
Charlotte County Minor Hockey Association
Tel: 506-832-4961, Fax: 506-832-3538

This form is to be utilized by anyone in the Charlotte County Minor Hockey Association to report an incident of unacceptable behavior. An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official).

DATE & OF
INCIDENT _____ **TIME** _____

LOCATION OF
INCIDENT _____

NAME OF OFFENDING INDIVIDUAL(S)

ASSOCIATED WITH (TEAM NAME)

NAME(S) OF ADDITIONAL WITNESS (ES)

On a separate attachment please provide a clear description of the unacceptable behavior witnessed. Please print or type neatly, as illegible reports cannot be reviewed. All reports will be reviewed by an official, and if required an investigation and/or hearing will follow.

Complainants will be contacted at some point during or after the review/investigation.

Please summarize your expectations of the outcome resulting from your report:

COMPLAINANT

NAME:

ADDRESS:

—

TELEPHONE:

SIGNATURE _____

Appendix H

Criminal Checks

The CCHMA has the responsibility to provide a safe playing environment for our children.

We have long recognized the need for on-ice safety. However, the growing realization that children are the target of sexual predators has led to the implementation of the following policy on criminal checks on persons having access to the dressing room.

Police criminal checks are a necessary qualification for all prospective persons wishing to volunteer in the CCHMA and having access to players in the dressing room.

These checks will be conducted on all persons volunteering for the first time in the CCHMA or when re-volunteering after a break of continuity in volunteering and subsequently at five year intervals. Checks must be completed by November 1st of the current season and failure to comply will result in removal from the position.

This policy will be administered as follows:

(a) The Technical Director will be the administrator and custodian of all check and the necessary administration (timings, completion records etc.)

(b) Persons requiring a criminal check will be notified by the Technical Director, and requested to go to the RCMP to fill out the form in their presence. The appropriate

coordinator will be informed as well.

(c) Upon completion of the check, you will be notified by the RCMP to pick up the completed form. It is to be addressed to the attention of the Technical Director by November 1st.

(d) Any unsatisfactory results may also result in removal from the program.

CHARLOTTE COUNTY MINOR HOCKEY ASSOCIATION REQUEST FOR CRIMINAL RECORD CHECK

*As a volunteer with Charlotte County Minor Hockey Associations,
I am required to have a criminal record clearance. I hereby give permission for the local police to complete a criminal index check on me and, if required, give permission for the release of such information to the Charlotte County Minor Hockey Association.*

Signature of Volunteer

The following information is required in order for the Criminal Record check to be completed:

Full Name (including all names as issued on your Birth Certificate):

—

Birth date (Yr/Month/Day): _____

Birth place: _____

Telephone Number: Home _____ Work _____

Present Civic/Mailing Address: _____

—
—

Address Past 5 years (if different than above): _____

—
—

Completed by (Print Name)

Signature

Date

Complete this form with 2 pieces of Identification and take them to the RCMP station between

9am-5pm Mon-Fri. Request a Criminal Record Check for CCHMA. Return the Record check form to the CCHMA office.

**THE HEAD COACH IS ULTIMATELY RESPONSIBLE FOR THE PROPER UTILIZATION OF ICE
TIMES ALLOCATED FOR GAMES AND PRACTICES**

Appendix I

| | | | |
|-----------------|---|--|--|
| Canceling Games | Canceling a home game | Inform the opposing team. Inform the Ice Scheduler Inform the Referee Scheduler Inform the League - via Division Coordinator | It is your responsibility to provide sufficient notice to the visiting team. Ice Scheduler will arrange an alternate date. When the alternate date is arranged, you must contact the opposing team. Referee Scheduler will cancel the referees. |
| | Canceling an away game | Inform the opposing team. Inform the Ice Scheduler. Inform the League - via Division Coordinator | It is your responsibility to provide sufficient notice to your opponent. (Note: Any scheduled game in an opponent's home arena which is cancelled must be rescheduled on that's team home ice. CCMHA ice may not be used for that purpose.) Once you are informed of an alternate date you must inform the Ice Scheduler that you are not available for any other game or practice on that date. |
| | If your opponent cancels - your home game | Try to move another league game into this time slot. Inform the Ice Scheduler Inform the Referee Scheduler Inform the League - via Division Coordinator | It is always best to stay on top of your league games. Unforeseen circumstances (snow storms, etc.) could result in a loss of ice time that may be difficult to make up later in the season. Referee Scheduler will cancel the referees. The Ice Scheduler will arrange an alternate date. When an alternate date is arranged, you must contact the opposing team. |
| | If your opponent cancels - your away game | Inform the Ice Scheduler Inform the League - via Division Coordinator | Let the Ice Scheduler know that you are now available for a game or practice on that date. |

CANCELLING ICE DUE TO A SNOW STORM

| | | | |
|-----------------|-----------------------|---|---|
| Canceling Games | Canceling a home game | 1. Inform the opposing team. 2. Inform the Ice Scheduler Inform the Referee Scheduler Inform the League - via Division Coordinator Inform the Arena Staff | It is your responsibility to provide sufficient notice to the visiting team. Ice Scheduler will arrange an alternate date. When the alternate date is arranged, you must contact the opposing team. Referee Scheduler will cancel the referees. |
|-----------------|-----------------------|---|---|

ANY ICE THAT IS WASTED (NOT USED AND NOT RETURNED) MAY RESULT IN THE OFFENDING TEAM BEING INVOICED THE COST OF THE ICE

| | | | |
|-----------|----------------------|--|---|
| Practices | Canceling a practice | Inform Ice Scheduler Trade the practice time with another team. | Ice allocated to a team and not used and not returned for reassignment may result in the offending team being invoice the cost of that ice. |
|-----------|----------------------|--|---|

| | | | |
|--|--------------------------------------|--|--|
| | Buying additional practice ice times | Local Arenas | Your team will be billed directly from The Town. |
| ALL ICE TIME NOT USED BY A LEAGUE (INCLUDING A SCHEDULED “BYE”) IS DEEMED TO BE ICE RETURNED TO THE CCMHA ICE SCHEDULER | | | |
| Scheduling Exhibition Games | Scheduling a home game | Request approval from the CCMHA President -via Travel Permit Request approval from the Ice Scheduler Contact Referee Scheduler | All exhibition games must have prior approval of CCMHA President of Recreation (It is your responsibility to provide sufficient notice at least 48 hours to obtain a travel permit.) All exhibition games must have prior approval by the Ice Scheduler. Pre-season exhibition games ice and officials are paid by CCMHA, any other exhibition games are the financial responsibility of the team. Referee Scheduler will book officials |
| | Scheduling an away game | Request approval from the CCMHA President -via Travel Permit Inform the Director of Ice. | All exhibition games must have prior approval of CCMHA President of Recreation (It is your responsibility to provide sufficient notice at least 48 hours to obtain a travel permit.) If your game is approved, let the Ice Scheduler know that you are not available for any other game or practice on that date. |
| WHEN IN DOUBT, CONTACT THE PRESIDENT | | | |
| Tournaments | Both in province and out of province | Inform the CCMHA President Inform the Ice Scheduler. | All teams traveling for the purpose of participating in an out-of-province Sanctioned Tournament (or exhibition game) must receive a signed HNB Travel Permit. This can be obtained by contacting CCMHA President. (It is your responsibility to provide sufficient notice at least 48 hours to obtain a travel permit.) The Ice Scheduler must be informed three weeks in advance of any times that a team will not be available to use allocated ice times. |

Appendix J

Player Evaluation Process Document

All parents will be notified of their child first evaluation ice time via

newsletter at registration.

The purpose of the selection process is to separate the players into teams, according to their ability, which will play at the correct and various levels of a division (age group).

CCMHA Executive will enforce the philosophy that “Once chosen, the player remains on the team,” *except under circumstances such as replacing players leaving the area, dropping out of Minor Hockey for injury or other reasons.*

Each player will be scheduled for 3 hrs of ice time for player evaluations.

Each player will be assigned a uniquely identified number for identification purposes.

All coaches expressing an interest in coaching will evaluate players in that division. They must complete all evaluations for consistency and fairness. (Other coaches will be asked to run the practice during player evaluation)

Once Coaches selection is complete the players will be notified by a posted team list of player's numbers.

The remaining players will be divided into Recreational league teams, trying as much as possible, to end up with evenly balanced teams and to accommodate any reasonable requests for grouping players for travel reasons.