

CLARE-DIGBY MINOR HOCKEY ASSOCIATION



(CDMHA)

May 20th, 2015 Guidelines

CLARE-DIGBY MINOR HOCKEY ASSOCIATION GUIDELINES

CDMHA Guidelines

- 1) Player eligibility: All boys and girls between the ages of 4 and 18 years of age as of the 31st of December of each year, residing within the boundaries of the Association as defined herein. Parental consent is required for all players.
- 2) The Association reserves the right to restrict playing membership according to facilities and supervision available.
- 3) No CDMHA team may invite or allow to participate in its training camp, practice or play in any scheduled or exhibition game, a registered member of a CDMHA team from the previous season or of the current season in any division or category, without first having secured permission in writing from the team and the Association with which such player was or is registered.
- 4) Players may try out for two (2) AAA teams (or the highest level within that division) within our zone. Should the player be successful, an application for release will be considered by the directors of CDMHA. Players requiring releases must submit their name by October 15th of the current playing season. No releases will be considered after that date. For players to be released to another MHA hockey team, two-thirds (2/3) of the Executive must agree.
- 5) CDMHA shall have no authority to discipline teams or players outside the rink for any non-sanctioned MHA event. The CDMHA will have the authority to discipline any team member (coach, bench staff or player) from the time they enter the rink until the time they leave the rink during any MHA sanctioned event.
- 6) All IP and Novice levels players and all first year players at any division level must complete the online Respect In Sport parent program, as per HNS policy.
- 7) A Coach may be removed from their role for reasons of incompetence or actions that contravene the policies and principles of the Association as described in this constitution. A written complaint must be presented to the Executive Committee for review and determination. If the complaint and recommendation of removal from office are upheld by a two-thirds (2/3) majority vote of the Executive Committee, then the officer will be removed and a substitute appointed by majority vote of the Executive Committee.

CDMHA Discipline Committee:

The CDMHA Discipline Committee will be appointed as needed by the Executive Committee to review and impose/enforce appropriate penalties for any violation or breach of CDMHA rules and regulations or any violation or breach of any decision or ruling by CDMHA Board of Directors.

All records for incidents, meetings and rulings will be maintained for CDMHA records.

Members will be appointed by the Executive Committee and will consist of two (2) Executive Directors (or appointed designate) and one (1) appointed independent ad-hoc member who is not a member of the CDMHA Board.

All submissions must be written and received within seven (7) days of incident.

All incidents must be reviewed and decisions must be ruled within seven (7) days of receipt of incident.

CDMHA Appeal Committee:

The CDMHA Appeal Committee will be appointed as needed by the Executive Committee to review all appeals ruled by the CDMHA Discipline Committee for any violation or breach of CDMHA rules and regulations or any violation or breach of any decision or ruling by CDMHA Board of Directors.

All records for incidents, meetings and rulings will be maintained for CDMHA records.

Members will be appointed by Executive Committee and will consist of two (2) Directors and one (1) independent ad-hoc member, who is not a member of the CDMHA Board.

All appeal submissions must be written and received within seven (7) days of received discipline notice.

All incidents must be reviewed and decisions must be ruled within seven (7) days of receipt of incident.

CDMHA Audit Committee (if determined to be necessary):

The purpose of the Audit Committee is to assist the Executive in fulfilling its responsibility of reviewing the financial information as consolidated on the Association's year-end financial statement which will be provided to members and others, the systems of control which the Executive have established, and the audit process.

The Committee will consist of three (3) persons, one of which will be from the members at large, appointed by the Executive. The President and Treasurer may not be members of the Audit Committee. The Audit Committee shall be appointed annually by the members of the Association at the Annual Meeting, and on failure of the members to appoint an Audit Committee, the Executive may do so.

The Association shall make a written report to the members as to the financial position of the Association and the report shall contain a balance sheet and operating or revenue and expense statement. The Auditors shall make a written report to the members upon the balance sheet and the operating or revenue and expense statement, and in every such report, shall state whether, in their opinion, the balance sheet and the operating or revenue and expense statement contain the particulars required by the Association and are properly drawn up so as to exhibit a correct and true view of the Association's financial affairs. A copy of the balance sheet, showing the general particulars of the Associations assets and liabilities and a statement of its income and expenditures in the preceding year, audited by the Audit Committee, shall be filed with the Registrar within ninety (90) days after the fiscal year end.

CDMHA Coach Committee:

The Coach Committee chair will be the Director Coach Coordination but supported by the Director of Development. The Coach Committee shall provide support, development and mentorship to CDMHA coaches.

The Coach Committee shall submit committee guidelines for Executive Committee approval at the beginning of each MHA season.

The Coach Committee will:

- 1) Develop team selection process - as per approved coach committee guidelines.
- 2) Oversee coach selections – as per approved coach committee guidelines. This will include accepting applications from coaching candidates and in collaboration with Director Risk Management/Development and Guidelines and rules as established by Hockey Canada, and HNS outlining the formal qualifications of coaches must be followed and enforced by the Director Coach Coordination.
- 3) Recommend to the Executive Committee for approval the number and level of teams within each respective Division.
- 4) Develop a Coach Mentorship Program.
- 5) Ensures all coaches are informed of roles and responsibilities as identified in CDMHA constitution.

- 6) Makes periodic reports to the Executive Committee and CDMHA board as a whole on the progress and results within their respective division.
- 7) Weiss Tech is the current hockey system of choice and should be encouraged throughout our hockey teachings.

Directors and Coaching Staff:

Directors and Coaching staff will support the overall operation of the Association and the various designated responsibilities of their position which may include but are not limited to:

- 1) The Directors shall represent CDMHA in matters relating to the day to day operation of the Association including:
 - (a) Coaching certification
 - (b) Equipment
 - (c) Ice requirements and coordination
 - (d) Facilities
 - (e) Player and Coach Development
 - (f) Business Development
 - (g) Safety
- 2) All Directors and Coaching staff will adhere to the Association's policies and procedures and comply with the various hockey-governing bodies.
- 3) All Directors and Coaching staff will exhibit professional and respectful conduct as representatives of CDMHA at all times.
- 4) The Directors and Coaching staff will support the CDMHA in promoting a positive experience and environment for all players, parents and members of the MHA.
- 5) All CDMHA coaches must be properly certified and trained based on HNS rules and regulations.

Coaches, Assistant Coaches, Managers, Trainers:

All Coaches, Assistant Coaches, Managers, Trainers must be properly certified and trained according to HNS rules and regulations.

All coaches, assistant coaches, managers and trainers must submit a Criminal Records Check and Child Abuse Registry Check and complete the Respect In Sport Coach Program (or previous Speak-Out).

All new coaches, assistant coaches, managers and trainers must make formal application and be interviewed by the Board regardless of the number of people applying for the same position.

All incidents involving coaches whether or not a suspension is given must be recorded by the Board and kept on record.

Any coach who is suspended for three (3) times during the hockey season must appear before the Board or a committee set up by the Board.

No coaches may incur any expenses in the name of the Board without prior written approval.

Coaches shall exhibit professional conduct and set a good example both on and off the ice because they are looked upon by the players as leaders and mentors for CDMHA.

Existing coaches, assistant coaches, managers and trainers must also submit a Criminal Records Check and a Child Abuse Register as per HNS's risk management policies.

Once coaches, assistant coaches, managers and trainers have submitted their Criminal Records Checks and Child Abuse Registry, it is up to the local Board to ensure these are done as per HNS's risk management policies.

The President or the person appointed as Risk Management Director shall be responsible for ensuring that these checks are done before any coaching personal is allowed to work with young people.

Under this Article, "Coach" means coaches, assistant coaches, managers, trainers and all other people directly in contact with young persons under the jurisdiction of the CDMHA.

Coaches / Assistant Coaches / Managers - Duties and Responsibilities:

All competitive Coaches, assistant Coaches and trainers must be certified to the minimum Hockey Canada standards, i.e. Coach Level or Trainer Level. The Association encourages the training of Coaches and will endeavor to assist individual

coaches by paying all reasonable and fair costs, as approved by the Executive Committee.

General Responsibilities:

- 1) A Coach, assistant Coach or manager is expected to conduct themselves in a sportsmanlike manner, remembering that the example they set can influence the players on their team.
- 2) A Coach shall avoid the use of profanity, intimidation and violence.
- 3) A Coach shall assume responsibility for the discipline and good conduct of his team, bearing in mind that fair, firm and consistent guidance, coupled with positive reinforcement is the best policy.
- 4) To the best of their ability, a Coach shall assume responsibility for affording each player an opportunity to participate fairly and equally, regardless of the player's ability. Exceptions: A player may be benched for all or part of a game at the discretion of the Coach for disciplinary reasons (i.e: for abusive or foul language directed at players, officials or spectators or actions which are deemed to be detrimental to the welfare of the team as a whole).
- 5) The reason for the benching must be clearly communicated to the player and where appropriate discussed with the player's parents. Any dispute over the benching may be appealed by the procedure outlines in Article VII.
- 6) At the competitive level for Atom or higher, a Coach may assume responsibility for unequal ice time in the final period of a game in a situation where a loss in that crucial game would significantly affect the opportunity for the team to participate in further competitions(i.e. playoffs or tournament play). A Coach is encouraged to clearly communicate his reasons, for unequal ice time, to the team at the earliest opportunity.
- 7) Coaches are encouraged to emphasize a spirit of good sportsmanship and a healthy, competitive attitude, win or lose. A team should be judged on its competitiveness, positive attitude and sportsmanship rather than the outcome of any particular game.

Head Coaches' Specific Duties:

- 1) Select: Assistant Coaches (must be approved by the Executive), Manager (must be approved by the Executive) and other team volunteers (i.e. phone, fundraising, treasurer, etc.)
- 2) Prepare: Team budgets (must be approved by the Executive) and team registration forms.

- 3) Distribute to team members: team phone list and game and practice schedules.
- 4) In conjunction with the Registrar, Director Coach Coordination and Director Risk Management/Development, register the competitive team as outlined by HNS regulations.
- 5) If required, coordinate the issuance of equipment through the Director Coach Coordination and ensure that it is returned in good order at the end of the season.
- 6) Work in conjunction with the Director Coach Coordination, Director Fundraising to ensure that the team follows all the guidelines and policies of the Association – e.g. fundraising, etc.
- 7) The Head Coach bears ultimate responsibility for
the efficient utilization of ice times.

ARTICLE I. REGISTRATION POLICY

Any changes to the registration procedures and dates will be presented at the AGM if known at that time.

A website notice, by advertising in the community publications at the discretion of the Registrar in collaboration with Director Communications will serve to alert the community to the walk-in registration venue and date.

The fees to be collected for pre-registration and at the walk-in registration shall be the fees approved by the Executive Committee and the membership at the proceeding General Meeting.

The Association will refund registration fees paid by members under the following formula:

- 1) Approved refunds for members withdrawing before the commencement of the season will be subject to an Executive Committee approved administration fee being deducted from the registration refund.
- 2) Approved refunds for members withdrawing after the commencement of the season but before the end of October of the hockey year will be subject to a twenty-five percent (25%) reduction in their registration refund.

- 3) Approved refunds for members withdrawing after the commencement of the season but before the end of November of that hockey year will be subject to a fifty percent (50%) reduction in their registration refund.
- 4) Approved refunds for members withdrawing after the commencement of the season but before the end of December of that hockey year will be subject to a seventy-five percent (75%) in their registration refund.
- 5) There will be no refund of Association fees to any member who participates in the program after December 31st of that hockey year, the only exception being for verified medical reason which will be handled on a case by case basis.
- 6) Any player who has an outstanding account from the previous hockey season will need to have all accounts paid in full to CDMHA before allowed to take part in any practice or game under CDMHA jurisdiction.

There will be no late registration fees, rather the CDMHA will adopt an early bird registration fee and a regular registration fee. Fees to be determined yearly as early as possible after the AGM. If a member joins the CDMHA after January 1st of a season, the fee would be fifty percent (50%) of the regular registration fee plus the insurance amount paid to HNS. They will also be responsible for ongoing fundraising activities. The Board may deviate from this structure on a case by case basis.

ARTICLE II. ICE ALLOTMENT POLICY

- 1) It is the intention of the Association to secure ice rentals to provide each competitive team with weekly games and weekly or bi-weekly practice ice time. Registration fees should be structured such that this goal can be accomplished but will be based upon the actual ice available.
- 2) The Association's hockey program will commence in late September or early October with tryout sessions, checking camps, and possibly conditioning camps being offered prior to the commencement of league play.
- 3) The hockey program will end approximately mid to late March of each year. Exception: Tournaments that may require scheduling in April will require Board approval.
- 4) The Association will not pay for the costs associated with tournaments throughout the year and where coaches at the various levels are desirous of holding their own tournament, they must pay for the additional ice time.

- 5) Efforts will be made to ensure that each team within the Association will be provided approximately the same amount paid for ice time taking into consideration the difference in registration fees.
- 6) It will be the responsibility of the respective coaches within that division to ensure that all ice slots allotted to a division are utilized to the fullest extent possible and where, for logistical reasons, certain ice slots are not usable within a division, they shall immediately contact the Ice Coordinator to return the slot for re-assignment.
- 7) All communication with the ice arena managers with whom the Association has booked ice, which concern ice rentals, will be the sole responsibility of the Ice Coordinators.

ARTICLE III. EQUIPMENT POLICY

The Association will ensure that all players are supplied with approved hockey jerseys. Game jerseys are not to be worn in practices or at any time other than game situations or approved team functions. Jerseys will be the responsibility of the team and must be returned in a similar condition at the end of the year, except for normal wear. The coach or manager may decide to collect the jerseys at the conclusion of each game and make them available to players at games only.

The equipment supplied by the Association shall be of good quality, in good repair. All equipment orders will be made with the approval of the Executive Committee

The Directors of Equipment will ensure all jerseys will be returned as the property of the Association at the end of the hockey season.

All coaches, on ice helpers, and instructors (paid or volunteer) must wear a certified CSA helmet and the helmet must be properly fastened while conducting or participating in any on ice function associated with CDMHA.

It is the responsibility of all Association members to adhere to and to support this policy. Head Coaches are responsible for managing their coaches and trainers to ensure this policy is followed.

Team personnel or Executive members will ask any person on the ice without a helmet to immediately leave the ice. This includes any ice surface if function is affiliated with minor hockey.

Repeat offences will be reported to the Executive and disciplinary action up to total suspension from the bench will result.

It is mandatory for all players of CDMHA players to wear CSA approved protective equipment which includes a helmet with a facemask and chin strap in all games and practices. All CDMHA players must also wear a CSA approved neck protectors.

ARTICLE IV. SELECTION OF COACHES

The Directors of Coaching Coordinator and Development must approve coaches who are hired or used for all on ice training goal tending and game tactics. They will assess their credentials and experience to ensure that it fits within the development plan goals of the Association.

The coach selection process will follow CDMHA Coaching Committee guidelines for applications for coaches for all levels. For IP and Novice applications will be accepted until the sufficient number required is received. The submission deadline will be established each year by the Coach Committee.

The notification of selected non-parent coaches will occur prior to the tryouts. Parent coaches will not be placed on a team until team placement of all players is completed.

Coaching staff must be registered by HNS for insurance purposes before any team ice time occurs. Bench staff is limited to a maximum of five (5). This includes the Head coach, assistant coaches, trainer, and manager. The bench staff members are limited to control training costs and maintain proper record management.

Recreational Level Coaches/Staff:

All house level head coaches and their assistants (including but not inclusive to assistant coach, manager, trainer, practice assistants), who are registered with a team under HNS directives, must complete the application process no later than Nov15th.

Novice and IP:

All persons wishing to participate with the "on ice" development of CDMHA young athletes, must complete the application process no later than Nov 15th.

ARTICLE V. TEAM SELECTION

Every attempt will be made to institute a system for both Recreational and Competitive teams that is fair. A successful selection process is essential to the overall function of the Association.

Recreation Teams:

The Director Coach Coordination shall be responsible for implementation of a selection process that ensures the Association's Recreation teams are balanced competitively from the onset of the hockey year. The Director Coach Coordination, in consultation

with the Recreation Coaches, shall make adjustments as required to Recreation teams after the selection process is completed in an attempt to achieve this competitive balance. These adjustments shall normally occur within thirty (30) days of the completion of team selection process.

Competitive Teams

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- 1) The Association will, to the best of its ability, provide for each participant, the opportunity to participate at a level commensurate with their ability while recognizing that there are a limited number of players able to play at competitive levels.
- 2) The movement of players outside of their respective age group or division will be discouraged and will only be effective in exceptional or special circumstances with the approval of the Executive Committee.
- 3) If required, the Director Coach Coordination will select an evaluation group, consisting of at least two (2) individuals, preferably non-parents with past coaching experience. It is recommended that the Director Coach Coordination choose members for the divisional evaluation group from individuals who do not have players on any team within that division. In choosing the evaluation group the Director Coach Coordination should consider:
 - (a) The hockey knowledge of the candidate
 - (b) Someone, if possible, involved with the division the year before i.e., Coach, Assistant Coach, etc.
 - (c) The candidate should be prepared to put forward an optimum amount of time for at least one (1) month.
 - (d) The candidate must understand that in the event of an appeal, he/she will be required to submit a written evaluation on the player whose case is being appealed.

ARTICLE VI. PLAYER SELECTION

The Coach Committee will meet with a designated evaluation group (if required) and Coaches, and will establish the criteria and method by which the players will be evaluated.

The specific process utilized in evaluating the ability level of the players will be approved by the Executive Committee and may vary depending upon the respective divisions, but the following general criteria should be used:

DRILLS – should be used to evaluate basic skills, i.e. skating, puck control, passing, shooting. Goaltenders are a special case and specific drills must be designed to evaluate the particular skills required by the goaltenders.

SCRIMMAGES and EXHIBITION GAMES should be used to evaluate hockey sense, positional play, hustle, attitude and commitment.

The parents of those players tentatively selected for a “competitive” team must indicate they are prepared to make the time and financial commitment to the team before the final selections are made.

It is recommended that the expertise and knowledge of the previous year’s Coaches be solicited and the Association will facilitate the gathering of this information. The information however, will be restricted to the President, Vice-President, Director Coach Coordination and the Coach of the prospective team.

In order to facilitate the selection process, the division coaches will organize his/her division in such a manner as to minimize disruption to the team(s) on the level(s) below.

With the approval of the Executive Committee, outside expertise may be solicited in evaluating certain players, for example: two (2) particular goaltenders, etc.

All individual player ratings should be held confidential within the selected members of the Executive Committee, evaluation group and the Coach.

ARTICLE VII. SPECIAL CONSIDERATION POLICY

1) Player Release (AA or AAA Levels

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CDMHA players may try out for AA or AAA teams within zone (and in special cases outside our zone) as permitted by HNS. Should a player be successful in making a higher level team, a request for release will be considered by the Executive Committee. Players must submit request for release as per Article X.

3) Player Movement:

The competitive team players must be registered prior to competing in a sanctioned tournament or any regularly scheduled game. If, after a player is registered, the player asks to move to another lower level team, he/she will not be permitted to do so without the prior approval of the Executive. The player’s only option will be to go to one of the Association’s recreation teams. The player may appeal this decision in accordance to CDMHA appeal process prior to November 30th.

4) Call Up of an Affiliate Player:

Any player on a team designed as an Affiliate team may be called up to play on a higher level within that division. The coach of the affiliate team cannot deny the player the opportunity to be called up, except for the following reasons:

- (a) Discipline, or
- (b) Injury, or
- (c) Player's own request, or
- (d) Conflicting games, or
- (e) Suspension

The procedure for calling up a player will be as follows:

- (i) The coach of the higher level team will contact the coach of the affiliated team and ask for a player or players the coach would like to be made available to play for their team. The coach of the affiliate team will then inform the coach if the player(s) is(are) available.
- (ii) If the player is available, then the affiliate coach makes the necessary arrangements with the player and confirms the availability of the player with the higher level coach.
- (iii) If the player is not available, then the process outlined in steps i) and ii) above will repeat until a player or players are confirmed.

4) Amalgamation/Merger Policy:

If there is a situation where amalgamation or merging with another Minor Hockey Association arises, there must be a clear majority of two-thirds (2/3) approval from the membership and Board present at an AGM or Amalgamation specific meeting. This special meeting would need to be advertised as per AGM guidelines to give our membership adequate time to prepare and attend.

The amalgamation would have to follow HNS guidelines as well. The same rules apply if the membership would want to remove CDMHA from an amalgamation.

5) Hiring of a Chief Executive Officer (CEO):

In the future, if the Board wishes to hire a paid employee such as a CEO, they may do so with a two-thirds (2/3) Board approved vote.

The job description, duties and compensation structure will be determined by the Board.

ARTICLE VIII. DISCIPLINARY POLICY

Association Members:

The objective of the Disciplinary Policy is to ensure the consistent application of rules, policies, procedures and desired behavior by all of our Association Members (players, coaches, team representatives, parents and Association Executives, Management and other volunteers).

The policies and procedures implemented by the Association have been made to ensure rules and Regulations of Hockey Canada and HNS and the expectations of the parents and players are adhered to. Should the Executive feel the policies and procedures are not being followed they will have complete authority to institute actions appropriate in the circumstances.

Such actions can include but are not limited to the following:

- 1) Written warnings to parents, players, coaches and team officials
- 2) Suspension of Players
- 3) Suspension of coaches and other team officials
- 4) Travel permit or exhibition game numbers not being issued

Members (players, parents, coaches, team officials, volunteers) are expected to maintain the highest standard of behaviour and sportsmanship. Failure to do so may result in suspension or dismissal from the Association by the Executive.

Any parent who fails to comply with the rules and regulations of the Association and exhibits behaviour that is deemed inappropriate, is subject to disciplinary action by the Officers of the Association. The Officers of the Association are empowered to suspend the parents from activities of the Association following a disciplinary hearing of the Association.

A parent who fails to comply with the terms of reference for the suspension that is determined by the Association may be required to withdraw his/her membership from the Association. This action may include the cancellation of the membership of all registered players of the parent.

Coaches:

In accordance with the HNS Code of Conduct for Players, Parents and Coaches respectful conduct in all interactions with coaches and team members is mandatory. Disrespect and or abusive behaviour towards the coaching staff will not be tolerated.

Players who display disrespectful behaviour towards the coaching staff will be benched for one game on the first incident. A second occurrence will result in a three (3) game suspension. A third occurrence will result in a suspension for the remainder of the season. No refund will be provided on the registration fee.

Incidents will be tracked by the Team Manager and reported to the Association President within three (3) days of occurrence.

This outline should be included with the team information and reviewed by the coaches during the first parent/player meeting of the season.

ARTICLE IX. COMPLAINTS AND APPEALS

Items Not Related to Team Selections:

All complaints or appeals must be referred to the Executive Appeal Committee, in writing. Complaints may appear in person before the Executive Appeal Committee if they so desire.

The complainants will state their complaint, however, any discussion by the Committee will be held separate from this meeting and a decision will depend upon a simple majority vote. The complaint and any motion related thereto, as well as a record of the vote, will be maintained in the minutes. The complainants will be advised of any decision verbally or in writing if they so desire.

Appeal Of Team Selections:

Every effort to be both fair and objective will be made in the selection of teams. Any member may bring to the attention of the CDMHA Coach Committee a complaint respecting team selections. The committee members will attempt to resolve the matter informally. Should it prove to be impossible to resolve the matter informally, the complainant then has the option of referring the complaint to the President, in writing.

Where the President believes a serious breach of the principles and/or policies of the Association regarding team selections has occurred, he or she will call for the matter to be reviewed at an Executive Committee meeting to be convened as soon as is practicable. The complainant will be invited to attend the meeting to state their case, along with the Head Coach, the members of the evaluation group. Discussions will ensue and the written evaluations of the evaluation group will be examined and retained for inclusion in a written report. The Executive Committee will determine ruling.

ARTICLE X. RELEASE POLICY

It is the policy of the Association to discourage either the release of players from the Association, when the Association provides a hockey program commensurate with the skill of the player. Releases will only be granted in special cases (i.e. The AAA Rule) based upon a simple majority vote of the Executive Committee. Any complaints/appeals must be submitted in accordance with Article IX.

ARTICLE XI. RESPECT IN SPORT PARENT POLICY

All IP and Novice levels players and all first year players at any division level must have it recorded in their HCR profile that at least one parent has completed the online Respect In Sport parent program as per HNS policy.

Any parent who fails to comply with the rule and regulations of the Association and exhibits behaviour that is deemed inappropriate, is subject to disciplinary action by the Officers of the Association. The Officers of the Association are empowered to suspend the parent(s) from all activities of the Association following a disciplinary hearing of the Association chaired by the President. A parent(s) who fails to comply with the terms of the reference for the suspension that is determined by the Association may be required to withdraw his/her membership from the Association. This action may include the cancellation of the membership of all registered players of the parent(s).

ARTICLE XII. DRESSING ROOM POLICY

Co-Ed Dressing Rooms –CDMHA will adhere to Regulations of HNS:

- 1) Co-ed dressing room situations may exist at the Initiation Program, Novice and Atom levels, 5-10 years of age provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.
- 2) At the Pee-Wee (11 years old) level and above the following conditions will apply in all co-ed team environments: Females and males will change in separate rooms
- 3) Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than fifteen (15) minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.
- 4) The lesser represented gender shall depart the dressing room not more than fifteen (15) minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.

- 5) The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.

Parents in the Dressing Room:

It is the responsibility of the coaches to communicate dressing room access TO ALL PARENTS.

Parents are not to be permitted in the dressing room from Pee Wee level up

The coaches of players who have reached the age when dressing for the ice is expected may ask parents to stay out of the dressing room.

There are expectations that parents assist when necessary in helping a player dress for a game.

At least two (2) coaches and/or team staff are required to supervise players in the dressing room at all times.

Parents who are required to assist their children may be asked to leave the dressing room prior to ice time and immediately after the completion of game and practice.

When players are unable to put on their own uniform or protective equipment, and that equipment is located beneath the uniform, (such as a protective cup), they should be aided by a parent/guardian or their designate.

Personnel should strongly recommend to parents/guardians/attendants of younger children or players with a disability that players arrive for games and practices fully outfitted in all equipment.

ARTICLE XIII. FUNDRAISING COMMITTEE GUIDELINES

Introduction:

The CDMHA depends on financial support from a number of sources; registration fees, donations, sponsorship and fundraising to deliver its programs. From time to time, players and parents may be expected to make a direct contribution to a team or group expenses through fundraising. This statement is intended to:

- 1) Ensure that fundraising activities are consistent with Municipal bylaws, HNS, Hockey Canada and CDMHA policies and guidelines.
- 2) Ensure fundraising is undertaken in a consistent and coordinated manner.

- 3) Ensure fundraising is undertaken in a transparent and accountable manner
- 4) Outlines the procedures with respect to the planning and implementation of all fundraising activities.

Guidelines:

- 1) **Chair:** The fundraising committee is a volunteer committee struck yearly by the Fundraising Chair and CDMHA Board of Directors.
- 2) **Accountability:** The Chair will be a CDMHA Board member and will liaison with the fundraising committee members and the CDMHA Executive Committee to approve all fundraising activities and distribution of funds.
- 3) All fundraising activities must be carried in the name of the CDMHA. The name of the Association must be given prominence on any sign or printed material. The name of the team or group can only be used in conjunction with the name of the association.
- 4) All fundraising activities must have final approval from the Executive Committee.
- 5) All teams and groups must project a positive and respectful image of the Association and Minor Hockey.
- 6) All approved plans for fundraising will be communicated to coaches, teams and parents.
- 7) All fundraising activities will be supervised by an adult.
- 8) All funds will be maintained in an account administered by the Association. No individual bank accounts for teams or groups shall be allowed.
- 9) Appropriate permits and or lottery licenses will be acquired for all fundraising activities in compliance with NS gaming laws.
- 10) Each application for lottery license or permit must be approved and co-signed by the President or a Vice-President and submitted two (2) weeks in advance of the event.
- 11) Two (2) persons associated with a proposed lottery are required to sign the waiver, accepting all legal and financial risks associated with the lottery.

Types of Fundraising:

Acceptable forms of fundraising include but are not limited to:

- 1) Lotteries (including raffles and 50/50 draws)
- 2) Sale of Merchandise (includes canteen, chocolate bars, cookie dough, etc)
- 3) Services (special hockey games, car wash, skate a thon, silent auctions, etc)
- 4) Jersey sponsors

Financial Records:

Up-to-date financial records for all activities must be maintained

A financial statement will be presented to the Treasurer upon request.

Team Fundraising:

All team fundraising proceeds, unless provided special exception status, will go to CDMHA.

All team fundraising activities must be submitted to the CDMHA Executive Committee for approval

Teams must provide a financial report to the Treasurer for all monies raised.

If teams are looking for special exemption from this policy they are required to provide a written request outlining the proposed budget for their event, thirty (30) days' notice to provide the Board time to approve their request.

As teams are non-profit groups, proceeds should only cover the following:

Tournament registration fees

Additional ice-time for practices

Exhibition games

Travel expenses