



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 House 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 off set the cost of our referees. The 50 /50 bucket can be picked up at the concession. 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. Goalie gear is available for rent from the Equipment Manager.
2. Coaches are responsible for CDMHA equipment assigned to their team. This includes ensuring that the equipment is available for use by their Players and stored properly between games and practices.
3. CDMHA team jerseys are to be used only during games.
4. Coaches/Jersey Parents are responsible to return the CDMHA equipment assigned to the team before April 1st of the playing season or as specified annually by the CDMHA. This includes in writing lost or worn equipment needing repair or replacement.
5. No jewellery is to be worn (exception: medic alert bracelets and medic alert necklaces).
6. Goalies must wear wire cage facemasks. Player helmets must be CSA approved and decals of any kind are not permitted on helmets.

RECREATION-REPRESENTATIVE/SELECT RELATIONSHIP

- Players of Recreation Division who are selected to play for the Rep Team of their age group may continue to play for their respective Recreation Team when:
 - I. An agreement must be made between the Rep team and Recreation Team Coaches, one elected officer of CDMHA. If only 15 Players are carded, the Rep Team may add and card up to

19 Players before December 15th. If they wish any of these Players to remain permanently with the Rep Team, consideration must be given to the Player and their Rec team and Coach. If a mutual agreement cannot be reached a meeting between the Recreation and Rep Coach and the President will be held, and they will make the final decision.

- II. Selection of Recreation Players to play on **Select** teams will be done to be fair to all teams in the division. Coaches must be notified if nominations to the Select team of their Division and the Head Coach must approve any nominations.
- III. Commitments to Select team (travel time, games or practices) cannot interfere or compromise a Player's commitment to their Recreation team unless approved prior by the CDMHA Directors.

FUNDRAISERS AND SPONSORS

- Coaches and Team Managers must obtain approval from the Fundraising Committee and the CDMHA Executive prior to soliciting funds from the public.
- Coaches and Team Managers are expected to contact and update team sponsors of upcoming events such as tournaments or special events. All correspondence is to be completed through the CDMHA office.
- Coaches, team officials and Team Managers are prohibited from approaching and /or soliciting further sponsorship support (e.g. money, hats or other clothing) from or other potential sponsors.
- No team jackets, crests, trophies, pennants or other articles shall be purchased, presented or displayed in any manner in the name of or bearing the name of Clearwater & District Minor Hockey Association without first receiving their approval and authorization of the CDMHA Executive.
- Any person who has spent moneys without the permission of the Officers and/or Executive shall not be reimbursed for same.

TOURNAMENTS AND SPECIAL EVENTS

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. Ask your Association how they are implementing the Parent Respect In Sport safeguard your child.

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 a CDMHA executive member. 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 for 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. Over sees 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. Applies for membership (on line) with BCAHA in the spring. 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. 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. 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 (currently Mel Romeo) who applies for sanction permits as soon as tournament schedule is set and sends out invites and applications to other associations. Provides updated tournament applications and information to 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 and will work with the Executive to monitor penalties, organize tournaments, distributes extra ice time and ensure that their division is running smoothly. Managers will work together to coordinate events such as the Bent Blade Tournament, games between each other and bring a friend day.

- 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 plan 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.

Equipment Manager: distributes and collects team jerseys, keeps equipment repaired and replaced as necessary under the advice of the Executive, and keeps an updated inventory. Reports to the Executive as required. Keeps list of all the gear that is rented out to the Initiation (pre-novice) and Novice players. Collects a deposit for rental of equipment and which in turns gives it to treasurer.

Website Manager: looks after the minor hockey website. Keeping it updated with

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 a 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. Ignorance of the rules is no excuse for error.
- 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 tournament 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 Manger. 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 paper work and that the Vice President is notified.
3. Must take "Respect In Sport" course. It is a online course.
4. Coach, manager & safety person must have access to their teams medical information on ePact.

Jersey Parent: There will be one 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 and Volunteer Information 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. Got a problem with a Coach or another Parent? Keep the confrontation out of the Players and public eye. We'd like the arena to be a happy place for children. Executive members are always ready to help solve problems that will affect the children we represent.
3. Be an involved Parent, not a drop off one. Go into the stands and watch the practices and games whenever possible. (Unless you are a registered member of CDMHA, please do not go on the Player's bench.) That is YOUR child out there on the ice- enjoy! BCAHA and OMAHA do not allow your child to drive themselves to games.
4. 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. It won't be 5 minutes before game time! Ice time is expensive – don't waste it. If your child can't make a practice or game, be courteous and call the Coach or Manager to explain. Please pick up your children on time!

- 5 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 doctors 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.
- 6 **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.
- 7 **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.
- 8 Encourage your child to play by the rules, even if the opponents don't seem to be doing so. If your child is part of an incident involving severe infraction, such as deliberately injuring, swearing at, spitting at or bullying a teammate, ref, Coach or opposition Player, or an act of vandalism, the Coach will fill out an incident report with the cooperation of the involved parties. The report will then be given to the Executive for action.
- 9 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. Remember we are representing Clearwater so lets be on our best behavior.
- 10 Players are responsible for their own equipment and personal property. CDMHA accepts no responsibility for lost, damaged or stolen items.
- 11 Finally, don't forget to help with any fundraising your team is organizing. The money raised helps to keep your registration fees low and ensures hockey is affordable to all.

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

In Case You Were Wondering

My child is a Beginner. What should I expect?

What you **SHOULDN'T** expect is lots of traveling, tournaments or games. Pre-Novice (Initiation) are generally 5-6 years old that are learning to skate. Emphasis is on gaining basic skills and stressing learning to skate, having fun and developing very basic hockey skills. There is no diaper rule and can be on the ice without a parent. Pre-Novice (Initiation) are also put into Pre/Canskate, to help with their skating skills (included in the registration fee).

What are the other levels CDMHA offers?

Novice:	7-8 year olds
Atoms:	9-10 year olds
Peewees:	11-12 year olds
Bantams:	13-14 year olds
Midget:	15-17 year olds

Why can't my 10 year old be on a rep team? He's another Gretzky and you're ruining his chances at a hockey career!

BCAHA policy states that there will be no rep teams below Peewee level and only then if it does not affect the Recreation league program. Hockey is a team sport- one skilled Player does not make a rep team. If you think your child's ability would allow them to play better in a different age group, you can submit a Player movement form asking to have him/her moved up a level. Make sure you talk to your child and Coach, maybe your child likes being where he is. Does he want to leave his friends? Can the team survive with one less Player? Are you ready for the increase in expense, travel and commitment that the older groups cope with?

Do I pay extra for tournaments?

CDMHA will help with 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.

Does anyone do anything about the goon who nearly killed my kid in the last 5 games?

The referee certainly does and if the goon (or heavily penalized Player) is a member of CDMHA, the Executive does too. The Manager for each division brings the names to the President. The penalties are reviewed and a decision will be made to send a letter to the Player and Parents informing them that such behavior will not be tolerated and that continuation could result in suspension from play. Usually that reminder is enough for a change in attitude in the child who wants to play hockey.

There is a Parent in the stands who is always yelling at the kids and referee. Do we have to listen to this abuse?

Certainly not. Be assertive and ask the Parent to please follow the philosophy of our association: We're here for fun and we're all amateurs, expecting to be treated with respect. If you'd rather not do the asking, look for an Executive member. We expect the fair play code for spectators to be followed and will enforce it. If a Parent is continually out of line and refuses to change, we could ask him to leave. We will not allow any of our members to be abused- including our referees. Don't like the call the ref made? Our (young) refs are allowed to make mistakes, the same as our inexperienced Players are, as this is all a part of learning and improving.

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.