

DAWSON CREEK MINOR HOCKEY ASSOCIATION



POLICY MANUAL

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1.0 PURPOSE

This policy manual is intended to provide a source of information that can be used by the Executive, Parents, Managers, Coaches and Players. The Policy Manual supplements the by-laws that are in effect pursuant to the Societies Act of the Statutes of British Columbia.

It is the intention of the Executive that this document be subject to frequent review and revision. The Executive will address the areas of highest priority first, but will ultimately ensure that all relevant policies and procedures will be contained within the manual, and updated as required.

All users of the manual are encouraged to provide feedback to the Executive as to the items to be included, the policy and procedures to be followed, and the language which can best assure clarity around operational issues. The Policy Manual is an organic document and is expected to change and evolve over time.

2.0 MINOR HOCKEY IN GENERAL

Hockey is governed nationally by the Hockey Canada, BC Hockey and locally by the Dawson Creek Minor Hockey Association. These organizations are volunteer based, with governance provided by Executive Boards drawn from adults willing to give personal time in the furtherance of Minor Hockey objectives.

There are four streams of hockey: Initiation, Recreational, Competitive and High Performance.

2.1 Initiation

This program is designed for beginners ranging in age from five to eight. The emphasis is on enjoyment and skill acquisition. The objectives are to have fun, stimulate interest in hockey and a desire to continue participation, develop basic hockey skills, obtain a sense of achievement, promote physical fitness, introduce players to the concepts of cooperation, sportsmanship and leadership, encourage initiative, and prepare players for further participation. In DCMHA, this hockey is known as Pre-Novice and Novice.

2.2 Recreational

This program is the type of hockey played by the majority of amateur players. It is fun hockey with the emphasis on fitness, skill development and participation in a team sport. The objectives are to provide a game to fit the needs of the participant, be open to all ages, allow players equal ice time, assist in an individual's physical development, and foster a

sportsmanlike attitude. In DCMHA, this hockey is known as House and begins at Atom age group (9-10 years).

2.3 Competitive

This program is designed for players who have the desire and ability to play at a high level of competition and who are willing to invest a reasonable amount of time to on- and off-ice training. This type of hockey begins at the Atom level. The objectives are to achieve a degree of excellence, according to the player's interest and potential, provide an opportunity for achievement in an enjoyable and self-fulfilling environment, provide an opportunity to progress to a higher level of competition (High Performance), and stimulate development both from individual and overall sport point of view. In DCMHA, this is known as DEVELOPMENT and continues as REP in Pee Wee.

2.4 High Performance

This program is designed for individuals who have special talents. The objective is to produce the best players possible in order to compete successfully in International Hockey. Locally, this type of hockey is known as the BC Best Ever Program and it is provided and controlled by the BC Amateur Hockey Association. The Program of Excellence is in use across the country to systematically identify, train and teach elite players at the Under 16, Under 17, Under 18, and Under 20 levels.

3.0 GENERAL OBJECTIVES AND PHILOSOPHY OF DCMHA

3.1 The purposes of the DCMHA as outlined in the Constitution and By-laws registered pursuant to the Societies Act are:

- To foster, improve, and perpetuate the playing of the game of hockey, and to foster sportsmanship and good citizenship.
- To ensure that minor hockey is played in accordance with the playing and registration rules as laid down by the DCMHA, BCAHA, and Hockey Canada, as and where applicable.
- To do all such things as are incidental or conducive to the attainment of any of the above objects or the exercise of the powers of the Society within the Dawson Creek area.

3.2 DCMHA recognizes, supports and provides an avenue for players to participate in the four streams of hockey as outlined by Hockey Canada. DCMHA is not intended to be used as an avenue to produce National Hockey League players that is the purview of organizations such as Junior and College Hockey. Parents are advised that, if they have objectives for their youngsters beyond that provided by the four streams of hockey, they should look to an organization outside DCMHA.

- 3.3 DCMHA recognizes that players participate for a variety of reasons, which may differ from one individual to another. DCMHA will provide an equitable opportunity for every player to play hockey regardless of ability or financial circumstance. DCMHA reserves the right to determine at what level each player will participate. In ensuring that the DCMHA system serves the needs of a wide range of players, it may not be possible to accommodate the specific needs of any one individual.
- 3.4 DCMHA intends to provide continuity from year to year with all teams and divisions working co-operatively to the benefit of the total hockey program within the association.

4.0 ORGANIZATIONAL STRUCTURE OF DCMHA EXECUTIVE

The Executive of the DCMHA consists of the President, Vice-President of Administration, Vice-President of Hockey Operations, Vice-President of Publicity, and ten Directors. The Executive of DCHMA governs the association and all activities within it. Any matter not covered in this manual remains subject to the discretion and approval of the Executive.

- 4.1 The term of the President is one year, and to be eligible for election as President, candidates must have been members of the Executive for at least one previous year.
- 4.2 The term of office for all other executive positions is one year and all members of the Association are eligible for election.
- 4.3 All members of the Executive must submit to a Criminal Records and History search through the RCMP. The President is authorized to receive this information and to impose restrictions if necessary, including removal from office, if the RCMP questions the suitability of an Executive member, coach or other official involved with the Association.
- 4.4 The Executive may appoint Officials to assist in the operation of DCMHA. These Officials shall carry out the directives of the Association and participate in Executive meetings in an advisory capacity. Such Officials may include the Secretary, Registrar, Ice Manager, Equipment Manager, Concession Manager, Head Referee, Division Coordinators, etc. Executive members may be appointed as Officials and carry out the duties as prescribed by the Executive. Generally, all matters are decided by a majority of the Executive as defined above.
- 4.5 From time to time, the Executive may elect to detail the duties of Executive members or officials and attach them as Schedules to this manual.

5.0 COMPLAINTS POLICY

The DCMHA recognizes that issues and differences can arise prior, during and following the season. As communication is often a primary issue in these differences, the following procedures have been approved by the Executive for issues that may arise:

- 5.1 If an issue or a concern arises regarding the operation of a team, the process to address these issues shall be as follows:
 1. The issue or concern is not to be raised within 24-hours of the precipitating event. Any complaint is not to be made at the arena.
 2. If the complainant wishes to proceed, after the 24-hour cooling off period, the hierarchy of steps is:
 - 1) Firstly the Manager, then
 - 2) The Coach
 - 3) The Division Coordinator
 - 4) VP Hockey Operations
 - 5) President, and finally
 - 6) The Executive as a whole
 3. If the issue is regarding the selection of a team, the process is as above, starting at 3).
 4. Issues unresolved after the first two stages above must be placed in writing to the Division Coordinator.
- 5.2 If an issue arises concerning non-team issues, the 24-hour cooling off period applies, and the hierarchy of steps is; place the complaint in writing to:
 - 1) Firstly the VP Administration, then
 - 2) President, and finally
 - 3) The Executive as a whole
- 5.3 If an issue or complaint arises in the nature of Abuse or Harassment, the matter should be **immediately** forwarded to the Risk Manager. The Risk Manager shall determine if the issue is in the nature of Abuse or Harassment, and if so, shall proceed in the manner established by the Executive. If the Risk Manager determines the issue is not in the nature of Abuse or Harassment, the concerned party will be referred to the processes outlined above, as applicable.

6.0 OPERATIONAL POLICIES

All players must be registered with DCMHA and have a mutual aid number before participating in any on- or off-ice activity. DCMHA will not issue refunds or

accept registrations after December 1st. Prior to that time, refunds are calculated on the basis of \$40.00 administration fee and prorated refund. The Executive reserves the right to determine “early” or “regular” registration deadlines and set differential fees for each. The Executive further reserves the right to close off registrations prior to December 1st if teams within a division are completely filled to capacity. DCMHA may accept any new player who has moved from another association provided that they are registered with mutual aid and pay a prorated registration fee and provided that teams are not completely filled to capacity.

- 6.1 Ice times shall generally be distributed to divisions on the basis of player registration allowing for two practices and one game per week. If teams are provided a second practice per week, it will likely be an early morning ice time.
- 6.2 No player shall be allowed on the ice until a team official is in attendance with visual control on or at ice level and approval is given by that individual to go on the ice.
- 6.3 “Select” or “All-Star” teams are not permitted within any division. If it becomes necessary due to injury or sickness to supplement a team to fulfill a previous game or tournament commitment, the Division Coordinator shall assign players as he/she deems necessary without “stacking” the team or interfering with league commitments. Otherwise, the game should be cancelled.
- 6.4 Unless approval is given by the Executive, DCMHA does not lend equipment to private individuals or groups.
- 6.5 No player may play recreational or initiation hockey in a division above their age category. The President or VP, Hockey Operations may permit a player to play recreational or initiation hockey in a division below their age category if size or skill discrepancy warrants.

The President, VP Hockey Operations and affected Rep Coaches must unanimously approve a player trying out for competitive hockey in a division above their age category. The Rep team coach should not select an underage player except in the case of exceptional ability. Generally that would mean being the top goaltender in tryout, or one of the top two defensemen, or one of the top three forwards. The selection of an underage player to a Rep team must be approved by the Executive, and the Rep coach is not to announce the selection prior to receiving such approval.

An underage player trying out for competitive hockey must make the Rep team as described above, or return to their appropriate age division. No underage players will be permitted on “B” or house teams.

7.0 COACH SELECTION

The President & VP's shall establish a Selection Committee that is responsible for interviewing and making recommendations in the selection of Rep Coaches. All persons interested in coaching a Rep team must apply in writing, outlining qualifications, experience, personal hockey philosophy and references. Only after the Selection Committee has interviewed candidates and made its selections, may such appointments be made public. The VP Operations shall chair the Selection Committee and report its decisions to the Executive.

- 7.1 House Director shall be responsible for enlisting House Coaches and forwarding these selections to the Head Coach for approval. The Initiation Director for Pre-Novice/Novice shall be responsible for enlisting coaches for all coaching positions with the division and forwarding these selections to the Head Coach for approval. No appointments will be made public until the Head Coach has confirmed the selections. In the case where there is more than one applicant, the Head Coach will establish a selection committee to make the decision.
- 7.2 Rep coaches must obtain approval from the Head Coach for all assistant coaches and trainers before asking individuals. Priority is to be given to individuals who have obtained certificates through the National Coaching Certification Program. All coaches must sign a letter of agreement stating that they have read and understand the DCMHA Policy Manual.
- 7.3 All coaches, assistant coaches and trainers must complete Respect in Sport. All coaches must attend the Hockey Canada Coaches Clinic for the level they are coaching (initiation, coach, development) and all trainers must attend the Hockey Canada Safety Program Clinic. All coaches, assistant coaches and trainers must submit to a Criminal Record and History search through the RCMP. The Head Coach is authorized to receive this information and to impose restrictions if necessary, including removal from the position, if the RCMP question the suitability of a coach, assistant coach or trainer.

8.0 REP & B TEAMS

It is the objective of the DCMHA to provide strong "Rep" teams every year. Where enrolment and interest warrant, "B" teams will also be considered for the Pee Wee, Bantam and Midget Divisions. A sub-committee consisting of the President; Vice President, Hockey Operations; and the Rep Director for the affected Division will make annual recommendations to the full Executive as to whether a "B" team should be constituted in the Division that year. The decision of the Executive will be final.

In making recommendations, the Sub-committee will consider the number of players willing to participate in competitive hockey (35 per division is suggested as a guideline), the relative skill of those players, the availability of coaches, parent commitment and any ice time constraints that apply. "Rep" and "B" teams from the same division will not compete against each other in League or Tournament play without the permission of the Executive. "B" Teams will be affiliated with the "Rep" team in their division.

Rep teams are to be selected based on skill and ability and will be comprised of the best players regardless of age. The coach is not to select first year players with the intention of building a strong team the following year. "B" teams, however, are to be selected with the intention of developing players for future years' Rep teams.

In addition, coaches are to encourage players to be devoted to team play, skill enhancement, total effort, sportsmanship and respect for officials and competitors.

A letter will be sent to eligible parents each year as to the selection process for "Rep" teams and to announce the possibility of a "B" team if enough interest is shown. Parents must indicate whether or not their child is interested in trying out for these competitive teams. To be eligible for Rep hockey, the player must be registered prior to September 1st. Players who have tried out but not been selected for "Rep" are eligible to participate in the "B" team tryouts, which will be held separately. Players from outside associations are eligible to play for either "Rep" or "B" teams if their own association has no team in the division. However, if their own association has no carded "Rep" team but does have House teams in the Division, the player is eligible only for the "Rep" team. The Board reserves the right to restrict the movement of players from outside associations, if it will impact Provincial Tiering. A fee may apply for trying out, at the discretion of the Executive; however, there is no additional fee for "B" team tryouts if the player attended the Rep team tryout previously.

Coaches shall not solicit players that do not display an interest in playing competitive hockey. All players shall be selected from the Evaluation tryout process. Approaching House players/parents may only occur if approval is obtained from the Executive. Players who quit the "Rep" team are not eligible for the "B" team and must complete the year in the House level. If a player quits a "Rep" or "B" team after December 1st, without the permission of the VP, Hockey Operations, the player shall be suspended from all practices and games for fourteen days.

"B" Teams may not receive a Home Tournament, depending on ice availability. Similarly, "B" Teams may receive limited preferential ice slots (times where the ice is not shared with other teams). Any team receiving preferential ice slots may be assessed an annual fee at the discretion of the Executive. "B" teams must receive approval from the Board before declaring for the Provincial

Championships. DCMHA will not provide funding assistance to “B” teams to attend Provincials.

The “Rep” or “B” team Head Coach, shall hold a pre-tryout meeting with parents and players to outline what type of team the coach is attempting to assemble (his or her coaching philosophy) or must communicate this information by alternate means. At that meeting, the coach should also review the selection criteria and process which is outlined below.

8.1 Player Selection

The team Head Coach shall enlist a selection panel to assist in player evaluation. Coaches are encouraged to avoid any real or perceived bias in selecting evaluators. A minimum panel of four evaluators is required, each having no child or sibling in the division. The Association Head Coach shall review and approve the evaluation panel.

Each player shall be evaluated by the panel, using a form supplied by the Vice President, Hockey Operations and to include such specific criteria as skating, shooting, passing/receiving, puck control, positional play, scoring, and checking.

The team Head Coach shall receive evaluations and then make his/her own rankings on a form supplied by the Vice President, Hockey Operations and to include such specific criteria as attitude, willingness to take instruction/direction, leadership qualities, and respect for coaches/officials/opponents.

The final selection decisions will be made by the team Head Coach. If the child of the team Head Coach is trying out, and is evaluated as being “on the bubble” for selection, the Head Coach is entitled to select his/her child over other candidates of similar ability. If the Head Coach intends to exercise this entitlement, he or she must so inform the VP, Hockey Operations, who will report the situation to the Executive. This policy is intended to encourage the widest possible pool of coach candidates for Rep and B teams. If a child of the Head Coach is under age of the category, Section 6.5 will be used to determine the player selection process as directed by President, VP Operations.

8.2 Goalie Selection

Goalies will be rated by a Head Goaltender Evaluator with training and experience in evaluating goaltenders. The Head Evaluator may enlist other qualified individuals to assist in the process, subject to approval by the Association Head Coach.

The Head Goaltender Evaluator will be appointed by the President, Vice President, Hockey Operations and Association Head Coach.

Each goaltender will be evaluated during the general Rep or B team tryout for the age group, on a form supplied by the Vice President, Hockey Operations, and to include such specific criteria as skate control, lateral movement, stance, agility, quickness, recovery, puck handling and puck control.

The team Head Coach shall receive evaluations and make his/her own rankings, on a form to be supplied by the Vice President, Hockey Operations and to include such specific criteria as attitude, willingness to take instruction/direction, leadership qualities, and respect for coaches/officials/opponents.

The final selection decisions will be made by the team Head Coach. The provision of 8.1 regarding the coach's child being "on the bubble", applies to goalie selection as well.

8.3 Appeal of Selection Decisions

All evaluation forms are to be kept seven days to allow for formal appeal. A parent/player wishing to appeal a selection decision must file notice in writing to the Vice President, Hockey Operations, within seventy-two (72) hours of the player being informed of the decision.

The player/parent is entitled to the evaluation forms for the player appealing, as well as the player's "rank" in the group, but may not have access to any other player's actual evaluation form.

The Appeal Committee will be the President; Vice-President, Hockey Operations; Association Head Coach; and Rep Director, so long as each can participate without an appearance of bias. The President may name additional persons to the Appeal Committee, as required. The decision of the Appeal Committee is final.

8.4 Process for Cuts

All cuts shall be done by the team Head Coach and should not occur until at least three ice sessions (Rep Team) or two ice sessions (B team) have been provided for every player. Initial cuts may be made by way of a posted list. The list should include an invitation to the parents/guardians of players being cut to talk directly to the team head coach if any concerns exist.

For the final cut, the team Head Coach shall explain in person to each player why the player is being cut and offer constructive criticism as to

which areas the player must concentrate on in order to improve to a level required for competitive hockey. At least one other coach or evaluator must be present during this discussion and the Division Coordinator is expected to attend all in-person cuts. The parent of the player is entitled to be present, if they wish to do so.

8.5 Team Make-Up

Rep teams should consist primarily of second year players. In the case of Midget Rep, the team should consist primarily of second and third year players. If a significant number of first year players are chosen over second year players, the team Head Coach must inform the Vice President, Hockey Operations, who will bring the matter to the Executive for approval.

Midget "B" teams should have no more than three seventeen year-old players. Pee Wee and Bantam "B" teams should have sixty percent (60%) first year players, including at least one first year goalie if available. "B" team coaches who wish to deviate from these guidelines must inform the Vice President, Hockey Operations, who will bring the matter to the Executive for a decision.

8.6 Carding/Changes

All Rep players must be carded through the Vice President, Hockey Operations and there shall be a minimum of twelve players carded by October 15 or the first carded tournament. The maximum number of players that may be carded is twenty-one (21) until January 10th (nineteen may play) and team Head Coaches are encouraged to select a full team at the Evaluation stage. Some "cards" may be reserved to be used for reasons of illness, injury, or discipline, but this number should be relatively small.

A team Head Coach may make changes to the team by sending a player to "B" or "House", as the case may be, and bringing up another player for reasons of illness, injury or discipline. This requires the approval of the VP Hockey Operations, who will enforce all regulations regarding carding or affiliation. Any change after December 1st requires approval of the Executive.

8.7 Player Usage

All "Rep" or "B" team players are to dress and to be played fairly. It is recognized that there will be occasions where power play and penalty killing units are necessary. Further, "Rep" and "B" teams are considered competitive hockey and the team Head Coach may have coaching philosophies that impact on ice time for individual players. The team Head

Coach must inform parents/players at the pre-tryout meeting how ice time distribution will be handled during the season.

9.0 GENERAL

- 9.1 House teams that play in the All Peace (PRMHA) League are committed to play a set schedule. The team is responsible for any fines levied by the League due to a commitment not being fulfilled. The Executive must approve any team's entry in the All Peace League.
- 9.2 The VP Hockey Operations shall be notified in advance of all exhibition and tournament games. The VP Operations must then forward this to the BC Hockey District Director. For any game played in Alberta, the VP Hockey Operations must receive a copy of the game sheets to be forwarded to the BC Hockey area representative. This includes scheduled games, exhibition games and tournament play.
- 9.3 All match penalties must be reported to the President immediately. The Executive may take disciplinary action for match penalties received by players.
- 9.4 Uniforms shall be given out and collected at each game by a designated person who shall be responsible for ensuring uniforms are clean and well maintained.
- 9.5 If a major penalty occurs, the game sheet for the game (home or away), whether exhibition, league, tournament, or playoffs, shall be provided to the Division Coordinator, within forty-eight (48) hours of the game being played. Home game score sheets are returned to the concession by the referees, for later collection by the VP, Administration.
- 9.6 DCMHA coaches shall not themselves swear or smoke in the dressing rooms or on the bench, nor shall they engage in abuse of officials or intimidation or abuse of players. Coaches shall not permit such behavior by assistant coaches, trainers or players. Conduct of this nature shall be subject to immediate discipline.
- 9.7 Coaches shall have the authority to suspend a player once, for one game only. If the coach feels further discipline is necessary, such discipline shall be determined by the VP Hockey Operations or the Executive. In addition, the Division Coordinator shall be informed as to any discipline taken with respect to any player.
- 9.8 As part of Risk Management, it is mandatory that two adults be present in a dressing room when it is occupied by players. Vandalism of dressing rooms and facilities is not to be permitted.

- 9.9 All team coaches and managers must be familiar with the City of Dawson Creek Arena Users Guide. Incident reports and fire drills are to be completed, as outlined in the Guide.

SCHEDULE 1 CURRENT EXECUTIVE LIST

Please visit <http://www.dcmha.ca/executive.asp> for current information.

SCHEDULE 2 TOURNAMENT SCHEDULE

Please visit <http://www.dcmha.ca/tournaments.asp> for current information.

SCHEDULE 3 DATES FOR HOCKEY CANADA COACHES CLINICS AND HOCKEY CANADA SAFETY PROGRAM CLINICS

Please visit <http://www.bchockey.net/Clinics/clinics.aspx> for general information regarding clinics and www.dcmha.ca for local clinic dates.

SCHEDULE 4 BC HOCKEY KEY DATES

For current information please visit:

<https://www.bchockey.net/Administration/ResourcesBCHockeyHandbook.aspx>

SCHEDULE 5 PROVINCIAL CHAMPIONSHIP DATES/VENUES

Please visit <http://www.bchockey.net/Championships/championships.aspx> for current information.

SCHEDULE 6 HIGH PERFORMANCE INFORMATION

Please visit <http://www.bchockey.net/HighPerformance/highperformance.aspx> for current information.

SCHEDULE 7 DUTIES OF THE VICE PRESIDENT, HOCKEY OPERATIONS

The Vice President, Hockey Operations, is elected by the General Membership. The Vice President, Hockey Operations, is responsible for ensuring that the daily on-ice functions of the DCMHA are carried out in keeping with the policies and procedures of the DCMHA and within the rules and regulations prescribed by the British Columbia Minor Hockey Association and the Hockey Canada, as applicable.

The Vice President, Hockey Operations, shall report directly to the President for all matters which cannot be held in abeyance until the next Executive meeting. On behalf of the DCMHA, the Vice President, Hockey Operations, shall have the authority to direct and supervise the Division Coordinators, Head Coach, Referee-in-Chief, Rep Director, House Director, Female Director, Ice Director, Registrar and Risk Manager.

The Vice President, Hockey Operations, shall chair the Selection Committee for Rep Coaches, and ensure that player selection, player development, player movement and team activities at the Rep level are carried out in keeping with the policies and procedures of DCMHA. The Vice President, Hockey Operations, shall ensure that the assignment of players in the Recreational stream (Pre Novice, Novice, Atom House, Pee Wee House, Bantam House, Midget House) is done in an equitable manner and in keeping with DCMHA's objectives for Recreational hockey. In fulfilling these duties, the Vice President, Hockey Operations, will work closely with Division Coordinators, the Head Coach, team coaches, players and parents to further the objectives and philosophy of the DCMHA.

The Vice President, Hockey Operations, shall undertake the following specific tasks:

- Enforce all rules and regulations of the DCMHA.
- Fulfill the responsibilities assigned on the Complaints Policy.
- Assist the Registrar in the registration of teams
- Act as chair of the Rep Coach Selection Committee
- Assist the President/Executive in designating Division Coordinators and supervise their activities throughout the season.
- Assist the President/Executive in designating a Head Coach, and supervise his/her activities throughout the season.
- Assist the President/Executive in designating Referee-in-Chief, and supervise his/her activities throughout the season.
- Assist the Head Coach in coordinating coaching activities, and supervise his/her activities during the season.
- Conduct pre-season meetings with Division Coordinators & Directors to outline their responsibilities.
- Assist the President/Executive in designating an Ice Director and supervise his/her activities throughout the season, including having final authority to resolve disputes regarding ice usage.
- Shall inform the Equipment Director of equipment requirements.

In the absence of the Vice President, Hockey Operations, or in the event of his/her inability to act, the President shall designate an individual to assume these duties.

SCHEDULE 8 DUTIES OF THE DIVISION COORDINATOR & DIRECTORS

Division Coordinators shall be designated by the President/Executive for Pre Novice/Novice, Atom/Pee Wee, Bantam/Midget, and Jr/Sr Girls. Division Coordinators shall report to the Vice President, Hockey Operations, on all matters concerning the daily activities within their divisions.

The Rep Director shall assist the Selection Committee in determining Rep Coaches for the divisions, if requested. The Rep Director shall assist the Rep Coaches in the player selection & evaluation. The Rep Director shall report to the board if there is enough interest to have "B" teams.

The House Director shall liaison DCMHA the Recreational House model direction to be planned for league play, tournaments, & body checking.

The Female Director shall liaison DCMHA the Female Segregated team play planned for league play, tournaments, & provincial competition.

The Division Coordinator shall consult with team coaches on potential parent candidates for Team Manager, and ensure there is a designated Manager for each team (Competitive, Recreational, Initiation, as applicable) in their divisions. Once a Team Manager is in place, assist that individual in recruiting the other parent positions (travel coordinator, time clock coordinator, fund raising coordinator, uniform parent, tournament representative).

The Division Coordinator is responsible for ensuring that there is an equitable distribution of out-of-town tournament play for each Initiation or Recreation stream team. The Division Coordinator informs all neighboring associations of the DCMHA home tournament schedule, acquires the neighboring association schedule in return and approves any out-of-town tournament scheduling for teams in his/her division.

The Division Coordinator ensures that all practices and games in his/her division are played as scheduled, and collects score sheets for all games played.

The Division Coordinator acts as Tournament Coordinator for all home tournaments within his/her divisions. The Division Coordinator works with the designated tournament parent volunteer from each team to ensure the tournament is run according to the tournament guidelines of DCMHA.

The Division Coordinator designates a referee scheduler for each division to ensure that referees are available for any home games (scheduled, exhibition or tournament). The referee scheduler receives requests from Team Managers/Tournament Coordinators, and fills these requests from the available referees as supplied by the Referee-in-Chief/Referee Liaison.

The Division Coordinator is responsible for ensuring that all team officials within his/her division have successfully completed all required clinics (i.e. Speak Out, Hockey Canada Safety Program, Hockey Canada Coaches Clinics), that all officials have

completed a Criminal Records and History Search by the RCMP, that every player/team in his/her division has completed all necessary forms, and that these have been forwarded to the appropriate individuals. All teams in all divisions must complete and return the attached Team Officials form to the Ice Director prior to the commencement of the season with a copy to the Registrar

The Division Coordinator shall undertake the following specific tasks:

- Ensure that teams are kept evenly balanced and players are given equal ice time.
- Approve any players picked up for extra games and ensure that players are ineligible to be picked up for further games until all players from that division have been given the same opportunity. The Division Coordinator will ensure that the coach of the player's team is consulted and that the commitments of that team are respected. Movement of players to Rep or carded teams is the responsibility of the VP, Hockey Operations.
- Assume the roles and responsibilities of the Division Coordinator on the Complaints Policy of DCMHA.
- Ensure all equipment used in his/her division is signed out and returned appropriately.
- Inform Vice President, Hockey Operations, of any additional equipment requirements.
- Ensure all practices, games in his/her division are completed as scheduled.
- Ensure insurance/claim forms are completed appropriately. (See attached form)
- Ensure volunteers are secured for all necessary team positions within the division.
- Coordinate all home tournaments within the division.
- Allocate team entries in out-of-town tournaments to ensure equitable travel and participation.
- Secure a referee assigner for each division.
- Designate a game booker for all teams in the division to work with Team Managers and ensure equitable game distribution for all teams.
- Maintain a record of all games (score sheet) played by all teams in the division (home or away).
- Provide assistance to coaches, assistant coaches, team managers and other volunteer positions in the division as required.
- Hold a pre-season meeting with all coaches within the division to ensure coaches are familiar with their responsibilities.
- Hold a pre-season meeting with all team managers within the division to ensure managers are familiar with their responsibilities. The Head Coach and VP Hockey Operations should attend this meeting.
- Assist in coach selection as requested.
- Assist in player evaluation at Rep level, and coordinate player placement at Initiation and Recreation level.
- Assist the Executive in determining recipients for annual awards.

In the absence of the Division Coordinator, or in the event of his/her inability to act, the President shall designate an individual to assume these duties.

TEAM OFFICIALS

This form must be turned in to the Ice Scheduler.

Division _____

Team Name _____

Coach _____

Home Phone _____

Work Phone _____

Cell _____

Email _____

Manager _____

Home Phone _____

Work Phone _____

Cell _____

Email _____

These contacts will be used to notify of ice changes and cancellations.

SCHEDULE 9 DUTIES OF THE COACH

The Coach is appointed by the Selection Committee (Rep Teams) or the Division Coordinator. In the latter case, the appointment must be approved by the Head Coach. Assistant Coaches are determined by the team coach (Rep level) or the Division Coordinator (Initiation and Recreation levels) and must be approved by the Head Coach (or Selection Committee as appropriate).

Coaches/assistant coaches are responsible to the Division Coordinator, Head Coach and VP, Hockey Operations for ensuring that their team operates efficiently and in accordance with DCMHA policy and procedures. The coach/assistant coach is also responsible, along with the Division Coordinator, for the actions of players and parents on his/her team.

He/she shall:

- Make games and practices fun while instilling the values of sportsmanship and fair play. Players should ALWAYS look forward to coming to the rink.
- Work with the Head Coach and VP, Hockey Operations to deliver a balanced skills program.
- Conduct themselves in such a fashion as to provide an example of good conduct and sportsmanship at all times.
- Ensure the safety of players and that players are wearing proper CSA approved hockey equipment when on the ice. Team trainers are expected to provide the coach with notice of any inappropriate equipment.
- Ensure that there are two adults in the dressing room at all times when players are present. Team managers are to assist the Coach in fulfilling this requirement.
- Project a favorable image of hockey and coaching and consistently display high personal standards. Refrain from using profane language.
- Ensure all equipment provided by DCMHA is properly cared for.
- Act in a courteous manner toward any or all players, parents, fans, Executive members, and game officials. Treat everyone fairly, including visiting parents and players.
- Fulfill the responsibilities of the coach with DCMHA's Complaint Policy.
- Ensure that the team is on time for all ice sessions and clear the ice immediately once the allotted time has elapsed.
- Report team progress and concerns to the Division Coordinator. Attend all meetings called by the Division Coordinator.
- Regularly seek ways of increasing coaching development and self-awareness.
- Submit confidential Criminal Records and History search forms to the Division Coordinator/Head Coach.
- Complete Respect in Sport and attend Hockey Canada Safety Program, or Hockey Canada Coaches Clinics as required by DCMHA.
- Assist the Division Coordinator in appointing a Team Manager, and work with the Manager and with parent volunteers for the team throughout the season.

SCHEDULE 10 DUTIES OF TEAM MANAGER

The Team Manager is appointed by the Division Coordinator in consultation with the team's coach. The Team Manager is responsible to the team coach, Division Coordinator and VP, Hockey Operations to ensure that the team operates efficiently and in accordance with DCMHA policy and procedures.

The Team Manager is responsible for everything to do with the team apart from practices and games. The Team Manager is the liaison between parents and the coaches, and between the team and the Division Coordinator. It is imperative that the Team Manager has a cordial working relationship with the team's coach, the Division Coordinator and the Ice Director. The Manager is expected to handle the administration of the team, freeing the coach to concentrate on team and player development.

The Team Manager is responsible for ensuring the following functions are performed for the team, and is expected to enlist parent volunteers as required to cover off these tasks:

- Team uniforms are distributed prior to a game, collected afterward and kept clean and properly maintained.
- The Division Coordinator is supplied a list containing the names and contact information of team players and the uniform number assigned to them.
- Any equipment supplied to the team by DCMHA (i.e. uniforms, goalie gear) is inventoried, maintained in good order, and returned to the Equipment Manager at year-end.
- The Division Coordinator is supplied a completed team contact form to be provided to the Ice Director.
- That the DCMHA ice cancellation policy is adhered to, and that the Ice Director is informed by Monday at noon of any scheduled ice that will not be needed for the week commencing the following Monday.
- That a travel coordinator is designated for out of town tournaments.
- That a time clock coordinator is designated for in town games.
- That the Division referee assigner is informed of all referee requirements for home games well in advance of the scheduled game.
- Work with the Division Coordinator to schedule exhibition games (in town and out of town) and to arrange participation in out-of-town tournaments.
- That a tournament coordinator is designated to work with the Division Coordinator to organize the home tournament.
- That a fund-raising coordinator is designated for the various DCMHA and team fund raising initiatives, and to ensure that DCMHA's fund raising policy is adhered to.
- That the Division Coordinator is provided a list with contact information of any parent volunteer assigned any of the specific responsibilities outlined above. Absent such a list, the Division Coordinator will assume the Team Manager has elected to accept all these responsibilities him/herself.

- That parents are regularly informed of team matters, either through a periodic newsletter or through actual parent meetings.
- That each parent/guardian receives a list of all team members, name of their parent/guardian and contact information, along with uniform number. This will assist the parents to become familiar with the team. Best practice is to provide a laminated, business card sized list for ease of use.
- The Team Manager has the most crucial role on DCMHA's Complaint Policy and is expected to ensure that these responsibilities are carried out in an efficient manner. Particularly, the Team Manager must enforce the 24-hour cooling off provision in the Policy.
- That the Division Coordinator receives a copy of a score sheet for every game played by the team (exhibition, scheduled or tournament).
- That the score sheet for any out-of-province game is forwarded to the BC Hockey area representative within 24 hours.
- That the Registrar is provided a list, immediately upon positions being filled, of all coaches, assistant coaches, trainers, and the manager. Any official of the team must be listed with the Registrar for insurance purposes.

In the absence of the Team Manager, or in the event of his/her inability to act, the team coach shall designate an individual to assume these duties until the Division Coordinator has an opportunity to enlist a replacement.

SCHEDULE 11 DUTIES OF TOURNAMENT DIRECTOR

Home tournaments are to be coordinated by the Tournament Director & Division Coordinator, assisted by a designated tournament coordinator from each DCMHA team involved.

All DCMHA tournaments must have the approval of the Executive who will arrange for the event to be sanctioned by BC HOCKEY. The Ice Director prepares and distributes a list of tournament dates prior to each season.

DCMHA will be responsible for sanction fees. The host team(s) will be responsible for all other costs, including referee costs, trophies, player packages, sponsor boards, posters, tournament rosters, schedules, prize table items, etc. The host team must pay all ice costs and should ensure that entry fees for out-of-town teams are sufficient to cover these expenses. The Ice Director will provide the Tournament Director with amounts owing for ice. Entry fees for out-of-town teams must be approved by the VP, Hockey Operations.

Tournaments are expected to use DCMHA yearly programs with an insert detailing the rosters and schedules for the particular tournament. The tournament coordinator is responsible for ensuring the programs are obtained and that appropriate information is inserted. Programs may be given away, or may be sold at the tournament for a nominal fee (i.e. \$1.00) as a fundraiser.

Tournament coordinators are responsible for ensuring that all games are accommodated within the allotted ice time, arena staff have a copy of the game and flood times, scorekeepers are provided for each game, the Division referee assigner has adequate advance notice of referee requirements, two concession workers are provided at all times during the tournament, and that the DCMHA fund raising guidelines are followed.

Teams hosting tournaments are not allowed to solicit the local business community for tournament sponsorship. They are allowed to approach the parent/relative group of the host teams to obtain trophy sponsorship, raffle table prizes, etc. The teams are expected to use raffle tables, program sales, and 50/50 draws to cover tournament costs. If necessary, fees can be assessed to each player on the host team(s). Any surplus of revenue over expense is to be allocated to the host team.

The Division Coordinator is expected to provide neighboring association with tournament dates, entry fee information and contact details to enter. This should be done early in the season to ensure full entry. It is suggested that posters should be prepared and distributed, with follow-up phone calls to the Division Coordinator in the neighboring association. The first tournament date is at the end of October each year, so an early start is essential.

All parent/guardians are expected to volunteer their time at the home tournament. The Division Coordinator and designated team tournament coordinators are expected to

organize the event and be on site during its allotted times. However, the actual job duties (concession, scorekeeping, raffle table, 50/50, poster preparation, program information, preparation and insertion, player packages, etc) are expected to be done by parents/guardians/grandparents and friends.

In town tournaments are the opportunity for DCMHA to play host to neighboring associations and put our best face forward. It is expected that all coaches, players, team managers, parents/guardians, and Division Coordinators will display the highest standards of conduct throughout these events.

SCHEDULE 12 FUNDRAISING POLICY

The DCMHA is committed to ensure that its public image, membership and conduct are above reproach. Fund raising activities are intended to provide a source of revenue to augment registration fees and ensure that all ice costs and other operational expenses are funded. In undertaking these activities, the DCMHA will ensure that there is no undue pressure placed on parents, families, friends or community businesses.

All players and their parents/guardians are expected to assist their teams and DCMHA in meeting expenses through appropriate fund raising efforts. In order to ensure that all regulations are met, and that DCMHA's lottery and Bingo licenses remain in good standing, all fund raising must be in keeping with this policy.

The Fund Raising Coordinator will recommend to the Executive annually, various association-wide activities to generate revenue. In some cases, all proceeds will flow to the association, and in other situations, a "share" will be provided to teams to help cover their expenses. This determination will be made by the Executive in consultation with the Fund Raising Coordinator.

Any solicitation of community businesses for team or program sponsorship, or general support to the Association, will be done by DCMHA, under the auspices of the Fund Raising Coordinator. No team may directly solicit an area business.

Teams may fund raise to cover expenses. Such fund raising is limited to activities approved by the Fund Raising Coordinator and can include such initiatives as car washes, 50/50 draws, bottle drives, concession duties and the annual home tournament. Team managers are to secure a Gaming Licence prior to commencing any such activity. Team fundraising may not commence until completion of Rep selection.

50/50 or Raffle Gaming Licence

All teams who wish to sell 50/50 tickets during any event (games, tournaments, fundraisers) MUST apply to the BC Ministry of Public Safety and Solicitor General Gaming Policy and Enforcement Branch for a Class 'D' Gaming Licence before participating in any 50/50 draws or raffles.

Failure to meet these requirements may result in suspension or revocation of a gaming event Licence, refusal of future gaming event Licence and/or denial of future access to gaming grants or funds for the entire Association.

For gaming guidelines, ticket raffle procedures and application forms please visit: <http://www.pssg.gov.bc.ca/gaming/licences/index.htm> or call 250-387-5311

Responsibilities

The team is responsible for:

- applying for the appropriate gaming Licence
- ensuring that all standard procedures for Ticket Raffles are adhered to
- keeping all financial records in accordance with the Gaming Event Licence Guidelines
- dispersing gaming funds appropriately

If you require assistance completing your application please contact the VP of Administration.

A monthly financial statement must be submitted to the DCMHA Treasurer and to the Division Coordinator. Any fundraising program must be well supervised and controlled by the team manager, with full documentation of all expenditures and transactions for audit purposes. Any monies raised must be used for team expenses. Under no circumstances will excess monies be divided up and distributed to team parents.

The intent of this policy is to ensure that local businesses will be solicited only once per year and only by the DCMHA itself. However, contributions made by parents and families, or the businesses owned or operated by those parents/families are not considered fund raising for the purposes of this policy.

SCHEDULE 13 DUTIES OF REFEREE-IN-CHIEF (REFEREE LIAISON)

The Referee-in-Chief is appointed by the President/Executive and is responsible to the Vice President, Hockey Operations for coordinating and developing all officials within the DCMHA. Whenever possible, the Referee-in-Chief should be a member of the Referees Association of BC HOCKEY.

He or she will act as a liaison between DCMHA, Division referee assigners, and those referees wishing to officiate DCMHA games. The Referee-in Chief will maintain a list of all available referees, their level of expertise and their contact information, which will be provided to the Division assigners.

The Referee-in-Chief will institute and supervise a training program for referees/officials prior to the start of the playing year. The Referee-in-Chief will encourage all area referees to make themselves available for DCMHA games, including games at levels below the individual referee's level of expertise.

The Referee-in-Chief will intervene on behalf of referee assigners who are having difficulty obtaining referees and will generally attempt to ensure that the relationship between DCMHA and area referees is positive and effective.

The Referee-in-Chief will assist the VP, Hockey Operations in determining appropriate disciplinary response to player/coach behavior. The Referee-in-Chief will act as liaison to the Referees association in situations where DCMHA has concerns regarding the conduct of a game official.

SCHEDULE 14 DUTIES OF VP OF PUBLICITY

The Vice President, Publicity is elected by the General Membership.

The VP, Publicity is responsible for coordinating the public relations activities of the DCMHA. The objectives of these functions is to ensure that information is provided in a timely manner to players, parents, coaches and the general public, and that the public image of the Association is maintained at a high level.

The VP, Publicity is responsible for ensuring the following tasks are carried out, and is expected to enlist parent volunteers as required to assist in the performance of these duties:

- Liaison with media in the area – newspapers, radio, etc, – to develop a working relationship
- Keep in close touch with Team Managers to watch for news or feature stories
- Assist Managers with writing notices about those activities for the press
- Help reporters get stories they request (after checking with coach/manager)
- Prepare any promotional material the Executive requests
- Arrange for publication/broadcast of any notices or other information that is requested by Executive or a Division Coordinator
- Report team games and activities to media
- Prepare a newsletter for DCMHA three times a year
- Responsible for scheduling and organizing DCMHA picture night
- Maintain association website
- Coordinate Hockey Canada week and Minor Hockey Week activities
- Coordinate awards night
- Assist Team Managers in preparation of team newsletters
- Coordinate with schools on scholarship program (local).
- Coordinates BC HOCKEY scholarship program.
- Placements of advertisements, posters, & website announcements

In the absence of the Vice President, Publicity, or in the event of his/her inability to act, the President/Executive shall designate an individual to assume these duties.

SCHEDULE 15 DUTIES OF VP OF ADMINISTRATION

The Vice President, Administration, is elected by the General Membership.

The VP, Administration is responsible for the administrative (off-ice) activities of the DCMHA. These responsibilities include the office administrative tasks necessary to the operation, as well as the corporate duties of the Association. In carrying out these responsibilities, the VP, Administration supervises the functions of the Fund Raising Coordinator, Secretary, Treasurer, Concession Coordinator, Equipment Manager, and the duties of the Registrar that are not related to carded players. The VP Administration also coordinates his/her activities with those of the VP, Publicity and VP, Hockey Operations in situations where there is shared jurisdiction (i.e. Risk Management).

The Vice President, Administration acts as the President in the absence of the President.

The VP, Administration carries out the following specific tasks:

- Acts as primary point of reference for the Association's office administrative activities, responsible for daily office duties of the association
- Supervises Fund Raising Coordinator, Secretary, Treasurer, VP Publicity, Concession Coordinator, the non-carded player duties of the Registrar, and the Equipment Manager
- Acts as President in the absence of the President
- Ensures that the corporate responsibilities of the Association are carried out.
 - Insurance
 - Establishment of bank accounts
 - Affiliation with BC HOCKEY, Hockey Canada
 - Coordinates hiring of any staff
 - Coordinates the purchase of any hockey equipment, office equipment, or supplies
 - Maintains the corporate records
 - Arranges office/meeting/storage space
 - Liaison with external auditor, if required
 - Arranges conduct of AGM, election of officers
 - Prepares annual budget for DCMHA, forwards to Executive for approval
 - Monitors team budgets (Rep only) and advises Fund Raising Coordinator of team reserve targets
 - Ensures that sponsorships are billed and collected by December 1 of each year.
 - Ensures that Association mail is picked up, correspondence is directed to appropriate recipients, and that responses are provided as necessary.

In the absence of the Vice President, Administration, or in the event of his/her inability to act, the President/Executive shall designate an individual to assume these duties.

SCHEDULE 16 DUTIES OF REGISTRAR

The Registrar is appointed by the President/Executive and is responsible to the Vice President, Hockey Operations and Vice President, Administration for the efficient management of player registration in accordance with the policy and procedures of DCMHA and of the BC HOCKEY and Hockey Canada.

The Registrar will ensure that registration information is available to all parents/guardians prior to the commencement of the season. The Registrar coordinates registration opportunities and works in cooperation with the VP Publicity to ensure that these opportunities are well advertised.

The Registrar is responsible for the coordination of registration and listing of players for insurance purposes. Every participant is to be fully registered. Registration information will be supplied to Team Managers and coaches, and copied to Division Coordinators. In the event that player information supplied at registration is insufficient to obtain insurance, the Registrar shall inform the Division Coordinator, who shall ensure that appropriate information is collected.

The Registrar shall work with the Division Coordinator to ensure that insurance/injury forms are kept in first aid boxes, and sufficient extra forms are available from the Registrar. Players claiming assistance through the fund must do so on appropriate Hockey Canada Injury Report forms.

The Registrar is responsible to ensure that forms are properly completed and filed within 90 days of the date of the injury. The Registrar is to enlist the assistance of the Division Coordinator if forms are returned inadequately or improperly completed.

The Registrar is expected to attend the BC HOCKEY annual meeting and obtain the most current information regarding registration procedures. The Registrar is to ensure that the VP, Hockey Operations is aware of any changes to carding procedures or insurance requirements, so that these may be communicated to team coaches/managers.

The Registrar works closely with the Treasurer to ensure that registration fees are collected prior to any player participating in a sanctioned practice, or game. The Registrar tracks players signing up for Rep tryouts and provides this information to the VP, Hockey Operations, and Division Coordinators prior to the commencement of the first tryout session.

In the absence of the Registrar, or in the event of his/her inability to act, the President shall designate an individual to assume these duties.

SCHEDULE 17 DUTIES OF SECRETARY

The Secretary shall be appointed by the President/Executive and shall report to the VP, Administration on all matters concerning their daily activities.

The Secretary is responsible for maintaining records of the Association's yearly activity, including such tasks as minute taking, correspondence administration, and policy and procedure manual maintenance.

Specific duties of the Secretary include:

- Responsible for all correspondence and related duties
- Notifies BC HOCKEY and Hockey Canada of changes to the DCMHA Executive each year
- Forwards necessary membership fees to those bodies
- Files the report of the AGM to the Registrar of Societies
- Assists the VP, Administration to secure office, meeting and storage space each year
- Under the direction of the VP, Administration, orders stationary, envelopes, and office supplies as required
- Attends the BC HOCKEY convention
- Responds to correspondence as required or as directed by the President, VP Administration or Executive

In the absence of the Secretary, or in the event of his/her inability to act, the President/Executive shall designate an individual to assume these duties.

SCHEDULE 18 DUTIES OF EQUIPMENT DIRECTOR

The Equipment Director is appointed by the President/Executive and is responsible to the VP, Administration for all the equipment owned by the DCMHA. He or she shall:

- Maintain accurate records as to the disposition of equipment.
- Control inventory and account for all equipment through the Treasurer and VP, Administration.
- Obtain coach/manager signatures for all equipment assigned to each team.
- Purchase all equipment as requested by the VP, Hockey Operations and approved by the Executive, or as approved in the annual budget.
- Ensure equipment is maintained in good condition or is replaced.
- Inform the Treasurer of any equipment outstanding as of April 30, so that members can be billed for replacing unreturned equipment.
- The Equipment Director should attempt to have the Division Coordinator secure return of the equipment prior to resorting to a bill back.
- Ensures a proper level of security is in place for equipment lock-up.
- Ensures adequate replacement insurance is in place for equipment.
- Ensures that invoices are forwarded to the Treasurer for payment.

In the absence of the Equipment Director or in the event of his/her inability to act, the President may designate an individual to assume these duties.

SCHEDULE 19 DUTIES OF ICE DIRECTOR

The Ice Director is appointed by the President/Executive and is responsible to the VP, Hockey Operations, for obtaining and allocating ice for the DCMHA.

The Ice Director shall:

- Attend City of Dawson Creek ice allocation meetings.
- Secure as much ice as is required by the DCMHA, subject to the constraints determined by the City of Dawson Creek.
- Draw up a fair schedule of ice time, striving for equal time for all teams according to DCMHA policy and procedures, and be responsible for scheduling, rescheduling, exchange and cancellation of ice times.
- Provide copies of ice schedules to Team Managers, Division Coordinators, the Head Coach, Referee-in-Chief, Division referee assigners, any member (if requested), and the Arena Manager.
- Maintain a close relationship with Division Coordinators and attempt to accommodate ice requests.
- Enforce the DCMHA ice cancellation policy.
- Attend the All Peace ice scheduling meeting.
- Review and approve ice billings from the City of Dawson Creek, and forward to the Treasurer for payment.

In the absence of the Ice Director or in the event of his/her inability to act, the President may designate an individual to assume these duties.

SCHEDULE 20 DUTIES OF TREASURER

The Treasurer is appointed by the President/Executive and is responsible to the VP, Administration for maintaining a proper system for recording the financial transactions of the association. The Treasurer shall provide a financial report at each Executive meeting and a financial statement at the Annual General Meeting.

The Treasurer shall:

- Maintain a continuous record of revenues and expenditures.
- Collect monies legitimately owing to the Association.
- Pay all disbursements which are properly authorized by the Executive or the Director having authority.
- Maintains such bank accounts as are necessary to the function.
- Maintains and secures all necessary financial instruments, Cheques, ledgers or other documents to preserve the integrity of the Association's accounting records.
- In the event of leaving, shall turn over all books, papers, vouchers, invoices, cash and control of bank accounts to their successor.

In the absence of the Treasurer or in the event of his/her inability to act, the President may designate an individual to assume these duties.

SCHEDULE 21 DUTIES OF HEAD COACH

The Head Coach is appointed by the President/Executive and is responsible to the VP, Hockey Operations for coordinating and developing all coaches/trainers in DCMHA. The Head Coach is the liaison between association coaches and the VP, Hockey Operations and the Executive. The Head Coach also acts as the DCMHA liaison with the District Coaching Coordinator.

The Head Coach is responsible for assisting VP Operations with the selection of Rep Coaches. The Head Coach reviews and approves any assistant coaches/trainers proposed by the Rep head coaches or House/Initiation coaches, assistant coaches and trainers proposed by the Division Coordinator/Directors.

The Head Coach meets regularly with Division Coordinators/Directors and the VP, Hockey Operations to discuss problems and solutions. The Head Coach performs evaluations of coaches during practices and games and may attend, at his/her discretion, any DCMHA practice and game to ensure that coaches prepare and use pre-arranged practice plans and that the DCMHA's policy requirements for fair ice time distribution are followed.

The Head Coach institutes and supervises a training program for coaches/trainers prior to the start of the playing year. The Head Coach requests, coordinates and follows up on coaching clinics for the DCMHA, as required. The Head Coach ensures that all coaches, through the National Coaching Certification Program and its objectives, maintain a high level of coaching standards.

The Head Coach assists and provides direction to the Rep coaches in evaluating and selecting players for Rep teams. The Head Coach assists and provides direction to Division coordinators in evaluating and selecting Initiation and Recreational teams.

The Head Coach coordinates meetings of coaches and players with the Referee-in-Chief or BC HOCKEY Rules Committee member for better understanding of the rules of the game.

In the absence of the Head Coach or in the event of his/her inability to act, the President may designate an individual to assume these duties.

SCHEDULE 22 TRAVEL TEAM CODE OF CONDUCT

DCMHA teams traveling to out-of-town games or tournaments are ambassadors for the Association and the Community. It is expected that all persons affiliated with DCMHA teams, including players, parents, coaches and officials will behave in an exemplary fashion, and that their activities will reflect well on our minor hockey program.

Proper representation of DCMHA begins with appearance. Appropriate dress is mandatory for all players and team officials of DCMHA teams. For Representative teams, appropriate dress is shirt, tie and dress pants with a jacket. Team members must dress similarly. Ball caps are considered inappropriate to wear for games. For Initiation and Recreational teams, players and team officials are expected to be neat and clean in appearance and are encouraged to adopt some or all of the requirements in place for Rep teams.

DCMHA players and team officials, regardless of division or level, are expected to show respect for their fellow competitors, on-ice officials, and the parent volunteers who are hosting the game/tournament. This means respecting the facility in which the game is to take place by taking care not to damage the building or equipment in the building, keeping the building clean, and reporting any damage to facility staff immediately. This means respecting other facility users by not intentionally injuring or interfering with the enjoyment of others using the building. This means respecting the facility staff and officials by treating the staff and event officials/volunteers with courtesy and respect and by adhering to any rules or regulations pertaining to the event or the safe and enjoyable operation of the facility.

Conduct in accommodations (motel/hotel/restaurant) while out of town for games or tournaments must show respect for the facility and for other patrons of the establishment. If team curfews are set, they must be complied with. Care must be taken not to damage a room, or furniture or fixtures in a room, and the room is to be left in a clean and orderly condition.

PLAYER USE OF DRUGS AND ALCOHOL IS STRICTLY PROHIBITED (ZERO TOLERANCE POLICY)

The future accessibility of DCMHA teams to out-of-town events depends on the proper behavior of current teams. The DCMHA will not accept violations of this policy. In the case of serious breaches of the conduct requirements, future travel for the team may be prohibited, as determined by the Executive. In the case of Representative teams, sanctions could include prohibition from competing in Provincials.

Team managers must ensure that all coaches, trainers, players and parents on their team are aware of this policy, and the possible consequences of any violation.

DCMHA teams are not to travel if a travel advisory is in effect. DCMHA encourages the use of a bus for teams traveling more than 250 kilometres.

SCHEDULE 23 TRAVEL EXPENSE POLICY (PROVINCIALS)

Teams traveling to Provincials will receive a travel subsidy from DCMHA equal to \$5.00 per kilometre for the distance from Dawson Creek to the site of the Provincial Championships (one way). For teams required to utilize a ferry for part of the travel, ferry fees will be reimbursed by DCMHA.

The DCMHA Travel Expense Subsidy is to be reviewed each year. The subsidy is subject to DCMHA having sufficient funds available.

SCHEDULE 24 DUTIES OF FINANCE/ FUND SUB COMMITTEE

The Finance/Fund Raising Coordinator is appointed by the President/Executive and is responsible to the VP, Administration for ensuring that the Association's Fund Raising Policy is adhered to and that sufficient fund raising activity is undertaken to fund Association expenses.

The Fund Raising Coordinator shall perform the following specific duties:

- Be the primary point of reference and key association representative in contact with team sponsors.
- Responsible for solicitation, renewal, and enrolment of team, program or Association sponsors.
- Assist tournament coordinators in following the Fund Raising policy.
- Responsible, through the VP, Administration, and in coordination with the Treasurer, for collection of sponsorship fees.
- Responsible for compiling and forwarding to the VP, Publicity, a calendar of Association fund raising activities.
- Complete and file yearly bingo and periodic gaming applications with the Gaming Commission.
- Supervise and schedule volunteers to participate in fund-raising activities.
- Liaison with Team Manager, provides assistance and approval for team fund raising activities.
- Maintain a schedule of fund raising activities (by teams or by the Association) to ensure there is no duplication of events or contravention of the Fund Raising Policy.
- Review and evaluate fundraising proposals presented to the Association.

In the absence of the Fund Raising Coordinator, or in the event of his/her inability to act, the President may designate an individual to assume these duties.

SCHEDULE 25 DUTIES OF RISK MANAGER

The Risk Manager is appointed by the President/Executive and is responsible to the VP, Administration for coordinating the Risk Management activities of the Association and for ensuring that the risk of liability to the Association is reduced.

The Risk Manager shall perform the following specific duties:

- Act as primary point of reference on matters concerning Risk Management.
- Examine the most practical and economically feasible ways of dealing with liability exposure to the Association.
- Assumes the duties assigned in the Association Complaints Policy regarding complaints of abuse or harassment.
- Identifies potential risk exposure situations and takes measures to minimize, reduce, or eliminates the risks to players and the Association.
- Maintains a risk management program, communicating any matters of a serious nature to the Executive.
- Completes Hockey Canada Safety Program Injury & Incident Reports as required and works with the Registrar and VP, Hockey Operations to maintain the Hockey Canada insurance program.
- Ensure that trainers have completed the necessary equipment checks.
- Work with Equipment Manager to ensure first aid kits are well stocked and available, and that each trainer has appropriate Hockey Canada injury report forms.

In the absence of the Risk Manager, or in the event of his/her inability to act, the President may designate an individual to assume these duties.

SCHEDULE 26 ABUSE AND HARASSMENT POLICY

The Dawson Creek Minor Hockey Association fully supports the efforts of Hockey Canada and the BC Amateur Hockey Association in developing harassment and abuse policies. To that end, the DCMHA incorporates into this policy, the current BC HOCKEY Abuse and Harassment Policy and any subsequent revisions to it.

The BC HOCKEY supports the principles articulated in the Canadian and British Columbia Provincial Human Rights Codes. The BC HOCKEY supports the right of all to freedom from harassment in all aspects of athletic, volunteer, or employment activities related to hockey, including from sexual harassment. It is the particular responsibility of all Dawson Creek Minor Hockey Association players, parents, coaches and other volunteers to ensure that they make every effort to comply with this commitment.

Harassment takes many forms and is difficult to define but can be generally defined as behaviour including comments, conduct or gestures which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment.

Harassment may include:

- Written or verbal abuse or threats.
- Physical assault.
- Racial or ethnic slurs.
- Unwelcome remarks, jokes, innuendoes or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.
- Displaying of sexually explicit, racist or other offensive or derogatory material.
- Sexual, racist, ethnic or religious graffiti.
- Practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance.
- Vandalism.
- Hazing or initiation rites.
- Leering or other suggestive or obscene gestures.
- Intimidation.
- Condescension, paternalism or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions.
- Conduct, comments, gestures or contact of a sexual nature that is likely to cause offence or humiliation, or that might on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or on any opportunity for training or advancement.

Incidents brought to the attention of the DCMHA will be addressed in an expeditious, sensitive, responsible, and confidential manner, with no reprisals to the concerned individuals. The names of the concerned individual or the circumstances related to the complaint will not be disclosed to any person except where disclosure is necessary for the purpose of investigating the complaint or taking disciplinary measures.

Upon receiving a complaint from a person experiencing harassment or abuse, or from a person believing that harassment or abuse is occurring, the person in position of authority in DCMHA to whom the complaint is registered shall immediately notify the Association's Risk Manager.

The Risk Manager shall gather facts surrounding the incident by speaking directly with the complainant and the person against whom the complaint is made, and any witnesses who in the opinion of the Risk Manager might have relevant facts or observations about the incident.

The Risk Manager shall attempt to mediate a resolution between the parties. The results of the mediation, successful or not, shall be summarized by the Risk Manager in a written report to the Executive. When this attempt at informal resolution is not successful or appropriate, the person who has experienced or witnessed the harassment or abuse may pursue a formal complaint. This written complaint shall be received by the Risk Manager and provided to the Executive.

Within 7 days of receiving the formal complaint, the Executive shall decide if the complaint should be dealt with informally, in which case it shall direct the appropriate response and the matter shall be concluded, or if it should appoint an impartial panel to conduct a hearing.

If a panel is appointed, it will consist, at a minimum of the President, the VP, Administration, and the VP, Hockey Operations, assuming each can participate without any real or perceived expectation of bias. The panel shall prepare a report on the findings of the Risk Manager, and conduct any additional interviews it deems necessary. The complainant and respondent will have the opportunity to respond to this report in writing. The panel will then review all materials and make a recommendation to the Executive.

The Executive of the DCMHA shall rule on the panel's recommendation within 7 days of receipt of written recommendation from the appointed panel.

SCHEDULE 27 DUTIES OF THE PRESIDENT

The President is elected by the general membership and is responsible for the provision of direction to the officers and for the overall management of the Association.

The President is the final arbitrator of all disputes that arise in the Association and will make his/her rulings based on the adopted policies of the Association and any special circumstances which may exist.

The President is the official representative of the Association and serves as its primary contact when engaging the general public, the community, partner organizations and both BC HOCKEY and Hockey Canada.

The President chairs Association and Executive meetings, as well as any committee meetings, disciplinary hearings, or complaints process which he or she participates in. The President supervises the VP, Hockey Operations and VP, Administration in the performance of their duties. The President appoints officers to fulfill the roles outlined in DCMHA Policy and Procedures, and may appoint replacements for the Vice President positions if a Vice President is absent, resigns or otherwise is unable to act.

The President shall have the power to suspend any Team, Player, Team Official, Volunteer, or Parent for inappropriate conduct on or off the ice, any abusive conduct or language, any failure to comply with the Bylaws or Policies of Dawson Creek Minor Hockey, or other behaviour contrary to the best interests of the Association, until such time as the appropriate committee or the Executive as a whole can meet to make a determination.

In the event of the absence of the President or in the event of his/her inability to act, the VP, Administration shall assume the duties of the position.

SCHEDULE 28 DISCIPLINARY POLICY

Dawson Creek Minor Hockey Association recognizes that in Canadian society there is an increasing emphasis on individual rights and the same is true in sports. Athletes, officials, volunteers and parents expect to be treated in a fair manner in discipline situations and DCMHA is committed to maintaining procedural fairness in these situations.

There are many situations where the disciplinary outcomes are established by rule, or where the disciplinary authority is BC HOCKEY or Hockey Canada, and not the Dawson Creek Minor Hockey Association. Attached to this Policy are the current BC HOCKEY suspension guidelines, which will be enforced as applicable.

When DCMHA takes disciplinary action above and beyond the rules of the game, it will ensure that the player and/or team official, volunteer, or parent has the right to a hearing, and that the decision be impartial. The player and/or team official, volunteer or parent will be informed of allegations of wrong doing, be given notice of and an opportunity to present their case, and have an opportunity to appeal an unsatisfactory decision.

The disciplinary committee of the Dawson Creek Minor Hockey Association shall consist of the President (as Chair), the VP, Hockey Operations, the Head Coach, the Risk Manager and any other individuals designated from time to time by the President. The Discipline Committee must not only be fair, it must be seen to be fair. No committee member may participate if he/she has an interest in the outcome of the decision or an attitudinal bias that might influence the result. If the President is unable to participate for these reasons, the VP, Administration, shall chair the committee.

In evaluating situations and making determinations, the committee will ensure that every individual:

- Knows the case to meet (i.e. the requirement to be eligible, the criteria for selection to a team, the qualifications for a position, or the allegations of wrong doing).
- Is given notice of, and opportunity to present a case at a hearing.
- Has an opportunity to respond to the decision made at the hearings.

Further, the Committee will ensure that the process will be free of bias by ensuring that committee members:

- Do not sit in appeal of their own decisions.
- Do not have interest, personal or otherwise, in the outcome of the decision.
- Are free from attitudinal bias.

The Committee shall render a decision in writing and communicate it to the affected individuals, including providing information as to how a decision of the Committee is to be appealed. In the Dawson Creek Minor Hockey Association, appeals from decisions of the Discipline Committee must be made, in writing, to the Executive as a whole. The Executive will review all relevant materials, hold additional hearings if required, and

otherwise take whatever steps are necessary to facilitate a decision. The Executive will then make a final determination as to discipline in the particular circumstance.

Only those members of the Executive who did not participate in the original decision, who are free from attitudinal bias, and who have no interest, personal or otherwise, in the outcome of the decisions are eligible to consider the appeal. So long as he/she is eligible under the above criteria, the VP, Administration shall chair the appeal process.

SCHEDULE 29 RISK MANAGEMENT POLICY

The Risk Manager is responsible for ensuring that the Dawson Creek Minor Hockey Association's Risk Management activities conform to the guidelines established by Hockey Canada and the British Columbia Amateur Hockey Association.

The purpose of this policy is to provide for a safe environment for participation in hockey in Dawson Creek and protect the interests of the Association by identifying risks of bodily injury or financial loss arising from the activities of the Association, measuring risks that have been identified to determine their seriousness and seeking out ways and means of reducing avoidable risks and minimizing the consequences of those risks.

The Dawson Creek Minor Hockey Association will participate in the Hockey Canada insurance program, and no athletes, team official, or executive member will participate in Association activities unless he or she is covered under that insurance.

All trainers for all Association teams will acquire the necessary knowledge to perform their functions by participating in the Hockey Canada Safety Program Clinics. These trainers will do equipment checks to ensure that all player equipment is proper and appropriate, that Association owned uniforms or equipment is proper and appropriate, and that first aid kits are fully stocked and available.

All head coaches shall ensure that no player participates in Association activities unless all required equipment is worn and that players are removed from participation if equipment becomes unsuitable during play (i.e. blood on jersey, STOP Sign on back of jersey becomes detached). The coach and/or trainer must inform the Division Coordinator as soon as possible if an injury occurs during participation in an association activity. The trainer and Division Coordinator are responsible for ensuring that Hockey Canada Injury Report Forms are completed and forwarded to the Risk Manager. The trainer is responsible for putting into place a system whereby the team's medical forms travel with the team to all away games.

Emergency calls to 911 are the preferred method of initiating emergency procedures. There are pay phones in the lobby of all ice rinks in Dawson Creek, and calls to 911 are free.

Players must never be left unsupervised while on the ice surface. All allegations of abuse or harassment are to be forwarded to the Risk Manager immediately.

The Risk Manager is responsible for ensuring that applicable BC HOCKEY circulars regarding risk management issues are provided to team managers as soon as practicable. The team manager is to forward the circular to the appropriate team official (head coach, trainer, etcetera).

For detailed information please refer to the BC Hockey Risk Management Manual on the BC Hockey website at www.bchockey.net

SCHEDULE 30 MEDICAL AND FIRST AID POLICIES

Coaches, managers, trainers and Executive members are well aware of the variety of injuries that may befall the players and they know that despite all their vigilance, injuries will happen due to the nature of the game. When an injury does occur, the first person to reach the player must use good judgment to determine the seriousness of the injury, act prudently, and render first aid treatment only.

The trainer is to ensure that the proper documentation is completed. Primarily, this will be the Hockey Canada Injury Report, which is attached to Schedule 8 of this manual.

The head coach should not allow an injured player to return to a game following an injury if there is any question as to the player's capacity to continue. The head coach should err on the side of caution in these cases, but may rely on the advice of a physician if one is present at the game and provides an opinion on the player's game readiness.

Any player incurring a serious injury must produce a doctor's release to their team coach prior to returning to play or practice. It is incumbent on the affected player and parents, to maintain communication with the coach and advise of the doctor's opinions with respect to the problem. After having been provided with sufficient information, the coach must:

- a) Consult with the Division Coordinator and Head Coach or VP, Hockey Operations as to what might constitute a reasonable time to hold a roster position open for the player.
- b) Enlist the help of the Division Coordinator and Head Coach or VP, Hockey Operations as to what level the player may safely be capable of playing.

In the event that a player cannot participate in the scheduled Rep evaluation process due to illness or injury, a written submission, accompanied by a Doctor's certificate, may be made to the President and VP, Hockey Operations for consideration. The President and VP, Hockey Operations will determine what actions may be appropriate. The player may be declared ineligible for Rep play for the year. In the alternative, an opportunity may be provided for the player to be assessed following the earliest medically approved date, by evaluators designated by the President and VP, Hockey Operations. The decision of the President and VP, Hockey Operations may be appealed to the Executive.

SCHEDULE 31 PARENT AND PLAYER CODES OF CONDUCT

BC HOCKEY mandated expectations for all participants – visit <http://www.bchockey.net/Administration/Resources.aspx> to view.

SCHEDULE 32 NORTHEAST BC & YUKON DISTRICT TRACKER FLYERS

For Reference:

Memorandum of Understanding

Between

Fort St John Minor Hockey Association
(hereafter referred to as "FSJMHA")

And

Peace River District Minor Hockey Association
(hereafter referred to as "PRDMHA")

And

NEBC & Yukon District Tracker Flyers

Whereas competitive District Midget AAA Hockey is under the governance of the Directors of the NEBC & Yukon Tracker Flyers (hereafter referred to as the "Team")

Whereas the FSJMHA can provide operational functions to facilitate the Peace River District Midget AAA Hockey Team

The two associations and the NEBC & Yukon District Tracker Flyers enter into this agreement to facilitate the functions of the said team. To ensure open communication and co-ordination of objectives the following is agreed.

- 1) The Team will be provided a list of directors to the PRDMHA AGM in May each year, the list will come from the past directors or the previous year's team manager. PRDMHA will have the right to deny any of the directors if they have a majority vote that one or more of the directors is not suitable for the duty of director.
- 2) FSJMHA will be the "Home" Association for the purposes outlined below.
- 3) The Liaison between FSJMHA and the Team will be determined each year after the start of the team's season. It could be a director, manager, or team appointed position. Each year an appropriate person will be assigned and be responsible to make reports to FSJMHA and PRDMHA. Reports will be sent via email or fax.
- 4) PRDMHA will be the liaison body between Hockey Canada and BC Hockey unless such privileges are delegated by the PRDMHA and inform the team through the liaison person of any directives from BC Hockey.

5) For the purposes of this MOU, Hockey Operations are defined as:

- 1) Ice scheduling will be done in cooperation with FSJMHA, tryouts, exhibition during pre-season, regular season games, playoffs and regular season practice will be coordinated by the team's directors or an appointed person by the directors, again in cooperation with FSJMHA.
- 2) Registration. Each player will be required to be registered with their home association and prove registration before they will be allowed on the ice for try outs. Acceptable proof will be a Hockey Canada # which will be used to check registration. The player will provide the # and the team will use this # to verify proper registration. Under no circumstances will a player be allowed on the ice without proper registration.

Once team has been selected; registration of players not from FSJMHA will be done by the Home association all MH registration fees will be paid to the Home association. FSJMHA will process all registration documentation, including: Mutual Aiding; Hockey Canada Carding etc.

- Try out fees will be determined, collected and retained by the team.

- 3) Transportation. In coordination with the Junior Sports Committee of Fort St John, provide a bus to be used by the Team, in accordance with the bussing agreement currently between the Fort St. John Junior Sports Centre Committee and FS J MHA.
- 4) The team will be assigned a referee assignor at the beginning of each year by FSJMHA and refs will be booked through the assignor.
- 5) Risk Management and Discipline. FSJMHA will provide the Board with the necessary resources required to ensure that the Team follows BCAHA, and Hockey Canada rules and policies on Risk Management, Discipline and any other related programs.
- 6) Staff Development. FSJMHA will make available to the Team any required or requested Hockey Canada training programs, including, but not limited to: Coaching Clinics, HCSP, Speak Out, and Team First. The cost of attendance by team officials to these clinics will be borne by FSJMHA, but initial payment will be the responsibility of the applicant and upon successful completion of the entire course a refund to the applicant will be issued by the home association.
- 7) Coaching and volunteers. The Head coach position will be selected by the Teams executive; applications will be accepted until the executive has confirmed a suitable coach. The head coach will pick his own assistant coaches which must be approved by the Teams executive. Coaches may be any person so long as they are approved by the executive. Positions

such as manager and bookkeeper must be approved by the Teams executive.

- 8) Billeting. FSJMHA will assist the Board or an appointed person in procuring and coordinating any required billets for out of town players. This will include applications by interested billets, including reference and criminal record checks.
- 9) FSJMHA will collect MH registration fees from the players and agrees to pay for all ice fees; it is the intent the MH registration fees will be more or less revenue neutral.
- 10) The team will be responsible to maintain a good relationship with the team sponsor and collect the sponsorship money or alter its team fees so as not to be a financial strain on either FSJMHA or PRMHA.
- 11) The District team complaint handling process will follow the following steps:
 - 11a) Parent complaints will first be handled by the team manager, failing complaint resolution, the parent will, in writing, provide the teams manager an outline of the complaint to be forwarded to the directors at which time the directors will try to settle any issues, failing an adequate resolution the matter will be forwarded to PRDMHA and BCAHA for direction and resolution. No matter will be forwarded unless it has first been brought to the attention of the team's manager and the directors of the team.
 - 11b) In the event that resolution cannot be attained through the Board of Governors the Board, via the Chairman will bring the complaint before the PRDMHA.
 - 11c) In the event that the complaint remains unresolved through the PRDMHA the matter will be referred to BCAHA through the PRDMHA President.
- 12) In exchange for these services as defined in this MOU, and to take advantage of resources already in place, the Team will be located in Fort St. John, and will be known as the N.E.B.C. & Yukon District Tracker Flyers.
- 13) These Understandings may be added to, deleted from or amended at any time, given thirty (30) days notice in writing to the Directors of the team, where the directors will vote and ratify or deny.

Signed:

PRDMHA President	Print Name	Dated
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FSJMHA president	Print Name	Dated
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NEBC & Yukon Tracker Flyer Director	Print Name	Dated
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DCMHA recognizes that the Tracker Flyer program is a regional program. The Dawson Creek Minor Hockey Association supports in principal the concept of the Regional AAA Hockey Program in the Peace River District. In order to support the program, the DCMHA will commit to this support for a three year period. This support will be voted on every three years at the DCMHA AGM. What this support entails is:

- allowing players from DCMHA to tryout and play on the regional team
- allowing players to affiliate from the Midget Tier 3 team
- DCMHA will commit ice times and ice scheduling

SCHEDULE 33 ABUSE OF ON-ICE OFFICIALS

The Dawson Creek Minor Hockey Association recognizes that the role of on-ice officials is a difficult one. We also recognize that recruitment and retention of on-ice officials is becoming increasingly more difficult each year. This is in part due to the abuse that on-ice officials receive from players, coaches, and parents.

In an effort to improve the recruitment and retention of on-ice officials, the Dawson Creek Minor Hockey Association is issuing the following notice to members of the Association:

Additional penalties or suspensions may be imposed by the DCMHA for coaches or players receiving penalties or suspensions for abuse of officials.