



## Parents Handbook

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

### Who's in Charge?

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

Hockey Canada (HC)

British Columbia Amateur Hockey Association (BCAHA)

Okanagan Mainline Amateur Hockey Association (OMAHA)

Clearwater & District Minor Hockey Association (CDMHA)

Players Coaches Parents

#### 2010-2011 CDMHA Executive

<b>President</b>	Hans Wadlegger	250-674-3446
<b>Vice-President</b>	Jamie Parsons	250-674-2095
<b>Treasurer</b>	Donna Akers	250-674-2096
<b>Secretary</b>	Vicki Rauch	250-674-0025
<b>Registrar</b>	Nissa McGill	250-674-2594
<b>Head Coach</b>	Ole Kjenstad	250-674-1653
<b>Referee-In-Chief</b>	Roger Mayer	250-674-2143
<b>Tournament Director</b>	Jamie Fischer	250-674-3835
	Rachel Biagioni	250-674-4085
<b>Female Director</b>	Marie Giesbrecht	250-674-2901
<b>Ice Ambassador</b>	Roger Mayer	250-674-2143

#### General Information for all Divisions

- All Players must be properly equipped with full protective equipment for all games and practices.
- No Player may participate in any Association activities unless he/she is properly registered.

- Players must not remove any equipment after leaving the dressing room and until returning to the dressing room. This is a safety rule for the Players' protection.
- No Players are allowed on the ice until a Coach or other team official is present either on the ice or on the bench.
- Players in House League may play for a team of a **higher or lower age category**, upon approval of the Executive.
- Coaches are encouraged to give **equal opportunity** to any Player who wishes to play goal, provided safe and adequate equipment is available.
- Players will be assigned at random to teams at the beginning of each season. To ensure that all Players enjoy their experience in minor hockey, adjustments to team rosters (trading Players to balance teams) are permitted at any time up to October 30<sup>th</sup> of any given season at the discretion of the Association Coach Coordinator.
- Each team is required to sell 50 /50 Tickets at all home games. This helps off set the cost of our referees. The 50 /50 bucket can be picked up at the concession. CDMHA's portion is to be "mailed" in the Minor Hockey office mail slot.

## GAMES

- **Teams must be ready to start on time as indicated on the season schedule.**
- Home teams designated must provide a trained volunteer time/scorekeeper for each game.
- The timer/scorekeeper is responsible to submit completed game sheets to the appropriate slot in the First aid room.
- Team Managers are responsible for ensuring that their Coaches & Players know the scheduled game and practice times during the season.
- Coaches and trainers are not allowed on the ice during games unless requested by the referee to assist an injured Player.
- All injuries must be reported immediately to the Vice President of CDMHA using the standard Hockey Canada Injury Report (Trainers and Team Managers should have these forms on hand at all games and practices.)
- It is a policy of the CDMHA House League to shake hands **after each game**.

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

## GAME SUSPENSIONS

Recreational Players shall comply with the following suspensions *for major penalties*:  
A major penalty is any 5-minute penalty.

- |                                     |   |
|-------------------------------------|---|
| • 3 <sup>rd</sup> Major penalty     | 3 games or 10 days  |
| • 4 <sup>th</sup> Major penalty     | 6 games or 21 days  |
| • 5 <sup>th</sup> Major penalty     | Suspended indefinitely until investigation by the Executive |
| • 2 <sup>nd</sup> Check from Behind | Warning letter  |
| • 3 <sup>rd</sup> Check from Behind | 3 games or 10 days  |
| • 4 <sup>th</sup> Check from Behind | Suspended indefinitely until investigated by the Executive  |

The Division Director shall review all score-sheets on a weekly basis, maintain a record of all major penalties and advise the Referee In Chief, Players and Coaches of any suspensions resulting from accumulated penalties. The Referee In Chief shall maintain a list of all penalties and suspensions for each Division.

### **EQUIPMENT**

1. Parents are responsible to ensure that their Players are properly equipped with full protective equipment for all games and practices. The Sportsplex staff can help those that need to rent Player gear. Goalie gear is available for rent from the Equipment Manager.
2. Coaches are responsible for CDMHA equipment assigned to their team. This includes ensuring that the equipment is available for use by their Players and stored properly between games and practices.
3. CDMHA team jerseys are to be used only during games.
4. Coaches/Jersey Parents are responsible to return to the CDMHA equipment manager all assigned team equipment before April 1st of the playing season or as specified annually by the CDMHA. This includes in writing lost or worn equipment needing repair or replacement.
5. No jewellery is to be worn (exception: medic alert bracelets and medic alert necklaces).
6. Goalies must wear wire cage facemasks. Player helmets must be CSA approved and decals of any kind are not permitted on helmets.

### **HOUSE LEAGUE-REP/SELECT RELATIONSHIP**

- Players of House League who are selected to play for the Rep Team of their age group may continue to play for their respective House League teams when:
- The transfer of said selected Player take place after December 31.
- An agreement must be made between the Rep team and House League Coaches, one elected officer of CDMHA. If only 15 Players are carded, the Rep Team may add and card up to 19 Players before December 31<sup>st</sup>. If they wish any of these Players to remain permanently with the Rep Team, consideration must be given to the Player and their house league team and Coach. If a mutual agreement cannot be reached a meeting between the House League and Rep Coach and the President will be held, and they will make the final decision.
- Selection of House League Players to play on **Select** teams will be done to be fair to all teams in their division. Coaches must be notified if nominations to the Select team of their Division and the Head Coach must approve any nominations.
- Commitments to Select team (travel time, games or practices) cannot interfere or compromise a Player's commitment to their House League team unless approved prior by the CDMHA Directors.

### **FUNDRAISERS AND SPONSORS**

- Coaches and Team Managers must obtain approval from the Fundraising Committee and the CDMHA Executive prior to soliciting funds from the public.
- Coaches are expected to contact and update team sponsors of upcoming events such as tournaments or special events. All correspondence is to be completed through the CDMHA office.

- Coaches, team officials and Team Managers are prohibited from approaching and /or soliciting further sponsorship support (e.g. money, hats or other clothing) from or other potential sponsors.
- No team jackets, crests, trophies, pennants or other articles shall be purchased, presented or displayed in any manner in the name of or bearing the name of Clearwater & District Minor Hockey Association without first receiving their approval and authorization of the CDMHA Executive.
- Any person who has spent moneys without the permission of the Officers and/or Executive shall not be reimbursed for same.

## **TOURNAMENTS AND SPECIAL EVENTS**

The CDMHA Board of Directors must approve all House League tournaments.

### **Parent & Minor Hockey Association Relationship**

#### ***Role of the Local Minor Hockey Association***

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

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

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

#### ***The Relationship of Parent and the Local Minor Hockey Association***

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

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

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

Off-ice, Parents can be involved as team Parents, team managers, fund-raisers, scorekeepers, timekeepers, tournament organizers and as members of the CDMHA executive. These are all important support positions where volunteers are needed. The CDMHA will provide you with a job description and training. To avoid possible conflicts, it is important you perform only those items

within your job description. Through volunteering you will meet and become friends with the Parents of the Players on your child's team, Parents across the CDMHA, and make many contacts throughout the community.

On-ice, Parents can be involved as Coaches, trainers and officials. The CDMHA will arrange clinics so you can become familiar with Hockey Canada's Initiation Program, Coaching Programs, Safety Programs and Officiating Programs. These clinics will teach you the fundamentals to be an effective leader with the Players. They will provide you with the tools to succeed in your volunteer position while enhancing the experience the Players will have under your supervision. Through these sessions you will be able to find out the philosophy of the association, where to take any concerns that may arise, who will be working with your child, and the role of the Parent in the association.

For Parents of children entering hockey for the first time there are naturally concerns about your child and the adults who will be involved with your child. Hockey Canada's Speak Out Program is designed to address these concerns. Ask your Association how they are implementing Speak Out to safeguard your child.

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

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

### **What Do Executive Members Do?**

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

**Vice President:** Chairs the meetings in the absence of the president, arranges for yearly hockey pictures to be taken, is in charge of risk management including safety and Trainers. Performs any other duties assigned by the president. Attends monthly meetings.

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

**Registrar:** Attends monthly Executive meetings. Applies for membership (on line) with BCAHA in the spring. Mails out registration packages in July to all Players registered from the previous year. Provides a registration time at the rink that new Players can register. Registrar collects all registration and registers all Players, Coaches, and trainers with BCAHA through the Sport-Plus

on online registration program. Registrar collects and hands over all monies to the Treasurer. Registrar must attend an OMAHA meeting in Kelowna. Registrar must keep and provide Coaches with updated Players list and is responsible for tracking all Player movements and is responsible for carding and affiliating all Players that are on rep teams.

**Secretary:** Attends monthly Executive meetings. Takes minutes at all meetings. Handles all correspondence, picks up the mail and distributes it. Types all reports and handbooks. Takes care of photocopying, office supplies and files records. Obtains new and maintains existing sponsors and follows up with team pictures and Thank You letters to sponsors and collects sponsorship fees.

**Female Director:** Attends monthly meetings. Oversees all aspects of minor female hockey and promotes the growth of female hockey in our community. Coordinate the Girls fun day and provides our female Players with upcoming events or opportunities that may apply to them.

**Tournament Director:** Attends monthly meetings. Organizes and oversees all home tournaments. Applies for sanction permits as soon as tournament schedule is set. Provides updated tournament applications and information to website manager. Works with the Ice Ambassador to set up ice times for tournament draws. Sends out invites and applications to other associations. Completes tournament reports for CDMHA as well as BCAHA. Sends copies of all tournament score sheets to the appropriate OMAHA Division Directors. Works with Division Directors, Managers and Parents to organize tournament duties such as 50 /50, raffles, and scorekeeping. Orders all prizes and keeps an inventory of such. Follows up the season with a year end report showing all profits or losses for each tournament and reporting such information at the Annual General Meeting.

**Coach Coordinator:** Attends monthly meetings. Coordinates all Coaching activities. Mails out Coach application packages to past Coaches in August. Attends a meeting in Kelowna in August. Provides the registrar with a list of Coaches that the association will be using for the season. Sets up Coach's clinics (must keep attendance sheet) and keeps records of all Coaches qualifications. Sets up a Coaches meeting at the beginning of the season, keeps contact with all Coaches and is responsible for communication between Coaches and the executive.

**Ref in Chief :** Attends monthly meetings. Coordinates ref's clinics. Has evaluations done on all refs is responsible for ref assigning of appropriately trained and experienced refs in each division's games and home tournaments. passes this information on to the Treasurer so the refs can be paid. Periodically checks score sheets for high risk Players and reports to the Executive. Keeps refs informed of upcoming events and opportunities that may apply to them. Files score sheets in the Minor Hockey office.

## **Appointed Positions**

### **Division Director:**

- Division Directors shall be selected and approved by the CDMHA Executive. There will be **one** Division Director responsible to manage the operations of their respective house league divisions under the rules and guidelines set out by the CDMHA Board of Directors. They are responsible for scheduling all home and away games and all away tournaments. Communication with the Ice Ambassador is crucial. Division Directors will be the liaison between team managers and Coaches and will work with the Executive to monitor penalties, organize tournaments, distributes extra ice time and ensure that their division is running smoothly. They will work with other Division Directors to coordinate events such as the Bent Blade Tournament, Esso fun days and Novice bring a friend day.

- The correct names, addresses, phone numbers and positions of proposed volunteer Coaches, assistant Coaches, managers, trainers, and division directors must be submitted by the Division Directors to the CDMHA executive to be approved and recorded in the Minutes prior to the start of the playing season. This is to conform, in part, to BCAHA insurance regulations.
- Division Directors (or their designates) will plan and organize a home tournament for their division under the guidance of the Association Tournament Director.
- Division Directors are responsible to ensure that all Coaches are aware of the season schedules, and the House League rules and regulations.
- Directors are responsible to ensure that the time/scorekeeper has a game sheet available prior to the official start of the game.
- Division Directors are expected to attend monthly meetings of the CDMHA Executive during the Hockey season.

**Equipment Manager:** distributes and collects team jerseys, handles the paperwork involved in renting goalie equipment, keeps equipment repaired and replaced as necessary under the advice of the Executive, keeps an updated inventory. Reports to the Executive as required.

**Fund-Raising Committee:** organizes all the details involved in annual fund raising for the Association.

### **Volunteers**

All volunteers are required to take the “Speak Out” clinic. This clinic teaches about the prevention of harassment and abuse of Players and gives us the necessary tools to keep our children safe in our hockey environment. This is a half day clinic sponsored by CDMHA.

#### **Coaches:**

- Coaches shall be chosen by the Association Head Coach through written application procedure and approved by the CDMHA Executive.
- Coaches without exception shall be responsible to the Director of their respective Division.
- Coaches will not authorize Players to go on the ice until the flooding is completed and all gates leading to the ice surface are closed.
- It is strongly recommended that Coaches be on hand at least 30 minutes prior to game time, and must remain after the game until all Players are clear of the dressing room.
- All officials of the CDMHA must familiarize themselves with all rules and regulations as written in the CDMHA Constitution and Handbooks. Ignorance of the rules is no excuse for error.
- Coaches are encouraged to have regular meetings with Parents throughout the season.
- An open-air policy that encourages Parents and Players to freely discuss their concerns is recommended. If a Parent or Player has a concern or question, they should address this concern first with their Coach to arrive at a solution. If the concern is still un-

resolved, then the Parent or Player and the Coach should meet with the Division Director for resolution. The Division Director may wish to involve a CDMHA Director.

- All House league divisions should have a certified Trainer (HCSP) in the arena during games and practices. Teams are recommended to have individual trainers. Dates of training courses are available from the CDMHA office.
- Each Coach should have on hand a Medical History card for each Player in the event the trainer is unavailable.

**Team Manager:** There will be one manager per team in all divisions. They are responsible for:

- appointing Parent volunteers for all home games for the following: selling 50/50, Timekeeper and Scorekeeper.
- keeping the teams informed by ensuring all Players, Coaches, and Parents have a schedule of games. Tournaments and other events (may seek the help of a phone Parent)
- sees that **Travel Request Forms** are filled out and given to the Treasurer for all away tournaments.
- finding accommodations for out of town tournaments and collecting payment from Parents.
- setting up the volunteer schedule for the home tournament. Works with the Tournament Director to coordinate home tournament or appoints another Parent on the team to do so.

**Trainer:** A Trainer is the teams' Hockey Canada Safety Person (HCSP) All minor, junior, senior, and female teams must have a certified HCSP person on their roster. The HCSP is in charge of the 'Risk Management' and safety program, which utilizes a proactive, preventative, common sense approach to keeping our children safe. A one day clinic will be offered (usually every 2 years) and recertification is required every 3 years.

Trainers are responsible for:

- preparing a package consisting of all Players medical forms, Hockey Canada injury reports, Return to Play forms, and copies of 'Emergency Action Plans' (EAC.) These packages should be with the Trainer at all games and practices. Should the Trainer not be available, the Trainers package should be given to a Coach or Team Manger. Medical forms are confidential and should be kept in a sealed envelope.
- In the event of an emergency the Trainer will initiate the EAC and will see that the involved persons get the necessary paper work and that the Vice President is notified.

**Jersey Parent:** There will be one Parent per team in all divisions. They are responsible for;

- Distributing and collecting all jerseys for games.
- Ensuring that jerseys are worn on games only and keeping a record of inventory as well as laundering when necessary. (hang dry please!)
- If house teams want to put name bars on jerseys it is the Jersey Parents responsibility to see that they are sewn on in a **basting stitch** only so as not to damage the jerseys. The Jersey Parent must make sure all name bars are removed at the end of the season when jerseys are returned to the Equipment Manager.
- Jersey Parent will be given a set of goalie gear (if required) for their team which they will keep in their team locker for the season.

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

## Tips to make the hockey experience more enjoyable

- 1 Read the CDMHA policy manual on display in the lobby area of the Sportsplex including the Fair Play Code for Parents and Spectators. Executive members expect these codes to be adhered to and will enforce them when necessary to make the hockey experience pleasant for everyone.
- 2 Got a problem with a Coach or another Parent? Keep the confrontation out of the Players and public eye. We'd like the arena to be a happy place for children. Executive members are always ready to help solve problems that will affect the children we represent.
- 3 Be an involved Parent, not a drop off one. Go into the stands and watch the practices and games whenever possible. (Unless you are a registered member of CDMHA, please do not go on the Player's bench.) That is YOUR child out there on the ice- enjoy! BCAHA and OMAHA do not allow your child to drive themselves to games or practices.
- 4 Have your child and equipment at the arena on time for games and practices. Find out from the Coach when he expects Players to arrive. It won't be 5 minutes before game time! Ice time is expensive – don't waste it. If your child can't make a practice or game, be courteous and call the Coach to explain. Please pick up your children on time!
- 5 Tell your Coach about any medical problems your child might have. If the Player is injured in a game or practice, make sure you see a Trainer or ask for an 'Accident Report" form which are kept in the first aid room. If your child is under a doctors care, whether hockey related or not, you must provide the Coach with a note from the doctor verifying that the Player is fit before going back on the ice. Failure to do so could cancel your hockey insurance.
- 6 **HELP!** This is a non-profit organization with unpaid volunteers doing the work. Paying the registration was only your first responsibility. Now VOLUNTEER to be scorekeeper, timekeeper, uniform Parent, PR person, team manager, 50-50 ticket salesperson, tournament helper, team trainer or jersey Parent. If you don't know how we will teach you. Clinics will be held to teach scorekeeping and timekeeping. Every Parent can and should volunteer in some way.
- 7 **UNIFORMS ARE NEVER TO BE WORN FOR PRACTICES.** Uniform Parents will make sure uniforms are collected after each game, washed and brought to the arena for the next game.
- 8 Encourage your child to play by the rules, even if the opponents don't seem to be doing so. If your child is part of an incident involving severe infraction, such as deliberately injuring, swearing at, spitting at or bullying a teammate, ref, Coach or opposition Player, or an act of vandalism, the Coach will fill out an incident report with the cooperation of the involved parties. The report will then be given to the Executive for action.
- 9 Your child will be held responsible for their conduct in the arena (on and off ice) as well as while they are playing out of town. Remember we are representing Clearwater so lets be on our best behavior.
- 10 Players are responsible for their own equipment and personal property. CDMHA accepts no responsibility for lost, damaged or stolen items.
- 11 Finally, don't forget to help with our annual fundraiser. The money raised here helps to keep your registration fees low and ensures hockey is affordable to all. The Fund-Raising Committee is always looking for volunteers so let the Executive know if you would like to help.

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

### In Case You Were Wondering

#### **My child is a Pre Novice. What should I expect?**

What you SHOULDN'T expect is lots of traveling, tournaments or games. Pre-Novice are generally 5-6 years old that are learning to skate. Emphasis is on gaining basic skills and stressing learning to skate, having fun and developing very basic hockey skills.

#### **What are the other levels CDMHA offers?**

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

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

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

#### **Do I pay extra for tournaments?**

Maybe. CDMHA will make monies available to teams for one out of town tournament entry. The cost of any other tournaments will be divided among the Players. All travel expenses are the responsibility of the Parents. The home tournament is offered free to local teams, but to make our tournaments successful Parents must donate their time and an item to the raffle table. All tournament decisions are made by the Tournament Director with input from the Coaches and Parents. If you have some great ideas and wish to be involved please talk to the tournament director **before** you take action.

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

The referee certainly does and if the goon (or heavily penalized Player) is a member of CDMHA, the Executive does too. The Division Director for each level brings the names of those earning excessive penalties minutes to an Executive meeting. The penalties are reviewed and a decision will be made to send a letter to the Player and his Parents informing them that such behavior will

not be tolerated and that continuation could result in suspension from play. Usually that reminder is enough for a change in attitude in the child who wants to play hockey.

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

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

**FAIR PLAY CODE FOR PARENTS**

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