



Clarenville & Area Minor Hockey Association Policy Manual

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Section 1 - A Minor Hockey Message To Parents

Clarendville Area Minor Hockey Association would like your child's minor hockey experience to be a positive one for everybody involved. Parents, coaches, officials, teammates, opponents and volunteers all share a responsibility to make this program a fun learning experience. Lessons learned playing a team sport can be carried forward to help form a well rounded confident individual.

First time parents can visit the Hockey NL website where you will find a link to the **Respect in Sport Parent Program**. This program is mandatory for at least one parent of all registered players and must be completed within six weeks of registration.

We encourage you to play an active role in your child's development as a minor hockey player, if we can improve let us know. If we do something well, let everybody know.

Remember that the lessons learned in Hockey will be remembered long after the scores are forgotten.

Section 2 – Hockey Canada Fair Play Policy

Fair Play is a program introduced into minor hockey to enhance and promote SAFETY and RESPECT with all participants involved.

Fair Play has five (5) basic principles:

1. Respect the rules.
2. Respect the opponents.
3. Respect the coaches/officials and their decision.
4. Have everyone participate.
5. Maintain self-control at all times.

Fair Play, (DOES NOT CHANGE ANY RULES OF THE GAME).

Fair Play, (ENCOURAGES ALL PLAYERS ON ALL TEAMS TO BE AS COMPETITIVE AS POSSIBLE but within the rules).

Fair Play is introduced to promote SAFETY and RESPECT, and a positive environment in minor hockey for participants involved. The four (4) main participant groups are: the players, the coaches, the officials, and the parents. How these four (4) groups interact at any game determines how positive or how negative the event becomes.

Fair Play Rationale:

- A Fair Play policy will outline the rights and responsibilities to all participants involved in our minor hockey association.
- A Fair Play policy makes all individuals aware that playing minor hockey is a PRIVILEGE, not a right.
- A Fair Play policy will provide our Association with a visible commitment that promotes the concepts of SAFETY and RESPECT.
- A Fair Play policy will outline a clear set of expectations and guidelines that all participants involved in our minor hockey program will follow.
- A Fair Play policy will define a positive set of expectations that our minor hockey association will provide, as a recreational organization, to all our participants.
- A Fair Play policy will be used to educate participants of the many positive contributions that minor hockey offers as a recreational activity in our community.
- A Fair Play policy ensures that all participants are aware of our Minor Hockey Association's philosophies and objectives.
- Fair Play will promote and develop a positive set of values to coaches, players, parents and officials in the Association. These values can further enhance the many positive aspects of the Minor Hockey Program.
- A Fair Play policy will develop a comprehensive guide by which this Association's executive body can run its programs, in addition to existing rules, regulations and objectives.

Benefits of Fair Play

- Increased SAFETY and RESPECT on and off the ice by participants.
- Increased positive team unity.
- More appropriate spectator behavior.
- Decrease the win-at-all-cost attitude.
- Increase of on-ice positive behavior.
- Participants take more responsibility for their actions.
- Increase in sportsmanship.
- More parents become promoters of positive attitudes.

- Fair ice time for all players.
- New participants are drawn to the game of hockey by the positive aspects of Fair Play.
- Refocusing of the intent of minor hockey as a positive recreational program for many young players and other participants involved.

Fair Play Code for Players:

- I will play hockey because I want to, not because others or coaches want me to.
- I will play by the rules of hockey, and in the spirit of the game.
- I will control my temper, fighting and “mouthing off” can spoil the activity for everybody. I understand that, the Coaching Staff or the Executive will deal with my actions.
- I will make every effort to attend scheduled practices and will perform to the best of my ability at all times.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn’t everything - that having fun and improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays/performances - those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

Fair Play Code for Spectators:

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- I will respect the officials’ decisions and I will encourage participants to do the same.
- I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team’s opponents because without them, there would be no game.

- I will not use bad language, or harass players, coaches, officials or spectators.

Fair Play Code for Parents:

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of the game.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
- I will never question the official's judgment or honesty in public.

Fair Play Code for Coaches & Team Officials:

- I will be reasonable when scheduling games and practices, remember that players have other interest and obligations.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will ensure that all players get equal instruction, support and playing time. However, in some games, due to various situations such as penalties, injuries, illness and game circumstances, equal ice time for all players may be difficult to maintain.
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the player's ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.
- I will not contradict another coaches' decision that supports the Fair Play Policy and Clarendville & Area Minor Hockey Association Policies.

Section 3 – Registration

General Registration

At beginning of registration for the following Minor Hockey season, a season start date and finish date will be posted.

Minor Hockey regular skills development season will consist of a minimum of 20 weeks and with a minimum of 40 practices. Any missed practices that brings a division under 40 due to EEC events or home tournaments will be rescheduled during the season or at season end. This does not include practices cancelled due to weather or EEC mechanical issues.

All players participating in CAMHA activities must be properly registered. A player is registered when:

- Online registration has been filed and confirmed by the Registrar and the registration fee has been paid to the Treasurer.
- Registration Fees are to be determined yearly by the current Executive and posted prior to registration.
- Late registrations are accepted. If you register before December 31st, the full registration fee is required. After December 31st, a pro-rated fee will be determined by the Treasurer.
- Visa, Mastercard, Debit or Cheque are acceptable forms of payment. **NO CASH** will be accepted.
- If a player decides to leave CAMHA **within 8 regular practices** a refund will be given, less an administration fee of 20% of the full year registration amount, providing all fundraising commitments have been met as determined by the treasurer. **NO REFUND** will be given after the 8 scheduled practices. Special circumstances will be assessed on a case by case basis by the current executive.
- The amount refunded after the 8 scheduled practices have past will be at the discretion of CAMHA Core Executive. The intent is that the amount is prorated to reflect the portion of the season played, but final determination will be by CAMHA Core Executive.
- No refund will be given after December 31.
- All NSF cheques must be made good within two banking days of notification or registration will be rescinded. The issuer of the cheque will cover any NSF fees incurred by CAMHA.

Goalie Incentive Program

- A Goalie will be reimbursed Half registration (minus HNL insurance fee) for one division. This incentive is only available to a player's first year as a goalie. This incentive will be up to Atom/U12 age groups. Goalies must have played and finished

the season as a goalie. The use of CAMHA goalie equipment (pads, chest protector, glove, blocker) may also be available if needed for these divisions (based on availability).

Re-registration

- Players will be permitted to re-register during the 1st half of the season. If players have already received a refund in accordance with Section 3, they will be required to repay the original refunded amount
- After the first half of the season has ended, CAMHA may, but is not obligated to, allow a player to re-register. CAMHA also reserves the right to allow an eligible player to join a competitive team or register at a house league level. (ie: competitive teams may already have been chosen, or we may need a player to complete a team). Once the roster has been finalized, a player joining in the 2nd half of the season will displace no player.
- The player will pay half of full registration less the amount previously retained by CAMHA plus 10% of full registration. This is intended to offset costs incurred by online registration, banking or other fees that arise subsequent to the amendment of this policy.

See an example below:

Full registration = \$400 and player gets a refund after playing 1/3 of the season.
 $\$400 - \$133(\text{retained}) = \$267$ refund.

In 2nd half decides to return.

Amount owed to return = (Half registration – Amount retained) + 10%
 $(\$200 - \$133) + \$40 = \107

- In addition to this fee the player will be required to pay half of fundraising for the level of participation they will return to, ie house league or competitive team.
- If applicable, the player will also be responsible to pay HNL insurance fees if not already paid by another team, ie AAA

Hockey NL Divisions and age categories for Minor and Female players

Minor Hockey Divisions and Age Groups:

- Pre-Novice - Ages: 4 – 6 (Preschool, K and Grade 1)
- Novice - Ages: 7 – 8 (Grade 2-3)
- Atom – Ages: 9 – 10 (Grade 4 – 5)
- Peewee – Ages: 11 – 12 (Grade 6 -7)
- Bantam – Ages: 13 - 14 (Grade 8 – 9)
- Midget – Ages: 15 – 17 (Grade 10 -12)

Female Hockey Divisions and Age Groups:

- Under 12 – Ages: 7 - 11 (Grade 2 - 6)
- Under 15 – Ages: 12 - 14 (Grade 7 – 9)
- Midget – Ages: 15 - 18 (Grade 10 - 12)
- If U9 events and activities are available, all females under the age of 9 (including pre-novice aged players) will be invited to participate

CAMHA Fee Structure

Regular Fees for Members - Skills Development Program

Registration Fees for members of the CAMHA Season.		
Registration Fee for ALL members	TBD 1 st Child TBD 2 ND Child TBD 3 RD (+ more) Child TBD New members (prenovice, novice and U9 female -half of regular registration fee).	Fee for ALL members 2 practice slots a week between Monday - Friday Payment options: * Payment in person at registration night (debit/credit card/cheque – No Cash) *4 equal payments . 1st dated the registration date and 3 post dated payments (cheque/online payment plan) dated the first day of the following three months. All to be submitted at registration. Please note, if payment plan is not followed correctly, payment in full may be requested at any time at the discretion of CAMHA. *Online registration: Payment by credit card.
Registration Fee for Female registering in Female program AND Minor program	TBD	Female players registering in both Female and Minor programs will pay the equivalent of registration fee for one child, plus the cost for a second child, minus the second HNL insurance fees. *Payment plan available as stated above.
Fundraising		Members are required to participate in fundraising at the discretion of the current executive. (Or the option to pay the equivalent of profit from the fundraiser).

Registration after Jan 1		The amount charged for late registration will be charged at the discretion of the current executive. Before Jan 1, full registration fee will be charged.
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CAMHA Fee Structure EXTRA programing (Competitive teams) and Fundraising Fees

Fundraising	TBD	TBD
Competitive Team "A" try out Fees	TBD	IF your child chooses to try out for an "A" competitive team, a try out fee of TBD may apply. (As decided by current executive) CAMHA allows for two weekends of tryouts and up to 5 hours of ice to be used for "A" tryouts. Only those players that are trying out for the team will be utilizing these hours of ice and thus a fee may be charged.
Competitive Team "B", "C" try out fees	TBD per hour	IF your child chooses to try out for a "B" or "C" competitive team, a try out fee of TBD per hour needed to choose the team may be charged. Only those players that are trying out for the team will be utilizing these hours of ice and thus a fee may be charged. (As decided by current executive)
Competitive Team Fees (A, B or C)	TBD	All players that make a competitive team (A, B or C) will pay a fee of TBD. This will be used to run the competitive program giving teams a home invitational tournament, cover the cost of referees and time keepers during extra weekend games, avail of extra ice time when our regular season ends (At least two/three weeks before Provincial Easter Tournament) as well as provincial tournament registration fees.
Registration fees for all teams travelling to other associations	Pay as you go	All CAMHA teams travelling to take part in invitational tournaments will pay team registration fees on a 'pay as you go' principal. CAMHA has removed equivalent of the travel allowance from the fees collected and thus will not provide travel fees.

Please note; Ice allocation for CAMHA comes from the EEC, they have worked directly with us to enable our program to avail of as much ice time as possible, but prime ice is very high in demand. We are trying as best we can to work with what ice allotment we have been given. Our program is very strong with approx. 350 registered players in 9 divisions. This is wonderful for our association but also brings with it many issues in dividing our ice allocation as fairly as possible. Our hope is that all registered players with CAMHA will receive 2 practice slots per week with extra team practices on weekends when available.

There are programs to avail of for financial assistance if needed. Visit Breakaway, Jumpstart and KidSport Program online for more information.

Section 4 - Finances

- An Interac machine is available in CAMHA's office at the Eastlink Event Centre. A receipt book will be kept in the office for any payments received for registration or fundraising using this machine.
- Sponsorship should be age appropriate for CAMHA players and will not endorse liquor or tobacco products.
- Any donations made to CAMHA shall be accepted on behalf of the Association and not specific to a Division.
- A maximum of \$100 may be spent for a purchase with the approval of the President. Receipts/Invoices shall be presented at the next Executive Meeting. Purchases above \$100.00 must be tabled at an executive meeting.
- All Divisions within CAMHA must adhere to fundraising policy with respect to hosting of both Invitational and Provincial Tournaments. (See Tournament Fundraising).
- Any fundraising done for CAMHA by a coach/player/parent must have the approval of the Executive.

Directors/Hockey Parents are responsible for collecting fundraising proceeds from players. All funds must be passed in by the deadline as determined by the current Executive

Section 5 - General Rules

CAMHA representatives, team representatives, coaches, players and parents should always keep in mind that we all represent our association. Our actions reflect directly on who we are as a Minor Hockey Association and as individuals. We should strive to be an association that leads the province and our country showing respect for our opponents and officials, setting an example that our younger players can look up to.

- CAMHA is committed to providing a safe environment for our players and volunteers.
- All players, coaches and representatives of Minor Hockey should exercise good sportsmanship at all times.
- Every effort will be made to provide a separate dressing room for boys and girls. Teams may meet in the same dressing room after everyone is ready to go on the ice or immediately after leaving the ice for a team meeting.
- Coaching staff will make every effort to provide supervision in the dressing rooms before and after scheduled practice and/or game. Otherwise, parents and/or guardians must assume responsibility for their child.
- CAMHA shall issue a team game jersey to all players when needed. Directors/Parents shall be responsible for returning the jersey at the tournament/game or season (for competitive team). Procedures put in place by CAMHA to ensure proper care of jerseys shall be followed. Failure to comply may result in CAMHA recovering cost of

the jersey from the parent/guardian of the player.

Section 6 – Confidentiality Policy

It is the policy of CAMHA that volunteers and staff shall not disclose, divulge, or make accessible confidential information belonging to players, volunteers and staff. This includes but not limited to, relatives, friends, business and professional associates other than the person who has legitimate need for such information and to whom CAMHA has authorized disclosure.

All volunteer(s) and staff members should exercise good judgment and proper care to avoid unauthorized or improper disclosure of confidential information. Conversations in public should be limited to matters that are not confidential in nature. This ensures that unauthorized persons are unable to overhear private information.

Section 7 - Skill Development Program

Will consist of a combination of practice and in house games, schedule determined by the Divisional director and/or Technical Director with the consideration of the current year and registration numbers with no travel being required as part of the program.

Minor Hockey regular skills development season will consist of a minimum of 20 weeks and with a minimum of 40 practices. Any missed practices that brings a division under 40 due to EEC events or home tournaments will be rescheduled during the season or at season end. This does not include practices cancelled due to weather or EEC mechanical issues. Concentrate on fun, skill development and in house games.

Scores may be tracked and a special event may be held at the end of each year.

Best efforts shall be made to ensure equal caliber players are playing each other and depending on the division, a 2 minute buzzer may sound to change shifts to make it fun and fair for all.

Skills development program will end TBDA weeks before the Easter break to allow for extra practice time for the Competitive team program to prepare for Provincial Tournaments.

Section 8 – Competitive Travel Team Program

This program is designed for players who have the desire and ability to play at a more competitive level. Participants must be willing to invest a reasonable amount of time on and off ice. This type of hockey program begins at the Atom level. The objectives are to archive a

degree of excellence according to a player's interest and potential, provide an opportunity to progress to a high level of competition and to stimulate development both from an individual and overall sport point of view. There is an additional cost and commitment to the player for competitive team fees related to the additional ice time and travel costs during the season.

Every Player registered with Clarendville & Area Minor Hockey Association Atom, Peewee, Bantam and Midget divisions will have the right to try out for the Competitive travel team within his/her Division.

There will be a minimum of 4 hrs open tryout practices before any selections are made for first level of Competitive travel teams. A **TBDA** dollar charge per tryout per player is required and an additional fee of **TBDA** will be required for those players who make the team.

There may be an open tryout for all competitive teams or there may be separate tryouts for each team, the format of tryouts will be at the discretion of the Director, coaches and Technical Director.

Competitive travel team players are required to play in the Skill Development Program (Discretion of Divisional Director).

Players are only permitted to try out and be selected for one Competitive Team within CAMHA. (There are exceptions to this rule, at times a player may be asked to play on another Competitive team to have sufficient numbers to ice a team)

Players may only move ahead to a higher division if the skill and numbers warrant. The player moving ahead will have to be equivalent to play on the top line of the next division in order to be considered.

All coaches within the Division are permitted to take part in the Competitive travel team tryout practices.

Parents/guardians of players must be advised of Competitive travel team registration fees and other financial commitments (i.e. travel to various tournaments) before the Player is told that he/she has been selected for the Competitive travel team and team travel will be required and expected.

A first (A) Competitive travel team must select and register at least fifteen (15) skaters and two (2) goalkeepers if tryout numbers permit. After a team has been selected, 2 Forwards and 1 Defence (next ranked players) will be assigned as alternates. Alternate players (parents) must be notified that they are alternates after team selections. If a position comes available on the team they are an alternate for, that player must move up. No questions.

IF there is enough player interest and enough certified coaches, a second (B) or third (C) etc

Competitive travel team may be formed and same roster rules will apply as numbers permit.

After the tryouts and the selection process are complete, the team a player is chosen to play on is the team the player is committing to play on. There will be no movement to the lower teams based on friendships or coaching preferences. Selection process of the remaining players to a second or third team will be done at the discretion of the Division Director and/or the Technical Director. Where possible, including the maximum amount of players. Depending on the circumstances and numbers of any particular season or division, second teams (ie; B teams) may be formed at a later date, but before HNL rosters need to be submitted.

The Divisional Director shall inform players either verbally or in writing of their selection/non selection to the Competitive travel team. Alternate players shall be advised of their status with the team and their agreements should be confirmed no later than seven (7) days before registration fees are due. Registration fees are due 2 weeks after the team is selected.

Selected players for a Competitive travel team must attend scheduled practices/games/tournaments (unless excused by the coach) and otherwise demonstrate commitment to the team, including displaying appropriate on-and-off-ice behavior at all times. Failure to do so shall result in one of the following:

Be restricted from participation in future games / tournaments (enforced by Director in consultation with the coaching staff and the current executive), or

Be bumped back to an alternate position (enforced by Director in consultation with the coaching staff and the executive for a continuous violator)

Note: in cases where ice time will be restricted or a player has to be bumped back as an alternate, there will be no reimbursement of Competitive travel team fees and there will be a notice in writing to the parents prior too being assessed

Commitment to a Competitive travel team includes participation in HNL Provincial Tournament. There may be exceptions if excused by the head coach with consultation with the Division Director if communicated before the HNL registration deadline.

The Competitive Travel Team program secures a home tournament as part of the registration and selection of the team.

Should a selected player decide, either prior to or at time of payment of Competitive team fees, not to participate in the Competitive team Program, there will be no refund of Competitive team fees paid for that player up to that date. Exceptions to this rule are at the discretion of the current CAMHA executive.

Should there be a need to add to the Competitive team roster after initial team selection has been completed, the alternate player will be moved up. In the case where there are no more

alternate players to move, the next ranked player will fill the roster spot.

Season will run until the conclusion of the Easter Provincial Tournament. Extra practice for this program will be given on weekends and TBDA weeks prior to the Easter Provincial Tournaments after the Skills Development program has ended, depending on the length of the particular season.

HNL Insurance applies to CAMHA Competitive teams that avail of practice time in another association's arena as long as CAMHA coaches are running the practice. The travel must be approved by the Divisional director and the President of CAMHA. The competitive team will endure all fees associated with the travel and rental of this ice time.

Section 9 - Executive Travel

- Travel costs incurred to/from executive sanctioned events will be paid by CAMHA. Individuals travelling will keep in mind efforts to reduce cost by sharing transportation when possible. Executive must approve reasonable accommodation expense with consideration given to cost effectiveness and privacy. Travel reimbursement will follow HNL guidelines.
- One (1) vehicle per trip when possible based on (45) cents per kilometer to and from the location of the meeting.
- Meals \$45 per day for a maximum of four (4) Executive members. Breakdown is as follows: \$10 for breakfast, \$15 for lunch, and \$20 for supper. Meal allowances pro-rated based on departure and arrival times. No receipts required.
- CAMHA will not pay out claims from a previous season. All claims must be claimed in the season in which the expense(s) occurred.

Section 10 - Tournaments

Invitational CAMHA Host Tournaments:

Host Committee is responsible to budget for **all expenses** incurred to host a tournament, including but not limited to: ice time, referees, timekeepers and hospitality room. Fees for same are determined yearly and the amounts can be obtained from the Treasurer.

The Divisional Director will manage all monies. This includes management of monies through donations and sponsorship and expenditures during the tournament. Any reimbursements for supplies by CAMHA, will have to be approved by the Divisional Director and a receipt is required prior to a cheque being issued.

All Tournaments shall include fundraising. Acceptable fund-raising activities include chuck-a-pucks, ticket sales, tournament fees door admission charges if necessary and other ideas sanctioned by the current Executive.

Host Committee must submit a written copy of revenue and expenditures to the Treasurer within 1 week of completion of tournament with all monies collected ready for deposit.

Host Invitational Tournaments are inclusive for the divisions of Pre Novice, Novice (developing even skilled house teams); the Female program; the Competitive Travel Team program in Atom, Peewee, Bantam and Midget.

Divisional Host Invitational Tournaments Sponsors/Trophies

All Divisions hosting a tournament are required to secure a tournament sponsor to help offset tournament costs. Sponsor fees are TBDA.

The Atom division has the longest running invitational host tournament within CAMHA, see example of the Atom divisional Tournament in the appendix of this document for tournament guidelines on preparations, trophies awarded and schedules. These guidelines can also be used for other divisional invitational tournaments (excluding the trophies awarded).

Provincial Tournaments:

Fund-raising is permitted to offset the cost of hosting a provincial tournament.

A fee collected from HNL from all NL teams attending Provincials will be distributed to all provincial team hosts to help offset the cost of hosting a provincial tournament.

Provincial tournament committee must submit a copy of revenue and expenditures to Clarenville & Area Minor Hockey Association within 1 week of completion of tournament. \$500.00 may be given to a division hosting a provincial tournament at the Eastlink Events Center to help with costs associated.

See Appendix for Provincial Tournament Information Sheet and Checklist.

Members participating in the Competitive Travel Team program must give commitment to attend Provincials before HNL deadline. There may be exceptions if excused by the head coach with consultation with the Division Director if communicated before the HNL registration deadline. Teams opting out of attending provincials after registered with HNL are subject to a fine from HNL.

If funds are available, a travel fund of \$500.00 will be given to all Directors with teams traveling to Provincials to distribute to bench staff to help offset expenses. This will be reviewed by the current executive and voted on and approved.

Provincial Tournament Trophy

CAMHA has obtained a trophy to present to the winners of any Provincial tournaments that CAMHA hosts. This trophy is for photo opportunities only and is to be kept at our association

and NOT given to the winning team to take home. The Provincial tournament committee or the Equipment Manager will ensure the trophy is engraved with the winning team name, division and year.

Section 11 – Equipment and Jerseys

PLAYERS EQUIPMENT

- Players/guardians are responsible for their personal protective equipment being kept in safe condition to ensure the personal safety of our players and officials. Players failing to comply may not be permitted to participate.
- Mouth-guards and neck guards are mandatory in Clarenville & Area Minor Hockey. Mouth-guards must fit properly and/or attached to the face mask of the helmet and cannot be clear. Discipline for infractions as per HNL Guidelines.

CAMHA JERSEYS

- Any player playing outside of house league for CAMHA will be given use of a CAMHA jersey. These jerseys are for competitive play only. Personal CAMHA jerseys are to be used for practice and not competitive play.
- Safeguards put in place to ensure proper care of CAMHA team jerseys shall be followed. Failure to care properly for our jerseys resulting in damage or loss may result in CAMHA recovering costs from the individuals responsible.

Section 12 - Minor Hockey Week

CAMHA will advertise through various forms of media to share with our communities activities and events planned for Minor Hockey Week. We will promote Minor Hockey Week to players providing them with an opportunity to participate in the celebration of our sport. Each division during this week shall plan special events.

Section 13 - Year End Banquet/Awards Night

CAMHA will host year end Banquets/Awards night for all members.

Pre Novice, Novice, Atom, U12 will host Banquets.

Pee wee U15, Bantam, Midget and U20 will host an Awards night.

Memorial award detailed descriptions are in the Appendix.

- ❑ Goalie of the Year award (Dennis Maidment Memorial Award - invite family member) Contact Ann Maidment 466 - 7680
- ❑ Team of the Year Award (Dave Wiseman Memorial Award – invite family member) Contact Tracey Lane (Wiseman) 466 - 1685
- ❑ Most Deserving Official Award (Justine Ingram Memorial Award – invite family member) Contact Dave Ingram 466 - 4378

- ❑ Most Outgoing Female Player (Denika Adams Memorial Award)
- ❑ Hockey Mom of the Year Award (Doreen Short Award)
- ❑ Pre-novice / Novice / Under 12's Awards (small trophy / plaque for divisions not having a Provincial tournament.
- ❑ ESSO Divisional Awards (criteria outlined below)
 - Most Improved
 - Most Dedicated
 - Most Sportsmanship
- ❑ Book venue
- ❑ Slide show / Guest Speaker / Gift
- ❑ Podium / Sound System (microphone and amplifier)
- ❑ Food (Pizza / Chicken) / Drinks / Water
- ❑ Dixie Cups / Serviettes / Plates
- ❑ Divisional reports / Presidents report

Individual team awards should be voted upon by the team staff via a private vote at some point when everyone is together at provincials. Take some time to consider this from the past season as well as throughout provincial games. These awards are as follows:

Most Dedicated

Not necessarily based on how many times a parent gets the child to practice/games.....but based on attending practices, games and tournaments IN ADDITION to dedication to making their team better, being good team players, buying into and implementing what the coaches are trying to teach.

Most Improved

Based on individual improvement of a player from the beginning to the end of season.

Most Sportsmanlike

Behaving in a way that is fair and shows respect and a positive attitude towards other players and the game when playing sport.

Section 14 - CAMHA Scholarship

CAMHA may offer a \$500 scholarship for a graduating player who will be attending post secondary school in the fall. This scholarship will be available as long as CAMHA funds are in good standing and will be decided annually by the current executive. The application is available on the secretary's computer. CAMHA should also advise members applying for this scholarship to forward their applications to HNL for their scholarship program.

Section 15 - Volunteer Appreciation

CAMHA appreciates its volunteers and believes it's important to demonstrate this. Depending on financial state of the association the Executive may approve events and or

initiatives to show appreciation to volunteers. This could be Christmas cards, fast food gift cards, CAMHA clothing or other items reasonable to the Association as a whole. A volunteer social including sponsors is also appropriate.

Section 16 - Complaints and/or Concerns

- **No parent will approach a coach with a complaint during a game or between periods.** Unless it's a safety issue or health issue of a player or players.
- If a parent takes issue with anything during a game or tournament that has to do directly with player or coach. **They should follow the 24hr rule.** If it's something that needs to be addressed immediately, please see rule above.
- Complaints shall be heard, discussed, agreed to based on a consensus, and responded to in a timely manor (prior to the next executive meeting).
- General correspondence within CAMHA other than that of meeting minutes shall not identify the persons name or that of the child or children.

Every effort shall be made to address concerns at the Division level. Concerns should be addressed with the Coaching staff and the Director responsible. Consultation with other executive members is encouraged, communication is important to achieve lasting, desirable solutions, keeping in mind privacy and respect to the individuals involved.

If this is not possible or practical concerns shall be directed to the Secretary or President and depending on the urgency of the concern the President will address it immediately, at the next regular executive meeting or call a special meeting with the parties deemed appropriate to attempt to resolve the issue. Efforts should also be made to keep the complainant informed of the progress of addressing the issue. Hockey NL's Regional Director can also provide advice and direction to deal with serious issues that may arise.

Section 17 - CAMHA Weekly Bingo

- CAMHA Bingo Volunteers are made up of current CAMHA members (parents of children currently enrolled in CAMHA). If necessary to fill the volunteer requirements, CAMHA can go outside of its current membership to seek volunteers.
- A chequing account will be set up and managed by the treasurer.
- CAMHA tickets will be sold during Bingo nights.
- Bingo Volunteers get an honorarium of \$750 per year to be paid out in two increments (\$375 in August and \$375 in February). New volunteers may have to wait for first honorarium as determined by CAMHA Executive.
- CAMHA Bingo is held Thursday nights. Volunteers are required to attend every 2nd Thursday night yearly.

Bingo Supervisor

- Will be in charge of the weekly operation of bingo program including ensuring a current bingo license each year. At renewal time ensure Treasurer has renewed license.

- Will be in charge of bingo supplies and canteen items
- Scheduling of bingo workers
- Report directly to the Treasurer each month on financial matters
- Will be paid \$1500 a year to be paid out \$750 in August and \$750 in February
- In charge of organizing any bingo events and customer appreciation nights
- Provide update reports to the executive on a monthly basis.

Bingo program requirements

1. Yearly license is required for the bingo program.
2. License fee is TBD of the amount reported as “Total prize Payout”.
3. Financial report is only due if stated on the back of the license.
4. Principal Officer of CAMHA must sign the financial report.
5. Cheques shall be made payable to “Newfoundland Exchequer”.
6. The financial report is due 60 days after the expiry date of the license.
7. Financial reports can be dropped off at any Government Services Center or mailed to:
 Department of Government Services and lands
 P.O. Box 8700
 St. John’s, NL
 A1B 4J6

Section 18 - General Fundraising

- The Head Hockey Parent is responsible for managing fundraising.
- The executive reserves the right to explore the option of having additional fundraiser through out the year if the need arises.
- Vice President shall manage in partnership with the Treasurer, all aspects of Sponsorships for the following:
 - Jersey fund Corporate Sponsors.
 - Web Site Sponsors.
 - Maintain a list of tournament Sponsors
 - Bulletin Board Sponsors
 - Contracts shall be signed for sponsor ships and reissued by the Vice President based on the agreed term. A sample contract and a sample list of sponsors are contained in the Appendix.

Section 19 – Executive Positions, Duties and Responsibilities

CORE EXECUTIVE

- President
- Vice President
- Treasurer
- Registrar
- Secretary

- Divisional Directors
 - Pre Novice
 - Novice
 - Atom
 - Peewee
 - Bantam
 - Midget
 - FU12
 - FU15
 - FU20
- Head Hockey Parent
- Equipment Manager

Appointed Position(s)

- Referee in Chief
- Media Relations (may be a member of current executive)
- Ice Coordinator (may be a member of current executive)
- Bingo Supervisor (may be a member of current executive)

Paid Position(s) *

- Technical Director

*Any paid position will be decided upon annually by the current executive.

Non Executive position

- Assistant Treasurer

Executive Member Conduct

Executive members shall uphold a high level of professionalism keeping in mind their actions reflect on the integrity of our association. They will support decisions and policies made at the executive table and along with all members communicate and endorse these initiatives at the rink level. Actions contrary to this, works to undermine decisions made with the greater good of our association in mind.

Executive Member Meeting Attendance Expectations: Executive members are expected to attend monthly meetings (held the third Wednesday of the month, unless otherwise decided by the current executive). Some excused absence is accepted but will be addressed and the possibly of removal if unexcused absences become regular.

Duties & Responsibilities for President

- Represent CAMHA with respect and integrity and lead by example with actions that inspire others to follow policies that aim to provide young players an enjoyable, consistent and stable Minor Hockey experience.
- Work with the executive to ensure the principles and obligations of CAMHA are upheld through communication and cooperation with stakeholders who have the best interest of the entire Association in mind. To assist with resolution of differences to find acceptable solutions and help parties recognize opposing views. While a common

solution is not always possible the best would keep the goals of CAMHA in mind, to allow as many players as possible have fun playing hockey.

- Chair monthly Executive meetings, Public meetings such as AGM, and attend other special meetings within CAMHA to support Executive or Divisional initiatives. Work with executive members, directors, coaches, volunteers, officials, players and guardians to ensure knowledge of duties and obligations of their position or their role within our Association. This should include acceptable and expected conduct at all times especially while representing CAMHA.
- Chair discipline committee, or oversee finding of a suitable chair in circumstances that find the President in a conflict, as perceived by the executive. Such a committee may, but is not always necessary, be formed to find an appropriate discipline due to conduct or behavior of a member of our Association that is deemed inappropriate by our executive. The executive can administer discipline it feels is appropriate.
- When possible, attend community meetings, functions and events where CAMHA interests should be represented. As well as demonstrating CAMHA's willingness to support programs and groups that exist to benefit our communities and it's citizens.
- Attend Hockey NL meetings where CAMHA presence is required or encouraged.
- Keep an open dialogue with Hockey NL representatives and Directors at Minor Council and Female to communicate our position on circumstances and situations that arise.
- Make every effort to ensure Hockey NL Policies and directives, such as disciplines and suspensions and otherwise are adhered to by our Association and it's members.
- Liaison with community representatives, businesses and groups which facilitate CAMHA programs, ie Rink managers, staff, ice coordinators, and media.
- Register with CAMHA banking provider to endorse cheques as a co-signer along with either the Treasurer or the VP

Duties & Responsibilities for Vice President

- Represent CAMHA in all situations where the President cannot fulfill his/her duties and responsibilities for whatever reason they cannot be met as requested by the President or Executive and to advise appropriately of the outcomes of such participation.
- Register with CAMHA banking provider to endorse cheques as a co-signer along with either the Treasurer or the President.
- Take lead role on executive approved fund raising initiatives that support programs offered by CAMHA.
- Meet with Government Departments, community minded businesses and/or organizations, as necessary to seek assistance financially and otherwise to support programs offered by CAMHA.
- Assist equipment manager when necessary with proper care and maintenance of Trophies, plaques and awards. As well as coordination of on and off ice equipment used in the delivery of our program.
- Monitor first aid supplies and equipment and facilitate replenishment in cooperation with rink manager/staff to keep the first aid room stocked with necessary supplies in case of emergency.
- Perform Master of Ceremony's duties at Senior Awards night and communicate duties

and responsibilities of Directors and participants to prepare a respectful, professional well organized event.

Duties & Responsibilities for Treasurer

Overall

- Oversee the financial affairs of the organization and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organization.
- Oversee the production of necessary financial reports/returns and accounts.

Specifically

- Liaise with executive members and/or volunteers to ensure the financial viability of CAMHA.
- Regularly report the financial position at executive meetings (balance sheet, cash flow, fundraising performance etc) or upon request.
- Oversee the production of an annual budget.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
 - Cheque signatories
 - Debit Machine
 - Banking
 - Collection of funds
 - Others as appropriate
- Undertake bookkeeping duties ensuring posting and bookkeeping is kept up-to-date.
- Regularly carry out reconciliations.
- Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.
- Liaise with Divisional Directors/Managers/Hockey Moms to make the necessary arrangements to collect payments from members and ensure deposited in bank.
- Apply for lottery license and complete financial reports on same. This also applies to Clarendville Area Minor Hockey Bingo lottery license.
- Ensure proper insurances are in place.
- Manage bank accounts and investments.
- Control expenditures.

Assistant Treasurer will assist Treasurer as needed.

Qualities

- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly

- Knowledge of Sage Accounting Software and Microsoft Office

Duties & Responsibilities for Registrar

To be completed

Duties & Responsibilities for Secretary

- Schedule monthly meetings and book appropriate meeting space
- Receive and distribute CAMHA correspondence both internally and externally.
- Communicate Association directives and information on meetings, events, and initiatives to our membership, public, and media where appropriate as directed by the executive.
- Take minutes of all monthly and special meetings attended by our executive and where possible distributed to executive members through email within 1 week of the past meeting or if not possible, at least 1 week prior to the next executive meeting.
- Keep a running document of any motions that were presented and passed during the season to be voted upon at the next AGM or general meeting.
- Update the policy manual as per policy changes that were presented and passed during the season and voted upon and passed at the AGM or general meeting.

Duties & Responsibilities for Division Director

Director is responsible for the effective operation of the Division, including scheduling ice time, House League and Competitive team tournaments, meeting with coaches and acting as a liaison between Executive and coaches. The following is a list of items expected:

- Director is to promote good sportsmanship within the Division.
- Issues and ensures that a list of players and their jersey number is recorded.
- Coordinate team travel. Obtain registration fees for out of town tournaments. Inform HNL of all out-of-town travel and ensure travel is approved. (This is for insurance purposes).
- Ensure all HOST tournaments are sanctioned by HNL. Sanction forms are available on the HNL website (and the appendix of this document).
- Ensure that each player and team official receives a game schedule and that all the rules and policies of the Association are carried out.
- Division Director will ensure that fees are collected by due date.
- Responsible for making sure coaches are available for all on-ice sessions.
- Make sure all coaches follow all equipment and safety regulations as set by Hockey Canada and hockey NL, ie; wearing helmets
- Ensure that all coaches are aware of the HNL coaching certification requirements and information on any coaching clinics that are being offered is communicated.
- Make sure house league teams are evenly matched.
- Make sure all on-ice persons are registered within CAMHA.
- Arranging tournaments with coaches/managers.

- Make sure all competitive team players are wearing sponsor jerseys only with stop signs in place.
- Directors to issue and collect competitive team jerseys.
- Oversee all operations within division and raise concerns at the executive table.

Duties & Responsibilities for Head Hockey Parent

- Create a distribution list of players, parents, email addresses and phone numbers.
- Collect money and issue a receipt:
 - General Registration
 - Fundraising
 - Clothing orders
 - Ticket / Clothing order spread sheet to be used to track monies.
- Assist Director with communication:
 - Scheduled practices, games and/or upcoming tournaments.
 - News
 - Upcoming Events
 - Hockey School Opportunities (affiliated with Minor Hockey)
 - Reminders of deadlines.
- Assist Director with home tournaments:
 - Plan fundraisers
 - Organize volunteer schedule
 - Organize food schedule
- Attend parent meetings and take minutes for parents unable to attend.
- Help with year-end Banquet for kids.
 - Collect money at door for tickets
 - Help set up tables and serve meal.
 - Help clean up.
 - Provide pictures for slideshow

Duties & Responsibilities for Equipment Manager

Equipment manager is to oversee all CAMHA equipment, from maintaining, ordering, and organizing all the while maintaining an inventory.

- At the beginning of season hand out Team jerseys and socks to Division directors with a jersey sign out sheet as outlined on CAMHA website under documents.
- Provide to those who wish to use CAMHA Goalie equipment while maintaining a list of what's passed out ensuring its return at the end of season.
- Works closely with Technical director providing equipment, devices and teaching aids that are required for on ice activities.
- Responsible for maintaining an inventory of pucks, medals, first aid kits and travel team puck bags
- Maintain an in inventory of all CAMHA trophies
- Order year end awards and have them in engraved
- Maintain and organized equipment room.

Distribute and Collect team puck bags and first aid kits at The beginning and end of season

with Division Directors.

Duties and Responsibilities for Referee in Chief

- Attend C.A.M.H.A monthly meetings (as many as possible)
- Provide officiating rule/ procedure clarification to executive when requested.
- Assign Officials to work House League hockey games.
- Assign Timekeeper for House League hockey games.
- Assign Officials to work sanctioned hockey (Tournaments & Weekend games)
- Assign Timekeeper for sanctioned hockey (Tournaments & Weekend games)
- Submit the required documents to C.A.M.H.A Treasurer to cover off Official's pay.

Documents to submit to Treasurer

- Officiating schedule for tournaments, house league games, and other sanctioned games each month.
- Total officiating fees for tournaments, house league games, and other sanctioned games each month. Referee's get paid each month
- Submit to each division director an officiating cost quote for his or her respective invitational tournaments, if requested by the Director. (Refer to HNL's on ice rates)

Duties & Responsibilities for Media Relations position

- Maintaining and updating CAMHA web page
 - Meet with current executive members and discuss any changes that need to be updated at the beginning of the season as well as throughout the season.
 - Update with news from HNL
- Ensure the following changes be made to CAMHA web page prior Registration:
 - Notice of Registration dates announced on the homepage.
 - Registration Information (fees and notices) posted on the website under the "Registration" section as soon as available.
 - Post updated Ice Schedule (If available).
 - New executive - name, position, email address and pictures should be updated.
 - All Directors pictures and email addresses are updated under each Divisional Section.
 - All Directors are given access to their Divisional section of the website and instructions on how to update information.
- Maintaining and updating CAMHA Social Media (Facebook and Twitter).
- Monitoring CAMHA Social Media and ensure HNL Social Media policy is being adhered to.

Duties & Responsibilities for Ice Coordinator

To be completed

Duties & Responsibilities for Technical Director

The Technical Director will be responsible for all aspects of player and coach development in the CAMHA with support from coaching staff and on ice help of each Division

- Designing and developing an on ice program that reflects Hockey Canada guidelines that meets and exceeds player and Coach Development.
- Increasing player skill development at house league and travel team levels
- Review and select Coaching Staff along with Division Director. Following coaching requirements as outlined by HNL once travel teams are selected. Technical director has final say on coaching staff
- Development and support of coaches, with an eye to their continuing involvement in the association and their progression to higher levels.
- Recruiting, managing, mentoring, and motivating coaches and volunteers for all levels of play
- Attend Executive meetings as required.
- Providing support to Executive as required and making recommendations to the Executive for improvement based on CAMHA objectives
- Providing front-line support to players and coaches
- Coordinate and schedule travel team tryouts with division director. Select evaluators for tryouts. Select teams with feedback from tryout evaluators.
- Other duties assigned by CAMHA executive and agreed upon by Technical director

Section 20 - Duties & Responsibilities for Team Staff

Duties & Responsibilities for Coaching Staff

The coaching staff is an integral part of CAMHA and is expected to support the decisions of the Executive and abide by established policies. All persons interested in Coaching within a Division shall apply in writing using CAMHA General Registration form and abide by HNL requirements for being a Coach.

Once a coaching staff has been selected for a competitive team they are tasked with the operations and coaching of this team. Directors will have input as to the direction of the team with regard to coordinating practice and team preparation. The Technical Director along with the coaching staff will work together to develop a season practice plan appropriate for the group. Coaching of the team during game play is the responsibility and duty of the coaching staff. If problems arise the divisional director can bring issues to the attention of the executive to make appropriate staff changes.

Coaching expectations:

- When a Coach takes responsibility for a team, he should be on hand for all practices and games. Players are not permitted on the ice without a Coach for each team, therefore if you have to be absent on a particular date, make sure a replacement is in place.
- Coaches will promote equal time for all Players. (Refer to Fair Play Policy).

- The Coach is to ensure all of his/her players are properly protected and that team parents are advised of the necessity for Players to wear properly fitting and approved equipment.
- All Players and Coaches must shake hands with their opponents at the end of the game.
- Coaching staff must have a controlled attitude. Lack of coaching self-control will not be accepted by the Executive and will bring review and possible dismissal.
- A Coach will ensure that suspended Players not take part in games until suspension is served.
- A Coach should not enter a dressing room of the opposite sex without another coach or a parent present.
- All Coaches must be registered with HNL for insurance purposes.
- No Coach shall occupy more than one Competitive team coaching staff position. Exceptions to be considered and approved by the Executive.
- Coaches are not permitted to use the Referees Room as a Change Room.

Duties & Responsibilities for Team Manager

A team manager may be assigned to a team to help reduce the workload of Division Director, or the Director can also be the team manager.

- The team manager must have open communication with the Division Director at all times. Communicating all team travel, practices or any issues that may arise from the team, parents or coaches.
- Team manager will issue team jerseys under the direction of the director and maintain a recorded form that's provided under CAMHA website under documents tab.
- Team manager will coordinate team travel. Obtain registration fees for out of town for tournaments or games. Arrange accommodations for the team when a tournament is booked.
- Team manager will request through the Division director a Travel request form for any team travel for games or tournaments. This form will be submitted by the Director to HNL for approval No travel until approval is obtained. (This is for insurance purposes)
- Any additional ice time request for team practice will be through the Division Director
- Team manager will assist the director in organizing home tournaments or any division functions.
- Team manager may also assist on the bench during a game when required to maintain support on the bench and when deemed required by the Head Coach.
- Team manager will collect all team jerseys and return to Division Director at the

conclusion of the season.

Section 21 - Disciplinary Action

Actions of coaches, players, executive, parents, officials or any individual involved with CAMHA deemed inappropriate by the executive shall be disciplined as necessary by the executive and/or a disciplinary committee. Discipline may include but are not limited to:

- A letter of discipline
- Suspension of the individual's participation/duties in the program for a time deemed appropriate
- Dismissal, replacement may or may not be necessary depending on various factors to be determined by the executive. If the person in question sits at the executive level they shall not vote on any decision made on discipline.
- Hockey NL may be consulted on any discipline administered to ensure fairness and accuracy

Section 22 - HNL AGM and Fall Meetings

- HNL meetings are held in the Fall (general meeting) and Spring (AGM).
- At least one (1) executive member must attend for each of the female and minor divisions of HNL meetings. If meetings are missed, the association is subject to a fine by HNL.
- Expenses and travel are as per Section 9 of this manual.

Section 23 - Funding for out of Province or Labrador Provincial Team Play

- Teams travelling to Labrador to participate in Provincial Tournament can request sponsorship from CAMHA. The request should be made to the current executive and passed through a motion based on the current financial situation of the Association. Any monies fundraised from the past team to travel to Labrador that is left over, should be documented and will be available to the next team traveling as part of this sponsorship request. A typical sponsorship will be \$2500.00 per team.
- A request for funding to CAMHA for out of province provincial team play shall be assessed by the current executive and a one time payment of \$100.00 per CAMHA player is granted through a passed motion to the floor.

Section 24 - Executive/Coach's Orientation/Provincial Team Orientation

- All new executive members shall be advised of this policy manual and the constitution and become familiar with both documents at the next executive meeting following their appointment to the executive.
- Coaches will be made aware of all HNL coaching certifications required and be informed when coaching clinics are available.
- Executive shall provide guidance to coaching staff to prepare them for Invitational

and HNL Provincial tournaments, through, but not limited to, emails, a coach's information session, providing information, reference to HNL annual Directory, prior to the start of tournament play.

Section 25 – Requirements for a CAMHA Minor Hockey Player to volunteer within another CAMHA Division

- Volunteer shall wear full equipment and be under direct supervision of a coach(s) whom are trained as per HNL requirements.
- Must be at least BANTAM age to volunteer with another division.
- Shall be actively assisting, demonstrating and running of the practice drills.

Section 26 – CAMHA clothing/Personal Jersey Order

- During fall, the Head Hockey Parent shall arrange a fitting with all divisions through the Hockey Parents for a clothing/personal practice jersey order. The executive shall agree upon the supplier.

Section 27 – CAMHA Policy Manual Changes and Maintenance

- *Changes of this document will be by the executive and via a motion to the floor at an executive meeting and voted upon and approved. The change must then be approved and accepted at the next General meeting (Fall, Winter, and/or AGM) for implementation and communication via the web site.*

Section 28 – Appendix

- HNL Ice time allocations – (2 pages)
- Memorial Award Descriptions
- Hosting Annual Atom Tournament – can be used as guidelines for Home Invitational Tournament (11 pages)
- Hosting a Provincial Tournament Guidelines (to be completed)

- HNL Social Media Policy

<http://www.hockeynl.ca/wp-content/uploads/2015/09/Hockey-NL-Social-Media-Policy-NEW-Sept.-2015.pdf>

- HNL Tournament Sanction Form

<http://www.hockeynl.ca/wp-content/uploads/2012/06/Tournament-Sanction-Request-Form.pdf>

HNL Ice Time Allocation Policy

HNL ICE TIME ALLOCATION POLICY

GAME TYPE	DIVISION													
	NOVICE		ATOM		PEE WEE \ UNDER 12 FEMALE		BANTAM \ UNDER 15 FEMALE		MIDGET \ UNDER 20 FEMALE					
	SELECT	NON SELECT	SELECT	NON SELECT	SELECT	NON SELECT	REGIONAL	SELECT	NON SELECT	REGIONAL	SELECT	NON SELECT	REGIONAL	
Regular Season / League	N/A	Equal	Equal	Equal	Discretion 1	Equal	Discretion 2	Discretion 1	Equal	Discretion 2	Discretion 1	Equal	Discretion 2	
Exhibition &/or Invitational Tournaments	N/A	Equal	Equal	Equal	Discretion 1	Equal	Discretion 2	Discretion 1	Equal	Discretion 2	Discretion 1	Equal	Discretion 2	
Provincial Championships	N/A	N/A	Equal	n/a	Discretion 1	n/a	Discretion 2	Discretion 1	n/a	Discretion 2	Discretion 1	n/a	Discretion 2	
Goaltender all Game Types	N/A	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	Equal	

DEFINITIONS

Equal: Is defined as equal ice time every game. There has to be a variable allowed due to the uncertainty in the frequency in stoppages of play. Goaltenders have the option of changing during the mid-way point of each game or play full games as long as they have equal game time throughout a season and/or provincial championship. Goaltenders are restricted to a one game differential throughout the season or tournament. The championship game in a provincial tournament is excluded from this definition for goaltenders only. Coaches may play either goaltender.

Discretion 1: is defined as equal ice time in every game for the first and second periods, however, there is the ability for a coach to use select players in the following situations:

(a) in all special team situations in the third period; (b) in the last three (3) minutes of the third period; and (c) in any overtime period(s) that ensue.

Discretion 2: is defined as the ability for a coach to use players anytime during the game as they decide; however, each player must receive a minimum of 3 shifts per period.

Special Team Situations: Any situation that does not require 5 skaters vs. 5 skaters.

Select: Any team that is formed based on a selection process or any team participating in a provincial championship.

Non Select: Any team formed that is not based on a selection process. Teams are formed based on other factors (age, random assignment, House League)

Regional: Any team formed based on a selection process involving a number of Associations (Major Midget, AAA programs).

GRIEVANCE PROCEDURE

GAME TYPE:

Regular Season/League, Exhibition &/or Invitational Tournaments: The complainant must register their complaint with their local Minor Hockey Association and/or League who is responsible for such complaints and they will determine if the guideline is being followed.

Provincial Championships: For Hockey NL Provincial Tournaments the complainant must register the complaint with the Hockey NL Coordinator who will determine if the guideline is being followed.

SANCTIONS All coaches registered with Hockey NL coaching any minor teams who are not adhering to the Hockey NL Ice Time Allocation Policy will be assessed the following disciplinary action:

First Offence: Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will be immediately issued a first time written warning by the President of the Minor Hockey Association (or Hockey NL Coordinator for Provincial Championships).

Second Offence: Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will be immediately issued a one month suspension, from the date of the offence, with not less than five (5) games.

Third Offence: Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will be immediately suspended for one (1) year from the date of the offence.

Fourth Offence: Any coach found not adhering to the Provincial Ice Time Allocation Guidelines Policy will be suspended indefinitely upon review by the Branch.

No warning is required to apply the sanction during a team's last game of the provincial championship. In this case, guidelines under the second offence regulation will be applied.

NOTE -There is some flexibility in this guideline. There are situations where players/goaltenders are not playing due to physical restrictions. Goaltender can be changed in a game when their team is trailing by five or more goals.

Memorial Award Descriptions

Danika Adams Most Spirited Female Award

Danika was a member of the female hockey U15 and U20 Program. She was the type of hockey player that took the bad games with the good games. She had an infectious smile and her love for the sport and her teammates were evident both on the ice and especially in the dressing room. Sadly, Danika's life was cut short in her last year of high school, just weeks before her graduation, when she lost her life in a moose vehicle accident on April 29, 2010.

Her family wanted to honor the way she lived her life and her love of hockey by giving back to Minor Hockey with an award to be passed on to female U20 hockey player who shared the same outlook when it came to hockey and life in general.

Dave Wiseman Team of the Year Award

Dave Wiseman was an avid hockey fan and supported of the game through sponsorships and donations from his family's business. Dave supported and loved the game of hockey but was never a player. Sept 2015 marked the 25th Anniversary of his death. His family started the memorial trophy award many years ago to honor his love of the game. The Dave Wiseman Memorial Award is to be presented to a minor hockey team for outstanding performance during the current hockey season. This award is offered to both Jr and Sr teams.

Dennis Maidment Memorial Goalie of the Year Award

Dennis was a goaltender in the Clarenville Minor Hockey Association up until his last year of Peewee when his family moved to British Columbia. Dennis returned to Clarenville for his last year of Midget Hockey when Clarenville captured the Midget "A" championship and the right to represent Newfoundland at the National Wrigley Midget Tournament in Oshawa, Ontario where his goaltending skills helped Clarenville Caribous finish 5th overall. This tournament is now called the Telus Cup. Dennis then graduated to the Junior Caribous after a couple of unsuccessful try out with the mainland junior teams. He completed his hockey days playing with the Clarenville Caribous and Gander Flyers in the Newfoundland Senior Hockey League. Sadly Dennis passed away in 2007 at the age of 49. His family started the Dennis Maidment Memorial Award to be presented to a goaltender for outstanding performance. This award is offered to both Sr and Jr Goalies.

Doreen Short Memorial Award

The Doreen Short Memorial Award began many years ago to honor a Hockey Mom who goes above and beyond for Minor Hockey. The role of Divisional Hockey Mom would include the organization for everything up to and including helping with the general registration, fundraising, year end banquets and home tournaments. This job requires many hours planning at the rink and at home. This award is offered to both Sr and Jr Hockey Moms.

Justin Ingram Memorial Award

Justin began playing hockey at the age of and went thru the Clarendville minor hockey system as a goaltender. Justin began refereeing as soon as he was old enough and participated in the 1994 Winter games in Clarendville as a member of the host team. Justin was a dedicated, hard working individual but he always found a way to make sure he had fun doing it. Sadly, Justin passed away in a boating accident at the age of 28 on May 24th, 2008. To honour Justin and his love of hockey the family has set up this memorial award to honour the most deserving official. The recipient of this award is decided upon by the Referee in Chief in consultation with Sr Officials.

These guidelines can be used for any host invitational tournament with changes made to suit division – Trophies awarded are for the Atom Tournament only

PLANNING:

- Check with rink for available ice time, keys, mics
- Secure a tournament sponsor – Historically Don Cherry's have been the sponsor. Contact John/Carolyn Frampton
- Look for other sponsors to help cover costs: ie, booklet printing, team signs for opening ceremonies etc., hospitality room needs, Mcdonald's has always come on board with muffins and coffee
- Look for Player of the Game sponsors (If Don Cherry's are the major sponsor, they usually donate a food coupon), Booster Juice, Gatorade from Random Distributors. Create and print POG Certificates. Other ideas – small trophies, banners, pucks if a sponsor is secured.
- Contact Debbie at Fine Things to order Memento Trophies (cups) for winning teams as well as sportsmanship winners. (4 in total for an A/B tournament).
- Ensure the large trophies get updated with recipients after each tournament ends
- Organize hospitality suite and ticket table schedule (Hockey moms responsibility).
- Ensure you have medals from Equipment manager.
- Booklet should include name/number/position listing of all teams. Messages from CAMHA President, Atom Director, MHA, Mayor. Advertising logos from any sponsors. Cover Logo of major sponsor as well as major sponsor logo throughout (Don Cherry's usually like a 10% off coupon included). Centre page schedule and standings. Information on the trophies awarded. Player of the game information – logos. Print enough booklets for each player to receive one. Can print front cover in color, rest in b/w unless you have sponsorship to cover entire cost.
- Contact presenters for the trophies
 - Len Singleton for Singleton 'A' Championship
 - Tim Greening for Corp Garry Greening Memorial most Sportsmanlike team 'A' Award
 - Baxter Tuck for the Tuck 'B' Championship
 - Dianne Baggs Bursey for the Norm Baggs Memorial most Sportsmanlike team 'B' Award
- Contact Flying Blades or a Minor Hockey division to see if they will lead players onto ice for opening ceremonies.

Trophies Awarded

The winners of the Singleton 'A' Division and the Tuck 'B' Division will each have their team names engraved on the respective divisional trophies, adding to the winners since 1974. As well, each winning team will take away a small memento commemorating their win. If numbers warrant for a C Division, there is a plaque with sponsor "Wave Creations".

In addition, the most sportsmanlike team from each division will also be awarded; for the Singleton 'A' Division, the Corporal Gary Greening Memorial Trophy and for the Tuck 'B' Division, the Norm Baggs Memorial Award. Each team will take home a memento trophy.

Also, after each game played, one member from each team will be awarded the 'player of game' award for their team...This distinction will be awarded to a player who displays outstanding performance, sportsmanship and dedication to the game of hockey.

Sample A/B Atom Tournament

42nd Annual Clarenville Caribous Atom A-B Invitational Tournament

Sponsored by....DON CHERRY'S Sports Grill

Time	DR	Home	Score	vs	Score	Visitors	DR
Saturday, January 17th							
8:00	2	Clarenville Caribous 'A'		vs		Con. Bay Ceebees 'A'	5
9:00	3	Clarenville Caribous 'B'		vs		Placentia Lions 'B'	6
10:00	2	Bay Arena Rovers 'A'		vs		Marystown Mariners 'A'	5
11:00	3	Bonavista Cabots 'B'		vs		Marystown Mariners 'B'	6
12:00	Opening Ceremonies						
12:30	2	Clarenville Caribous 'A'		vs		Marystown Mariners 'A'	5
1:30	3	Clarenville Caribous 'B'		vs		Bonavista Cabots 'B'	6
2:30	2	Con. Bay Ceebees 'A'		vs		Bay Arena Rovers 'A'	5
3:30	3	Marystown Mariners 'B'		vs		Placentia Lions 'B'	6
4:30	2	Clarenville Caribous 'A'		vs		Bay Arena Rovers 'A'	5
5:30	3	Bonavista Cabots 'B'		vs		Placentia Lions 'B'	6
6:30	2	Marystown Mariners 'A'		vs		Con. Bay Ceebees 'A'	5
7:30	3	Clarenville Caribous 'B'		vs		Marystown Mariners 'B'	6
Sunday, January 18th							
9:00	2	3 rd place B		vs		4 th place B	5
10:30	3	3 rd place A		vs		4 th place A	6
12:00	2	1 st place B		vs		2 nd place B	5
1:30	3	1 st place A		vs		2 nd place A	6
**Dressing Room #1 is Female Only							

'A' Division Standings							
	W	L	T	GF	GA	%	Rank
Clarenville Caribous A							
Conception Bay CeeBees A							
Bay Arena Rovers A							
Marystown Mariners A							

'B' Division Standings							
	W	L	T	GF	GA	%	Rank
Clarenville Caribous B							
Bonavista Cabots							
Placentia Lions							
Marystown Mariners B							

Sample A/B/C Atom Tournament

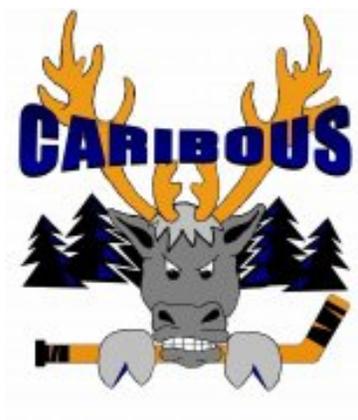
40 th Annual Clarendville Atom A-B-C Invitational					
Friday, February 8th					
	Score	Home		Visitors	Score
2:30		Clarendville C (3)	vs	Whitbourne (6)	
3:30		Clarendville B (2)	vs	Gander B (5)	
4:30		Clarendville A (3)	vs	CeeBees A (6)	
5:30		Gander A (2)	vs	Marystown A (5)	
6:30		Marystown B (3)	vs	CeeBees B (6)	
Saturday, February 9th					
8:00		Ceebees A (3)	vs	Gander A (5)	
9:00		Whitbourne (2)	vs	CeeBees C (6)	
10:00		Gander C (3)	vs	Clarendville C (5)	
11:00		Marystown B (2)	vs	Clarendville B (4)	
12:00		Opening Ceremonies			
1:00		Marystown A (3)	vs	Clarendville A (4)	
2:00		CeeBees B (2)	vs	Gander B (6)	
3:00		CeeBees C (3)	vs	Gander C (5)	
4:00		Gander A (2)	vs	Clarendville A (4)	
5:00		Gander C (3)	vs	Whitbourne (6)	
6:00		CeeBees B (2)	vs	Clarendville B (4)	
7:00		Gander B (3)	vs	Marystown B (5)	
8:00		Ceebees C (2)	vs	Clarendville C (4)	
9:00		Marystown A (3)	vs	CeeBees A (6)	
Sunday, February 10 th					
8:00		3 rd place C (2)	vs	4 th place C (5)	
9:20		3 rd place B (3)	vs	4 th place B (6)	
10:40		3 rd place A (2)	vs	4 th place A (5)	
12:00		1 st place C (3)	vs	2 nd place C (6)	
1:20		1 st place B (2)	vs	2 nd place B (5)	
2:40		1 st place A (3)	vs	2 nd place A (6)	
Dressing Room #'s in () **Room #1 is Female Only					

'A' Division Standings							
	W	L	T	GF	GA	%	Rank
Clarenville A							
CeeBees A							
Gander A							
Marystown A							

'B' Division Standings							
	W	L	T	GF	GA	%	Rank
Clarenville B							
CeeBees B							
Gander B							
Marystown B							

'C' Division Standings							
	W	L	T	GF	GA	%	Rank
Clarenville C							
CeeBees C							
Gander C							
Whitbourne							

Sample letter for donations



To whom it may concern:

The Atom division of the Clarenville Area Minor Hockey Association (CAMHA) will be hosting the 42nd Invitational Atom Tournament on the weekend of January 17-18, 2015. During this historic tournament, approximately 140 children from ages 9 to 10 will play several games of hockey at the Clarenville Events Centre. Many of these children (approximately 40) are from the Clarenville area with the others coming from many different communities such as Bonavista, Bay Roberts, Placentia, Marystown, and Harbour Grace.

The games this weekend will focus on fun, friendship and physical activity for all of our players. It will present a wonderful opportunity for people to come together and will lay a foundation for many years of sport ahead. This weekend will only be possible because of many volunteers coming together and working hard for the benefit of our children.

Another important component in making this community event possible is support from individuals like you, community organizations and businesses such as yours. We would like to be able to count on you for a contribution to our tournament, either monetary, goods or an advertising space in our tournament booklet. Your donation may be used directly in the tournament, be put towards our fundraising initiative or be used to purchase items that will be used that weekend.

Any contribution you can provide is greatly appreciated

On behalf of all CAMHA Atom players and families I sincerely thank you for your consideration of this request.

Kind Regards,

Atom Director
CAMHA

SAMPLE
Opening Ceremonies

Annual Atom Tournament

- Welcome
- Start music
- Players to enter ice
LIST ALL TEAMS AND INTRODUCE TEAM NAME AS THEY ENTER
Name Clarenville Players as they enter ice
- Introduce Special Guests and each will bring greetings
 1. MHA, Trinity North
 2. Clarenville Area Minor Hockey President
 3. Mayor, Town of Clarenville
- Oh Canada - Clarenville Caribous player(s) or someone else you choose
- Ceremonial Puck Drop - Captains of Clarenville A and opposing team of next game.
- Thank you to Clarenville Flying Blades or Clarenville Area Minor Hockey division ? for coming to help lead our players today.
- Conclusion - Thank you on behalf of the Clarenville Area Minor Hockey Association Atom players, parents and coaches. We hope you have a great time here at our tournament...remember to play hard and have fun!

BRONZE MEDAL AND CHAMPIONSHIP GAMES NOTES

A/B DIVISIONS

Bronze Medal Game - B Division - 9:00

Team: _____ Score: VS Team: _____ Score: _____

Team that didn't win:

- Player of the game
- Most sportsmanlike player of the tournament for that team
- *Possibly* most sportsmanlike team award:
 - Large trophy and memento trophy
 - Norm Baggs Memorial Award
 - Presented by: Dianne Baggs Bursey

Winning Team:

- Player of the game
- Most sportsmanlike player of the tournament for that team
- Presentation of Bronze medals
 - Ask a coach to come forward to present.

DRAW FOR PRIZES!

Thank you and have a safe drive home!

Bronze Medal Game - A Division - 10:30

Team: _____ Score: VS Team: _____ Score: _____

Team that didn't win:

- Player of the game
- Most sportsmanlike player of the tournament for that team
- *Possibly* most sportsmanlike team award:
 - Large Trophy and memento trophy
 - Corp Garry Greening Award that's been ongoing for over 35 years.
 - Presented by:

Winning Team:

- Player of the game
- Most sportsmanlike player of the tournament for that team
- Presentation of Bronze medals
 - Ask a coach to come forward to present.

Thank you and have a safe drive home!

Championship Game - B Division - 12:00

Team: _____ Score: VS Team: _____ Score: _____

Team that didn't win:

- Player of the game
- Most sportsmanlike player of the tournament for that team
- *Possibly* most sportsmanlike team award:
 - Present large trophy and memento trophy
 - Norm Baggs Memorial Award
 - Presented by: Dianne Baggs Bursey

Winning Team:

- Player of the game
- Most sportsmanlike player of the tournament for that team
- Presentation of Gold medals
 - Ask a coach to come forward to present.
- Presentation of the Tuck Trophy and memento trophy
 - Presented by:

Thank you and have a safe drive home!

Team: _____ Score: VS Team: _____ Score: _____

Team that didn't win:

- Player of the game
- Most sportsmanlike player of the tournament for that team
- *Possibly* most sportsmanlike team award:
 - Large Trophy and memento trophy
 - Corp Garry Greening Award that's been ongoing for over 35 years.
 - Presented by:

Winning Team:

- Player of the game
- Most sportsmanlike player of the tournament for that team
- Presentation of Gold medals
 - Ask a coach to come forward to present.
- Presentation of the Len Singleton trophy and memento trophy
 - Presented by:

Thank you and have a safe drive home!



