

Carman Minor Hockey (1987 Inc.)

PROCEDURES & GUIDELINES

Purpose: To provide information for managers, coaches, volunteers, and parents concerning the operation of Carman Minor Hockey (CMH), our philosophy and the policies of our association

Fair Play Code for players

- 1) I will play hockey because I want to, not just because others or coaches want me to.
- 2) I will play by the rules of hockey and in the spirit of the game.
- 3) I will control my temper - fighting and "mouthing off" can spoil the activity for everybody.
- 4) I will respect my opponents.
- 5) I will do my best to be a true team player.
- 6) I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
- 7) I will acknowledge all good plays and performances - those of my team and of my opponents.
- 8) I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

FAIR PLAY IS EVERYONE'S CALL

Fair Play Code for parents

- 1) I will not force my child to participate in hockey.
- 2) I will remember that my child plays hockey for his or her enjoyment, not for mine.
- 3) I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- 4) I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of a game.
- 5) I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- 6) I will never ridicule or yell at my child for making a mistake or losing a game.
- 7) I will remember that children learn best by example.
- 8) I will applaud good plays/performance by both my child's team and their opponents.
- 9) I will never question the officials' judgement or honesty in public.
- 10) I will support all efforts to remove verbal and physical abuse from children's hockey games.
- 11) I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

FAIR PLAY IS EVERYONE'S CALL

Fair Play Code for spectators

- 1) I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- 2) I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- 3) I will respect the officials' decisions and I will encourage participants to do the same.
- 4) I will never ridicule a player for making a mistake during a game.
- 5) I will give positive comments that motivate and encourage continued effort.
- 6) I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- 7) I will show respect for my team's opponents, because without them there would be no game.
- 8) I will not use bad language, nor will I harass players, coaches, officials or other spectators.

FAIR PLAY IS EVERYONE'S CALL

Fair Play Code for coaches

- 1) I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- 2) I will teach my players to play fairly and to respect the rules, officials and opponents.
- 3) I will ensure that all players get equal instruction, support and playing time.
- 4) 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.
- 5) I will ensure that equipment and facilities are safe and match the players' ages and abilities.
- 6) I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- 7) I will obtain proper training and continue to upgrade my coaching skills.
- 8) I will work in cooperation with officials for the benefit of the game.

FAIR PLAY IS EVERYONE'S CALL

Fair Play Code for officials

- 1) I will ensure that every player has a reasonable opportunity to perform to the best of his or her ability within the limits of the rules.
- 2) I will avoid or put an end to any situation that threatens the safety of the players. I will maintain a healthy atmosphere and environment for competition.
- 3) I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward officials, other players, spectators or myself. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
- 4) I will handle all conflicts firmly but with dignity. I accept my role as a teacher and role model for fair play, especially with young participants.
- 5) I will be open to discussion and contact with the players before and after the game.
- 6) I will remain open to constructive criticism and show respect and consideration for different points of view.
- 7) I will obtain proper training and continue to upgrade my officiating skills.
- 8) I will work in cooperation with coaches for the benefit of the game.

FAIR PLAY IS EVERYONE'S CALL

Fair Play Code for league organizers

- 1) I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- 2) I will absolutely discourage any sport program from becoming primarily entertainment for the spectator.
- 3) I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- 4) I will make sure that the age and maturity level of the participants are considered in program development, rule enforcement and scheduling.
- 5) I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- 6) I will distribute the Fair Play codes to spectators, coaches, athletes, officials, parents and media.
- 7) I will ensure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.

FAIR PLAY IS EVERYONE'S CALL

Source: Hockey Canada https://az184419.vo.msecnd.net/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/fair_play_codes_e.pdf

Team Officials

Coaches: The Head Coach (Coach) will be appointed by majority vote at a team meeting. He/she will choose the team's Manager, Assistant Coaches and Safety.

Coaches must adhere to Hockey Canada's Fair Play Code for coaches (as found on page 1) and CMH's Constitution.

CMH will allow a maximum of 5 coaching staff on the roster, which includes Safety. Managers do not need to be put on roster. All adults on the roster must obtain their Respect in Sport online certification, as well as Coaching and/or Safety online certification (HU – Safety) by December 1st of the current season.

Only individuals on the official roster are allowed on the bench for games and only players and coaches rostered with Carman Minor hockey are permitted on the ice during practices. Any exceptions to this ruling must be by written request to CMH via email, once approved; the team manager will be notified via email. "Guest" coaches must complete a release of liability form. This digital form can be found on the website under RESOURCES and forms. A printable copy is available for information purposes only. See appendix C

Officials Certification Requirements:

DIVISION/CATEGORY	HEAD COACH	ASSISTANT COACH
U7	Coach 1 - Intro to Coach (IP)	Coach 1 - Intro to Coach (IP)
U9	Coach 1 - Intro to Coach or Coach 2 - Coach Level	Coach 1 - Intro to Coach or Coach 2 - Coach Level
U11	Coach 2 - Coach Level + Checking Skills 1	Coach 2 - Coach Level
U13	Coach 2 - Coach Level + Checking Skills 1	Coach 2 - Coach Level
U15 AA, A, B, C, D	Coach 2 - Coach Level + Checking 1	Coach 2 - Coach Level
U18 AA, A, B, C	Coach 2 - Coach Level	Coach 2 - Coach Level

Conflict Resolution

Parent Liaison: Team will elect Parent Liaison(s). It is recommended that the team have two Parent Liaisons, one from the minor age group, and one from the major age group. The Parent Liaison will be appointed by a majority silent vote. The Parent Liaison cannot be the team manager, head coach or any official of the team. The Parent Liaison must not be any relation to the team manager, coach or other officials on the team.

All communications of differences or problems directed towards the Coach from a parent should be made through the Parent Liaison who will discuss the situation with the Coach. If warranted, they will set up a meeting time to discuss with parent and Coach or discuss with CMH Executive

Duties of parent liaison:

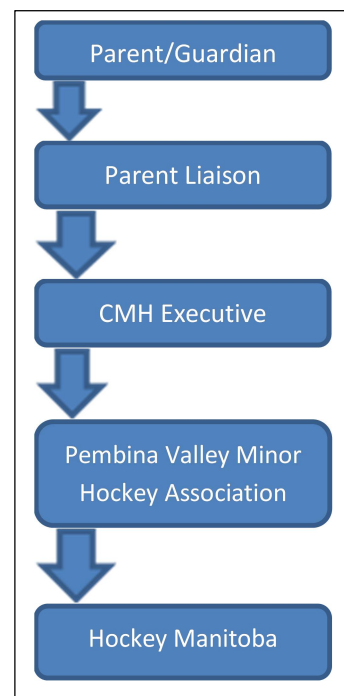
- To act in the best interest of the players and the team as a whole
- To act as a mediator between players and coaching staff and parents and coaching staff
- If necessary, organize a meeting between conflicted parties
- Be in attendance at any parent/coach meeting to ensure communication is effective, not combative and work towards resolution. Parent liaison will act as a witness and impartial mediator during the meeting
- If resolution at parent/coach meeting cannot be achieved, Parent Liaison will communicate the situation with CMH Executive

The 24 Hour rule : Coaches, parents and players should not discuss any incident or situation that could be contentious or provoke an adverse emotional response until at least 24 hours after the incident or situation takes place. This gives a chance for all parties to gain some perspective before deciding if this is something that should be pursued further, and to be able to approach the situation calmly and rationally.

Parents Communication to the Coach: All communication of differences or problems directed towards the Coach from a parent must be made via the Parent Liaison (after the 24 Hour Rule). At the request of a parent, the Parent Liaison will set up an informal meeting for the parent to speak with the Coach to air differences if needed.

Parents – It is recommended that the escalation of an “on-ice” related concern (i.e ice time or position selection) be observed over a 3-game period before the issue is escalated.

Communication Channels: If a solution to the problem or difference cannot be reached by meeting with the Coach, the Parent Liaison shall direct the problem to the Executive for further action. Parents, Coaches or Parent Liaisons should not directly contact Pembina Valley Minor Hockey, Hockey Manitoba, or Hockey Canada.



Registration, Forms & Requirements

Registration will be completed online prior to the deadline. A late fee of \$50.00 will be applied to any late registrants after the early registration deadline (this excludes U7 & New Registrants to CMH). Payment of registration (or acceptable arrangements) must be received prior to players first session on the ice.

2023/2024 Fees

Age Division	Early Registration Fees	Fundraising (included in Registration Fee)	Canteen Bond
U7 (2017/2018)	\$345.00	\$100	\$175 per shift
U9 (2015/2016)	\$450.00	\$100	\$175 per shift
U11 (2013/2014)	\$625.00	\$100	\$175 per shift
U13 (2011/2012)	\$680.00	\$100	\$175 per shift
U15 (2009/2010)	\$680.00	\$100	\$175 per shift
U18 (2006/2007/2008)	\$680.00	\$100	\$175 per shift

Code of Conduct – code of conduct player and parent form can be found on the Carman Minor Hockey site under – RESOURCES, FORMS. Every player and guardian must complete this form before a player can step onto the ice. A printable form is always available See appendix B.

Respect in Sport Parent (RISP) – Parents are required to complete the online respect in sport course before their child is allowed to skate. Please direct your parents to the Carman Minor Hockey site for the link to this course.

Medical Information - Medical form links are found on the CMH website under – RESOURCES, FORMS. Each player must have a form filled out. This form will be emailed to the manager from the registrar once all are collected and must be kept in the safety kit and brought to every practice and game. A printable form is always available. See appendix A

Electronic Devices - The use of any form of cell phone, camera, video camera, camera phone, or any other personal digital accessory capable of photographs is prohibited in any recreational facility DRESSING rooms during any CMH sanctioned event. Electronic Devices include, but are not limited to the following: Cell phones, Cameras, Camera Phones, Tablets and Personal Digital Assistants (iPods®, iPads®, iPhones®, Android® Phone's, Blackberry's®, etc). Players should leave any such devices with a family member/guardian or coach until the player has left the room after a game or practice. In the event that a coach, family member/guardian should need their device to take a phone call, such phone call must take place outside of any dressing room.

Affiliate Players (AP): subject to change annually. Always defer to Hockey Manitoba handbook or PVMHA League Guidelines.

1.1 As Per the Hockey MB Rules Section 45 G):

Minor Hockey Associations or Leagues may limit the use of affiliates for their own house/regional leagues.

1.1.1 Minor Hockey players rostered in Pembina Valley are permitted up to a maximum of 5 games as an affiliate player.

1.1.2 The **5-game** maximum is the cumulative total of ALL league play and league playoffs. Provincial playdowns and Provincial tournaments should fall under Hockey Manitoba rules.

1.1.3 APs are NOT to be used for a competitive advantage. In the spirit of the rule, APs are intended to fill roster spots due to absent players to facilitate the game play.

1.1.4 Exceeding the 5-game maximum requires an application to and approval by the PVMHA Director.

1.2 Players first priority will be to their own rostered team.

1.3 Players must affiliate from a lower category within the same age division. If

affiliating from a lower age division, player must affiliate from an equal or lower

category. Teams may add eligible affiliate players to supplement their rosters as follows:

a) U11 – can only AP if under 10 skaters

b) U13 – can only AP if under 11 skaters

c) U15 – can only AP if under 13 skaters

Example: U13 Gold eligible AP's from U13 Silver, U13 Bronze or U11 Gold, Silver, Bronze.

Example: U11 Silver eligible AP's from U11 Bronze OR U9 Silver, U9 Bronze.

Example: U9 Bronze eligible AP's from U7 teams from within your home association.

1.4 U7/U9 Rosters: Minor Hockey Associations with more than one team of U7 or U9 Rosters may affiliate freely between their teams. The exception would be league play for U9. In addition, these teams may affiliate players from neighboring associations with permission from the Association President and Regional Director. The intent is to allow team formation when numbers are less than eleven.

1.5 A team of a higher division or category may not use an affiliated player prior to receiving consent of the coach and then the parent with which the affiliated player is registered.

1.5.1 AP requests MUST follow the following steps:

STEP 1: The head coach of the team requesting the AP shall contact the head coach of the team with where the player is rostered. If granted permission, proceed to step 2.

STEP 2: The requesting coach may contact the parents.

1.6 Eligible AP's participating in a game with a team outside of their rostered team must indicate "AP (1 of 5)" on the game sheet for game 1, and MUST continue in this manner "AP (2 of 5)", "AP (3 of 5)", "AP (4 of 5)", "AP (5 of 5)" for all teams in which they participate as an eligible AP.

1.7 It is the responsibility of the Head Coach to:

- A) **Ensure the player is eligible when a request occurs.** Players can move to a higher tier within the same age category. U11 bronze to U11 Silver or U13 Silver to U13 Gold as examples. OR a player can move from a lower age category to a higher age category but MUST be in the same tier or lower. U11 bronze to U13 bronze, U11 silver to U13 Silver, and U11 gold to U13 gold as examples.
- B) **Keep track of the number of games each player has participated as an AP. If a player on your roster participates as an AP for more than 5 games, the Minor Hockey Association will pay a \$400.00 bond/player. A second offense will result in an \$800.00 bond/player.**
- C) **Notify your league convenor when a player on your roster has reached the maximum 5 games.**

1.8 Requests for unlimited AP or a variance of the 5-game rule, must be submitted to the PVMHA league convenor and approved by the PVMHA Director.

1.9 Requests for AP outside of your home association must be approved by the PVMHA Director.

2.0 ALL exhibition, tournaments, league, play downs, playoff GAME SHEETS must be completed in full and sent to the league convenor within 24hrs of the game completion. Non-compliance will result in a fine.

Loss of Bond - Team will be responsible for paying the bond if a bond is issued to their team. Loss of bond can occur due to, but not limited to the following situations: players not on the roster, coaches not on the roster, games rescheduled and PV convenor not notified, not sending in the game sheet, not using official game sheet

Bonds charged to Carman Minor Hockey as a result of the misconduct of an individual player, coach, manager or parent will be the responsibility of the offending person to pay.

Player Assistants – players from other teams are not permitted to stay or attend practices that are not their own. There may be instances however, where a player may be considered to assist coaching staff for the occasional practice.(ie goalie standing in for shooting practices) In these instances a Player Assistant form must be submitted to the board for approval. The board must be given up to 5 days to approve this request. The player may not attend practices until the request is approved by the board. Coach will be notified of the board decision via email not later than 7 days of request. This form may be found at www.carmanminorhockey.com under the RESOURCES, FORMS tab.

Goaltender Retention - CMH will reimburse goalie specific camp fees to CMH registered goalies up to a max total of \$200.00. No one-on-one goalie sessions will be reimbursed. Camps attended between September 1 and March 31 of the current season will be available for refund. It will be up to the guardians to submit the receipts for refund. This program will run for Goaltenders U9 Major and up divisions.

Start of Season, Practice & Games

Teams will start practices on or after October 1st of each year. Numbers permitting, tryouts for tiered teams will be held for U11 and U13 age groups the last weekend of September.

A parent meeting is required at the start of the season, preferably prior to the first practice. The agenda should include the following:

- Obtain Team information – Gather all players' names, parent's names, phone numbers and email addresses. Team manager should compile a list and distribute a copy to all parents or guardians.
- Elect Head Coach – Only one head coach can be named. (See Team officials section)
- Head Coach – Discuss with parents the coaching philosophy, expectations or guidelines of players and parents
- Tournaments – discuss number of tournaments or exhibition games the team will attend
- Elect Team Liason(s) – See team liason section
- Amount to be collected from each player for tournament fees, etc

Regular Season - The number of regular season games is dictated by Pembina Valley minor hockey. CMH will provide ice & referees for all regular season games.

Regular Season Games Schedule - Regular season games will be scheduled by a team representative at the Pembina Valley Minor Hockey Meeting. Each team is required to have a representative at the scheduling meeting(s). CMH Ice Convenor will provide team manager with game slots available for scheduling.

League Play-off games - PV will determine playoff format. Contact ice convenor to schedule home play-off games.

Provincial Tournament - All teams (U11 Age and higher) are automatically entered into Provincial play-offs. Inform the Secretary-Registrar if your team is NOT interested in attending Provincials. Provincial playoffs will start in January and will be coordinated by your Pembina league convenor.

Practices - Practices will be scheduled by the CMH ice convenor. Typically, teams will get two – one hour practices per week but is dependent on ice availability. Remember that CMH is not the only user of ice at the Carman Arena. Teams will have practices until their regular league season is over, or (if they are participating) until provincials are over.

Cancellations - Inform the ice convenor of cancellations a minimum of 72 hours prior to the practice or games. Cancellations not within the cancellation deadline may result in your team being charged for ice and referees (for games). When games are cancelled due to weather, the home team must inform Ice Convenor immediately. As per PV, games need to be rescheduled within 2 weeks and the PV Convenor notified

Exhibition Games - CMH will pay for ice and referees for TWO exhibition games in the Carman arena. Additional ice for exhibition games can be requested, however, the team will reimburse CMH for the cost of ice & referees.

End of Season Dates: For U11, U13, U15 and U18: after league, playoffs and provincials are completed. This includes the 2 exhibition games for all teams. All teams will receive an extra ice slot for a team wind-up at the end of season. Any extra ice times are these are completed must be paid for by the team requesting it. U7 & U9 team seasons end March 1st.

Scorekeeper and timekeeper - Host team is responsible for finding a scorekeeper and a timekeeper for each game.

Referees - CMH will arrange and pay for referees for regular league, playoff, and exhibition games. It is the home team's responsibility to ensure the referees are at the arena 30 minutes prior to game time. .

Out of town "home" games - All "home" games must be approved by the Ice Convenor, who, in turn will contact the Referee-In-Chief for referees. As per item 9, the same cancellation process is to be adhered to for these games.

Scheduling Changes - Any scheduling changes MUST be coordinated with the Ice Convenor, who will relay the information to the Referee-In-Chief if necessary.

Manager Responsibilities

Your responsibilities as a manager may include, but not limited to, the following. These duties can be distributed to other members of your team:

- Keep your team informed, on a timely basis, concerning all practices, league games, tournaments and exhibition games, and the cancellation of said events.
- Forward a list of team officials to CMH Registrar
- Forward concession coach exemptions (3) to CMH Registrar and Canteen Coordinator.
- Forward name of Parent Liaison to CMH Registrar
- Signature of each player's parent, and all team officials on the official roster. Upon completion, the roster must be returned to the CMH Secretary-Registrar.
- Attend PV League scheduling meeting in mid-October to schedule league games
- Communicate with PV league convenor regarding league schedule
- Coordinate with CMH Ice Scheduler for league, exhibition, and playoff games.
- Schedule exhibition games for your team
- Assign time-keeper and scorekeeper for home games
- Have jerseys at Home and away games
- Send in completed game sheets to league convenor
- Enter tournaments for your team as discussed in parent meeting at start of year
- Collect & disburse funds required for team events not included in CMH registration fees
- Provide parents with recap of team finances and disburse any remaining funds as the team sees fit
- Block book accommodations for team for tournaments or provincial playoffs

Manager Loan

Once a team has identified a manager, that person can request a maximum of \$1500.00 from CMH for the purpose of booking tournaments. The manager will have to sign a basic contract that states the amount of funds lent and when repayment is due. Both parties (CHM and team manager) must sign the document. It is up to the manager to use these funds to book tournaments, then request payment from parents prior to the due date to pay back the loan.

Equipment

Pucks - Home team must supply warm-up pucks for both teams. These are found in the lock box in the player boxes on the A side and B side. You will be provided with the lock code from the equipment manager.

Equipment - Each player is responsible for supplying all equipment including goalie equipment. Please note: CMH does provide goalie equipment up to and including the Atom level. Report all damages to jerseys as they happen. CMH is responsible for all CMH equipment in the CMH lockers. Leaving personal effects in the CMH lockers is at your own risk.

Team Jerseys - Team jerseys provided by CMH are to be kept in sets and not in the players' bags. Colored beverages are NOT to be consumed when wearing jerseys. It is suggested that the jerseys be washed several times throughout the season in order to maintain quality. At the end of the season, remove the nametags and return the jerseys (laundered and with stains removed) to the Equipment Manager within one week of the end of the team's season. Report all damages to jerseys as they happen. Name bars – double sided tape shall never be used to adhere name bars to jerseys - shall never be machine stitched to the jerseys. Hand stitch only. Name bars must never cover advertisement/sponsorship on the jersey. If these rules are not followed the offender will be fined the replacement cost of the jersey.

Game Sheets - Prepare a PVMHA game sheet (provided to you by the Equipment manager or Ice Convenor at the beginning of the season). After the game, the winning team gets the white copy of the game sheet, which must be sent to the league convenor within 24 hours. In the event of a tie, the home team is responsible for sending the game sheet. Note: in the event of an altercation during the game, the referee will keep the white copy of the game sheet, and therefore the 2nd copy will go to the winning team.

Fundraising

Players are required to pay a fundraising fee. The fee pays for the draw tickets issued by CMH and the player can collect back this money by selling the tickets. This fee is included in Registration fee paid at beginning of season.

A Parent/Guardian is required to book 3 shifts in the Concession. U7 Parents are required to work only 2 shifts. If a family has more than 1 child in Carman Minor hockey, they are required to work 1 shift for each additional child. The shifts are approximately 5 hours and a minimum of two people are required for each shift. No one under the age of 12 is allowed in the concession and there must be there must be at least one person over the age of 18 working during every canteen shift. Shifts must be booked through the Canteen Coordinator.

Each team is allotted 3 free canteen shifts to be split up among coaches, manager and other personnel as the Coach sees fit. Once this decision is made, provide that information to the concession manager.

CMH Members may be called upon to volunteer for additional events relating to fundraising. Eg. Provincial tournaments

Hosting Tournaments

Tournament dates have been predetermined by the CMH board for U7 and U9 teams. Other teams may request a tournament date.

Set up a tournament committee to organize tournament details. If 2 teams are co-hosting a tournament, a committee made up of members of both teams MUST be organized in order to ensure that both teams are represented for the tournament.

- Obtain a Hockey Manitoba Sanction at least 1 month in advance of your tournament date. (please see Hockey Manitoba website to get a sanction) The sanction fee must be paid by Host Team.
- Referees. Ref In Chief will book referees for home tournaments held in Carman arena. Host team must supply tournament schedule to Ref in Chief a minimum of two weeks prior to tournament date. Host Team is responsible for paying referees as per the fee schedule supplied by the ref-in-chief
- Concession. CMH will have regular shifts scheduled during tournaments (2 people). Parents of children participating in the tournament will not be allowed to book their regular canteen shifts on the day of the tournament. Host Team is responsible for having two additional volunteers working the concession between 11:00 & 3:00 during their tournament (in addition to any volunteers preparing food for free lunch). Host team will contact the Concession Manager a minimum of two weeks prior to the tournament to discuss the menu and advise on the number of teams attending. Host Team is responsible for purchasing, paying for, and preparing any free lunch items (eg. hotdogs and drinks), should you decide to provide these at the tournament.
- Host Team is responsible for communicating with Rec Commission directly regarding ice availability and provide them with the tournament schedule a minimum of two weeks prior to the tournament date. Host team will pay the Rec Commission directly for ice rental
- Host team responsible for any additional costs associated with the tournament