

Our goal is to build a foundation for the development of both hockey and life skills amongst all members of our Association, while fostering pride, tradition and excellence. Within this framework we will strive to create a positive environment that emphasizes the importance of mutual respect and teamwork.



Board Policy Manual

TABLE OF CONTENTS

1.0	Introduction.....	3
2.0	Mission Statement.....	3
3.0	Role of the Board of Directors.....	3
4.0	Composition of the Board of Directors.....	3
4.1	Board of Directors.....	3
4.2	The Executive Committee	4
4.3	The role of Treasurer.....	4
5.0	Duties and Responsibilities of the Board of Directors.....	4
5.1	The Executive Committee	5
5.2	The President	5
5.3	The Past President	6
5.4	The Vice Presidents	6
5.5	The Treasurer.....	6
5.6	The Secretary	7
5.7	The Committee Coordinators	7
5.7.1	The Bingo Coordinator	7
5.7.2	The Conditioning Camp Coordinator.....	8
5.7.3	The Registrar.....	8
5.7.4	The Director of Procurement	8
5.7.5	The Director of Communications.....	9
5.7.6	The Policies and Procedures	9
5.7.7	The Coach Coordinator	9
5.7.8	The Ice Coordinator	10
5.7.9	The Mac’s Midget Coordinator.....	10
5.7.10	The Banquet/Awards Coordinator.....	10
5.7.11	The Division Coordinators	10
5.7.12	The Athletic Therapist Coordinator.....	12
6.0	Coach Selection Policy	12
6.1	Coach Certification Requirements.....	12
6.1.1	Certification Requirements (2010/2011).....	13
6.2	The Screening, Selection and Monitoring of Coaches	13
6.2.1	Coach Application Process.....	13
6.2.2	Coach Selection Committee	14
6.2.3	Coach Selection Criteria.....	14
6.2.4	Coach Background Check	15
6.2.5	Seasonal Expectations of the Head Coach.....	15

6.2.6	CNHA Coach Appreciation.....	16
7.0	Fair Play: Coach’s Code of Conduct.....	16
8.0	Draft Policy.....	17
8.1	Bantam Draft	17
8.1.1	Eligible Players	17
8.1.2	Draft Procedures	17
8.1.3	Draft Position of Parent-Coach Players	18
8.2	Draft Process of Bantam AAA Released Players	19
8.3	Minor Midget AAA Draft Policy	19
8.3.1	Eligible Players	19
8.3.2	Draft Procedures	20
8.3.3	Draft Position of Parent Coach Players.....	20
8.3.4	Draft Order of Midget AAA Released Players	21
8.4	Midget AA Draft Process	21
8.4.1	Eligible Players	21
8.4.2	Draft Procedures	21
8.4.3	Draft Position of Parent Coach Players.....	22
8.4.4	Draft Order of Midget AAA Released Players	22
8.5	15 Year olds Playing Midget AAA.....	22
9.0	Financial Assistance Program.....	23
10.0	GameBreaker Plus Software Workstation Policy	24
10.1	Description of Workstation.....	24
10.2	Team Access.....	24
10.3	Access Policy	24
10.4	Software Updates	25
10.5	Help for Users.....	25

1.0 Introduction

“AA” hockey is provided by the Calgary Northstars Hockey Association (CNHA) to develop eligible players in the sport of amateur hockey and provide the opportunity for players to reach their full potential.

Players are identified for teams through the try-out process. Selection is based not only on hockey ability, but qualities that include motivation, work ethic, determination and attitude.

It is the goal of the CNHA to promote good sportsmanship, overall personal development and pursuit of excellence.

It is the responsibility of all board members to read and understand the contents of the Board Policy Manual, and to ensure that all policies contained herein are administered and adhered to.

The CNHA is also governed by the rules and regulations as set forth by Hockey Calgary (HC), Hockey Alberta and Hockey Canada.

2.0 Mission Statement

Our goal is to build a foundation for the development of both hockey and life skills amongst all members of our Association, while fostering pride, tradition and excellence. Within this framework we will strive to create a positive environment that emphasizes the importance of mutual respect and teamwork.

3.0 Role of the Board of Directors

The CNHA empowers the current Board of Directors to administrate the business and hockey operations and the financial management of the Association according to the By-Laws, and the Policies & Procedures contained herein. The Board is elected each year at the Annual General Meeting held each spring. The Board meets monthly all year round. Meetings are open to any CNHA member.

4.0 Composition of the Board of Directors

The Board of Directors of the Calgary Northstars Hockey Association will be comprised as follows:

4.1 Board of Directors

The Board of Directors shall consist of up to fourteen (14) other Directors, each of which must hold one appointment or office. The maximum number of Directors shall be twenty (20). All Directors hold voting privileges, EXCEPT the Athletic Therapist Coordinator.

4.2 The Executive Committee

As voted by majority Board of Directors in resolution of policy - February 18, 2014, going forward, the Executive of the Board of Directors shall be recognized as containing four members identified by their titles: President, Vice President, Treasurer and Secretary. Further, and as voted upon by the CNHA Board of Directors, the above named positions and their election within the Board Executive will only be considered once a member has served on the Board of Directors for a minimum of one year (consecutive). This requirement is effective immediately and will be implemented for future Board elections.

4.3 The role of Treasurer

Going forward, and in a resolution passed by the Board of Directors on February 18, 2014, the position of Treasurer shall be required to hold an Accounting Designation (CA, CPA, CMA, CGA) or a similar accreditation in order to be eligible for election. If there are no available candidates with these qualifications, then the current and sitting Board of Directors will need to convene in an immediate vote to determine if the nominated candidate(s) will be eligible to run for election to the position of Treasurer. This requirement is effective immediately and will be implemented for future Board elections.

5.0 Duties and Responsibilities of the Board of Directors

The Board of Directors may include the following positions:

- Coach Coordinator
- Ice Coordinator
- Director of Communications
- Registrar
- Policies and Procedures
- Yearbook Coordinator
- Mac's Midget Coordinator
- Banquet/Awards Coordinator
- Bingo Coordinator (non-voting)
- Conditioning Camp Coordinator
- Ombudsman
- Athletic Therapist Coordinator (non-voting)
- Director of Procurement
- Five (5) Division Coordinators

Each Board Member is expected to:

- attend all Board meetings
- work actively to promote the CNHA, its Mission and Objectives
- take an active part in any committee to which he/she may be assigned, directed, or appointed
- perform specific duties outlined in prescribed roles or functions as required, directed, or appointed by the Board
- take responsibility for all projects and commitments
- conduct himself/herself with dignity and responsibility in the governing of the Associations' operations. All Board members are expected to maintain and adhere to the Protection of Privacy and the Code of Conduct.
- hire the services of any person that is required to perform duties above and beyond those expected of the volunteer board, when funds are available and when deemed appropriate, as approved by the Board
- create and enhance a positive public perception of CNHA

5.1 The Executive Committee

The Executive Committee is expected to:

- perform all general responsibilities outlined above
- provide guidance, leadership, and continuity for the Board of Directors and its roles and committees
- provide responsible decision-making pursuant to the Policies and Procedures and By-laws of the Association, and inform the Board and General Membership as required
- oversee the day-to-day operations of the Association in a responsible and business-like manner
- attend all necessary functions and events as a representative of CNHA
- create and enhance a positive public perception of CNHA

5.2 The President

The President shall:

- act as Chief Executive Officer (CEO) of CNHA
- act as direct liaison, and provide counsel and leadership, to the general membership and the Board of Directors
- act as an ex-officio officer of all struck or standing committees
- oversee all motions, orders, and resolutions, and ensure they are carried out
- monitor the progress of all offices and attend meetings where feasible
- act as Chair at all Executive, Board, General, and Membership meetings of the Association
- act as representative and spokesperson for CNHA to the AA Council, the Minor Hockey Association of Calgary, Hockey Alberta and the CHA and as liaison with media.
- grant and sign Player Release forms
- authorize travel permits
- authorize player suspensions

5.3 The Past President

The Past President shall:

- act as a historical resource on past Policies and Procedures, and program implementation
- act as an advisor to all Directors on the Board
- serve on the Nominating Committee, and any other committees, as requested
- act as a member of the Executive Committee

5.4 The Vice Presidents

The Vice Presidents shall be comprised of the Vice President of Operations, and any other two (2) Vice Presidents. The Vice Presidents shall:

- perform the duties of the President, in his absence, at any meetings or functions, when required
- control and manage the day-to-day operations of the Association, including administrative duties, when possible
- perform 'special' assignments as designated and required by the Executive Committee
- ensure documents are up-to-date and accurate as they pertain to his role on the Board
- provide relevant updates of information or matters to the Executive, Board, and General Membership

5.5 The Treasurer

The Treasurer shall:

- conduct all banking business
- issue all cheques, which are to be co-signed by authorized Executive Members
- ensure accurate accounts are kept of all receipts and disbursements
- prepare and present financial statements to the Board of Directors as required
- assist in the preparation of annual budget
- prepare annual financial statements to be presented to the membership at the AGM
- prepare and submit financial information for all gaming or audit purposes
- maintain the Association's financial records in readiness for inspection. The Executive Committee must do this within twenty-one (21) days of a warranted request.

5.6 The Secretary

The Secretary shall:

- record the minutes of all business conducted, as well as any relevant discussion, at all Executive, General, Annual, and/or Membership meetings, and distribute them in a timely fashion and according to the By-laws
- maintain and accurately file the original copies of all minutes, which are to be kept in the Secretary's possession
- with the assistance of the Registrar, maintain and keep an accurate record of the General Membership in order to send notices of required meetings and collection of monies by the Association
- maintain, keep and update the records of the Board of Directors
- reserve meeting rooms monthly for the Board of Directors meetings
- provide meeting notifications to the Board of Directors indicating when and where meetings will be held
- maintain custody of the Association's seal

5.7 The Committee Coordinators

The Committee Coordinators may include the following Coordinators:

Bingo Coordinator
Banquet/Awards Coordinator
Director of Communications
Coach Coordinator
Ice Coordinator
Registrar
Policies and Procedures
Mac's Midget Coordinator
Ombudsman
Training Coordinator
Director of Procurement
Conditioning Camp Coordinator
Five (5) Division Coordinators

5.7.1 The Bingo Coordinator

The Bingo Coordinator shall:

- maintain responsibility for the management and administration of all Bingo and Casino events for the CNHA
- ensure there are adequate numbers of volunteers and staff for all events
- maintain records and gaming accounts information, and record and report same directly to the Treasurer
- remain current with respect to gaming requirements and ensure the CNHA adheres to same

5.7.2 The Conditioning Camp Coordinator

The Conditioning Camp Coordinator shall:

- establish and secure camp dates and times, format and conductors
- liaise with the ice contractor (arena) and course conductors, on behalf of the CNHA
- advertise, register players, and collect fees for summer conditioning camps
- maintain a list of camp participants
- distribute all relevant camp information

5.7.3 The Registrar

The Registrar shall:

- coordinate and implement the registration and carding signing of all players, coaches, managers, athletic therapists, and others required for each team in the CNHA
- ensure all cards are completed and signed by players, and their parents, if players are under the age of majority
- ensure all cards are filed with the Association for its records, as well as with the appropriate governing body (MHAC)
- maintain and keep an accurate record of the General Membership

5.7.4 The Director of Procurement

The Director of Procurement shall:

- coordinate and ensure all equipment requirements for the season, as well as off-season, are met
- accept information and quotes from several vendors to ensure the best quality and price is attained for equipment and apparel, and that it arrives in a timely fashion
- maintain team apparel, its repair and inventory, throughout the entire season so as to ensure no disruption to teams
- prepare and present a procurement budget each year

5.7.5 The Director of Communications

The Director of Communications shall:

- deliver clear and current information to all interested parties by newsletter, website updates, and/or press releases
- seek and deliver positive publicity
- supply player, or team results, where required
- provide CNHA photography, both requested and spontaneous, or candid
- acts as the media representative on any positive issues, recognitions, or results
- defer all other issues for comment to the media, to the President

5.7.6 The Policies and Procedures

The Policies and Procedures Coordinator shall:

- review the mission, objectives, and goals of Association
- review, update, and submit as new material, matters relating to Policies and Procedures, ethics, code of conduct, and other compliance issues that may arise
- update the annual publication of Member's Handbook
- assist with the establishment of short- and long-range goals of Associations
- develop position descriptions

5.7.7 The Coach Coordinator

The Coach Coordinator shall:

- ensure Head Coaches and Assistants are fully knowledgeable of their requirements on behalf of CNHA, including all CNHA Policies and Procedures
- provide support and leadership to coaches to create a positive coaching experience
- provide information, feedback, expertise, and education to all coaching staff at regularly scheduled coaching meetings during the hockey season
- submit reports to the Board of any meetings and actions taken
- act as liaison between coaches and the Board of Directors
- ensure all coaches are adequately qualified, or are registered in appropriate courses (technical, coaching, and safety) as outlined by MHAC and Hockey Alberta – as well ensure all coaches have completed respective security checks.
- evaluate and review coaches from time to time
- act as a member of the Coaches Selection Committee

5.7.8 The Ice Coordinator

The Ice Coordinator shall:

- assign and distribute ice allocations for all teams, for practices and exhibition games
- redistribute or return unused ice times

5.7.9 The Mac's Midget Coordinator

The Mac's Midget Tournament Coordinator shall:

- coordinate and ensure each CNHA team fields 36 volunteers each, to help in the quadrant responsibilities of the annual Christmas-week Mac's tournament
- attend Mac's Tournament meetings as requested

5.7.10 The Banquet/Awards Coordinator

The Banquet/Awards Coordinator shall:

- coordinate all aspects of the organization of the annual Banquet and Awards evening, scheduled the first Wednesday of May, each year
- arrange facilities and catering, invitations and guests, and all awards inscribed for presentation
- provide accurate financial records to the Treasurer upon completion
- collect and review potential scholarship applications
- submit scholarship recipient recommendations to the Board

5.7.11 The Division Coordinators

The five (5) Division Coordinators are in place for the following teams: Midget AAA, Midget AA, Bantam AAA, Bantam AA/Junior B, and Minor Midget AAA. The position descriptions of the Division Coordinators may redefine or updated at any time in order to best serve the requirements of the Board of Directors and membership of the CNHA. The Division Coordinators shall:

.1 Tryouts (Advance)

- prepare and submit a document summarizing the expectations for each level, which is available at tryouts and can be posted on the website
- obtain registration information and tryout team assignments from the Vice President Operations; confirm jersey colours and numbers
- identify, and list, those players who are eligible for the draft in their division. Arrange and conduct the draft in accordance with CNHA Policies and Procedures, ensuring both the President and Vice President Operations are in attendance

- update information with late registrant information (including late registration at sign-in); notify the Registrar of the updated information for input to HCR and payment of fees
- prepare handouts with team rosters for each tryout; update for distribution and posting as necessary for each tryout game
- seek a team supervisor for each squad to visit dressing rooms and attend on the bench
- arrange for a score/timekeeper for each tryout game
- arrange for a runner/assistant to deliver messages between the registration desk, coaches, and/or dressing rooms
- consider special dressing room arrangements for any female players

.2 Tryouts (Sign-In)

- distribute assigned jerseys; players registered for tryouts who have outstanding fees should have jerseys withheld until payment is received
- inform players to keep tryout jerseys and bring them to each game; access a roll call to determine if players are missing so rosters can be updated
- deliver/retrieve warm-up pucks (provided by Procurement) to each tryout game
- pay officials after tryout games, if advised by the Treasurer to do so
- communicate special circumstances of any eligible player (eg., an injury or family emergency) to respective coaching staff via verbal or written documentation.

.3 Tryouts (Cuts, Intersquads, Drafts)

- post lists of updated rosters after each cut
- attend in-person cuts, if required by the coaches
- obtain regular jerseys for intersquad games
- ensure on- and off-ice officials and athletic therapists are present for intersquad games
- provide handouts with updated intersquad team rosters
- attend all try-out player cuts, or arrange attendance with an Alternate from the Board

.4 Tryouts (Affiliates and Rosters)

- confirm affiliation deadlines (for affiliating community players and finalizing rosters) with the Vice President Operations and inform Coaches and Team Managers of those deadlines
- submit affiliate lists to the Vice President Operations *at least one week prior to affiliation deadlines*
- ensure affiliate lists or community forms are completed properly

5 During the Season

- attend the Division team's inaugural parent/player meetings

- provide support, rather than supervision, throughout the season to the Coaches, Team Managers and parents
- attend any other meetings as requested by the Coach, Team Manager or parents
- attend a 'life-balancing' number of league games and practices throughout the season, or arrange for an Alternate to attend in his/her place
- maintain open and direct communication with Coaches, Team Managers, and parents within the Division teams in order to provide direction and support during the season
- refer significant conflict within the Division, or quality of practice or play issues, to the Coaching Development Coordinator or Vice President Operations for follow-up
- ensure the distribution and coordination of all communications and information received from CNHA Board of Director Meetings, "AA" Council meetings or Calgary Minor Hockey Information Releases
- together with the Procurement Coordinator, ensure that each team receives all necessary equipment and forms for the team's operation during the season
- ensure adherence to all League and CNHA disciplinary policies including the Code of Conduct.
- monitor teams with respect to the CNHA's Fair Play Policy and the Mission Statement
- present a report of the team's activities to the monthly meeting of the Board of Directors, including highlights and any current or potential problem areas
- create and enhance a positive public perception of CNHA when carrying out the duties of the Division Coordinator

5.7.12 The Athletic Therapist Coordinator

The Athletic Therapist Coordinator's position is a non-voting position. The Athletic Therapist Coordinator shall:

- coordinate and ensure Athletic Therapists are available for each CNHA team and that policies trainers follow are up-to-date
- act as the first line of contact to address any concerns that arise with team trainers

6.0 Coach Selection Policy

The Coach Selection Policy is grounded in the CNHA Mission Statement.

6.1 Coach Certification Requirements

The CNHA supports coach development and requires certification for all head coaches

and at least one assistant coach. All registration costs for the coach clinics are covered by the Association and, upon successful completion of the course, the coach can submit a receipt for re-imburement. Contact the Coach Coordinator or the Vice President Operations to coordinate reimbursement or for any additional information.

6.1.1 Certification Requirements (2010/2011)

The following certification is required for Bantam AA, Bantam AAA, Minor Midget AAA, Midget AA, Junior B coaches:

- Development 1
- Hockey Canada Safety Program
- Speak Out Abuse and Harassment Program
- Checking Skills Program

All teams require at least one member of the staff to have the above certification and to be present on the bench for all games.

Certification for Midget AAA coaches:

- High Performance Level

Program information is available at www.eshootscores.com/coach

6.2 The Screening, Selection and Monitoring of Coaches

As an organization of volunteers, it has been recognized that possible risk exists regarding any positions that deal directly with the members of this association who are under the age of 18 years. Policies regarding the screening, selection and monitoring the positions of Coach, Assistant Coach and athletic therapists are employed to minimize this risk.

Although Minor

Hockey covers the requirement of courses for behavior of coaches in regards to player interaction, it is imperative that the CNHA assert diligence in this regard.

The coach represents the primary communication and interaction with players of this organization. Coaches and athletic therapists are ultimately responsible for the well-being of players, most under the age of 18 (minors), while serving as role models, mentors and teachers. For this reason, the Calgary Northstars Hockey Association has adopted policies for screening applicants in order to assist in the selection of those dealing with the Association's primary assets, and to monitor this interaction to ascertain acceptable behavior.

6.2.1 Coach Application Process

Coaches may complete the coach application form or submit a detailed resume. In either case, references are to be supplied. The application or resume may be

submitted to the Coaching Development Coordinator or the Vice President Operations for the CNHA. Coaches may apply for a specific coaching position or for any available position.

6.2.2 Coach Selection Committee

The Coach Selection Committee will handle the interview process. Members of the Coach Selection Committee include the President, Vice President of Operations, Coaching Development Coordinator, and two age-category directors. Age category directors may not be involved in the selection process for any coach if they have a child or family member in that age category. The coach selection committee may also call upon the coach mentor to provide assistance as required.

6.2.3 Coach Selection Criteria

The CNHA will endeavor to provide experienced and qualified coaches for each and every team in the organization. The following criteria will be used as a guideline in the selection process for each candidate:

1. For candidates that are new to the association there will be a review of relevant head coaching experience at the AA/AAA level. Discussion on the success of previous teams will be taken into consideration. Discussion on the technical capabilities of the coach will also take place.
2. Each candidate will be questioned on his philosophy of the development of all players on the team.
3. Review of the assistant coaching staff list for qualifications and experience.
4. The coach selection committee may also consider candidates that do not have AA/AAA head coaching experience. Preferably these candidates will have numerous years of head coaching experience at the community level.
5. For returning coaches that apply, the selection committee will review any available parent and player surveys from the previous season and utilize this information to aid in the selection process.
6. Where there is the potential for the candidate to have a child/relative try out at the same age category the candidate is interviewing for, the candidate will disclose this information to the coach selection committee for review. If the candidate is selected to coach a team the placement of the child/relative will be as per the draft policy document for the applicable age category.

6.2.4 Coach Background Check

All coaches are required to provide a background check that is completed by the Calgary Police Service, and facilitated by the Coaching Development Coordinator. For returning coaches that completed a security check in the previous season, the check is valid for three (3) seasons.

All new coaches will be required to complete the background check as they are not transferable from Association to Association. The cost of the check will be covered by the CNHA. All information gathered by the Coach Selection Committee will remain confidential.

6.2.5 Seasonal Expectations of the Head Coach

The CNHA has the following seasonal expectations of the Head Coach:

- to develop the individual and team skills of the game of hockey in every player
- to provide each individual player an equal opportunity to develop these skills, while recognizing that ice time is not equal but fair, according to the CNHA development philosophy
- to represent the CNHA in a professional manner during all team functions
- to continue in the pursuit of knowledge of the game of hockey, along with his staff
- to provide a qualified staff of Assistant Coaches that could take over the team in the event the Head Coach cannot complete the season
- to prepare a written season plan that will detail the progression of skill and system development. (The flexibility that will be required to adapt this plan to the progress of the team and the players should be considered. Team goals and objectives for the year should also be included.)
- to enlist the assistance of the Coach Coordinator and the Coach Mentor when required
- to dress in a professional manner at all exhibition, league and tournament games
- to assume responsibility for the behavior and actions of his staff and ensure that they represent the CNHA in a positive and professional manner
- to provide, at minimum, one coach for pre- and post-game dressing room supervision for the players
- to attend any and all scheduled coach meetings. (The meetings are intended to provide a forum for the coaches to share ideas and information with each other, and to work through any issues that may arise during the season.)
- to maintain contact with the Coach Coordinator and Coach Mentor during the season to ensure that any issues are dealt with in a timely manner
- to provide contact information which will be placed on the website. (The Head Coach is to provide both phone and e-mail contact information. Any revisions to the contact information are to be forwarded to the Coach Coordinator as soon as possible.)
- to utilize all practice ice assigned to the team

6.2.6 CNHA Coach Appreciation

The CNHA appreciates the many hours of volunteer work coaches provide to Players, and will provide the following to each coaching staff:

- Reimbursement of all completed coaching clinics
- CNHA tracksuit and jacket (maximum of four (4) per coaching staff)
- \$1500 honorarium for each Head Coach to use at his discretion with regard to assistants

7.0 Fair Play: Coach's Code of Conduct

In accordance with AA Hockey and in cooperation with the four Associations in Calgary, the following principals were drafted November 16, 2008 and include amended supplements from A. McColm on November 17, 2008.

All agreed that Hockey Canada's Coach's Pledge should include the following principals:

1. AA Hockey strives to balance playing time to the greatest extent possible.
2. You picked the team; you play and develop them all.
3. It is AA Hockey's belief that competitive play should accommodate rewarded opportunity verses a sense of entitlement.
4. We recognize and accept that fair ice time does not necessarily mean equal ice time. Rather, there are playing circumstances in which additional opportunities are extended for the right reasons, such as hard work, discipline, attitude, and effective team play. Situational game management and coaching are expectations of the level.
5. We want to pick players that we believe can manage and contribute at that level, so we minimize the need for protective development (restricting player exposure to situations that they may not be ready to handle or that could serve to shake confidence). We recognize, in some circumstances, protective development may be necessary, to some extent, while we more cautiously develop those individuals for improved future contributions.
6. Winning matters. However, the CNHA is of the opinion that if you give good regard to appropriate overall development, and if you extend additional opportunity for the right reasons and not just because of some preconceived top level without regard to discipline, etc., then competitive play will come from that. You can lose, even by gaining wins, if in the wrong fashion.

8.0 Draft Policy

8.1 Bantam Draft

8.1.1 Eligible Players

- Only players who have participated in the AAA/AA inter-squad games will be eligible to be drafted by one of the AA teams. Players who do not participate in the AAA/AA inter-squad game will be released back to their respective communities.
- Injured players who have been identified and listed with the Division Co-ordinator will not be required to participate in the inter-squad game and would be draft eligible.
- Any other exceptions will require approval by the VP of Operations.

8.1.2 Draft Procedures

- The determination as to which team selects first will be made by a card draw. Draw will be conducted by the AA co-ordinator.
- The team that selects first will decide whether the draft will begin with the 13-year-old pool of players or the 14-year-old pool of players.
- Draft selection will be conducted in order of position (goalie, defense, forward).
- The winner of the initial card draw will have the first selection, and will choose which position to start with in the first round. If the card draw winner chooses to defer their first pick to be able to select first in the draft from the AAA team releases, that individual will select third in the first round. The second card draw winner will move to the first position followed by the third place winner then the first place winner. Subsequent draws will comply as per the draft order listed below.
- The draft will be completed in the following format. Repeat the format until all eligible players are selected.

Draft Order:

1	2	3
2	3	1
3	1	2
1	2	3
2	3	1
3	1	2
1	2	3
2	3	1
3	1	2

- The team that chose second in the first round will have the first pick of the second round and will choose the next position to draft. The second round of the draft will follow the same format draft order as above.
- The team that chose third in the first round will select the first player of the third round and will follow the format draft order as above.
- After all the players are selected within the first age category (fulfilling a minimum number of obligatory player spots to be determined annually by the Board Executive and the Divisional Coordinator), the second age category will undergo the exact same process of the draft starting with the team that chose third in the first round of the previous age category.
- Note that a coach can pick additional players from either age pool so long as they meet the requirement of picks as established above in the specified age pools of 13 and 14-year-olds and only during the second age category round.

8.1.3 Draft Position of Parent-Coach Players

- Parent coach is required to select his child player. The following are the draft procedures that will take place unless the Parent Coach agrees to draft his child with his first pick.
- Player will be assessed by other two Coaches and the Division Coordinator in the first two scrimmage games, after the initial assessment each coach in conjunction with the Division Coordinator will identify five of his peers playing the same position that have similar skills to the player. The player will continue to be ranked against these five peers for the remainder of the tryouts by both the other coaches and the division coordinator.

- Parent Coach will supply the other coaches and the Division Coordinator with a list of 3 players he deems equivalent to his child from the list of five at the end of the tryouts (prior to the draft). The Division Coordinator will review the list and approve.
- The other coaches will then supply the Parent Coach and the Coordinator with their choices of player they would chose instead of the Parent Coaches Player from the list of three players provided in their preferred order.
- Once selected the top player from the other two coaches will be placed on the respective draft teams and will not be part of the draft.
- If one of the two other coaches cannot make a selection from the list, the Division Coordinator will select the player he ranked as highest from the list of three.

8.2 Draft Process of Bantam AAA Released Players

- The team that selected third in the initial draft will select first. Each team will alternate selecting the released players until all the released players from Bantam AAA have been taken. Players may only be selected after they have been released from the AAA team; pre-selecting players still in the AAA camp will not be permitted.
- If the original card draw winner deferred his selection to be able to select first in the AAA release draft then the order will be as follows

Draft Order

1	3	2
3	2	1
2	1	3

8.3 Minor Midget AAA Draft Policy

8.3.1 Eligible Players

- All Players who have been registered and who participate in the try-out process will be eligible for the draft.
- Injured players who have been identified and listed with the Division Co-ordinator will not be required to participate in the tryouts and would be draft eligible.
- Players who are attending WHL or Junior A camps and are not available for the tryouts will also be eligible for the draft, provided they have informed the Divisional Coordinator.

- Any other exceptions will require approval by the VP of Operations.

8.3.2 Draft Procedures

- The determination as to which team selects first will be made by a coin toss. Toss will be conducted by the AAA co-ordinator.
- Draft selection will be by position (goalie, defense, forward)
- The winner of the coin toss will have the first selection and will choose which position to start with, in the first round.
- The first round of the draft will start with the team that won the toss selecting the first player, the team picking second will then select the next player, the draft will continue with each team selecting a player until all the players from the selected position are taken.
- The team that chose second in the first round will have the first pick of the second round and will choose the next position to draft. The second round of the draft will start with team selecting first taking the first player, the team selecting second will take the next player, the second round will continue until all the players from the selected position are taken.
- The team that chose first in the first round will again select the first player of the third round, the team selecting second will then take the next player, the third round will continue until with each team selecting a player until all players are taken.

8.3.3 Draft Position of Parent Coach Players

- Parent coach is required to select his child player. The following are the draft procedures that will take place unless the Parent Coach agrees to draft his child with his first pick.
- Player will be assessed by both Coaches and the Division Coordinator in the first two scrimmage games, after the initial assessment each coach in conjunction with the Division Coordinator will identify five of his peers playing the same position that have similar skills to the player. The player will continue to be ranked against these five peers for the remainder of the tryouts by both coaches and the division coordinator.
- Parent Coach will supply the Other Coach and the Division Coordinator with a list of 3 players he deems equivalent to his child from the list of five at the end of the tryouts (prior to the draft). The Division Coordinator will review the list and approve.
- The Other Coach will then supply the Parent Coach and the Coordinator with his choice of Player he would chose instead of the Parent Coaches Player from the list of three players provided.
- Once selected the two players will be placed on the draft teams and will not be part of the draft.

- If the Other Coach cannot make a selection from the list, the Division Coordinator will select the player he ranked as highest from the list of three.

8.3.4 Draft Order of Midget AAA Released Players

- The team that lost the initial coin toss will select first. Each team will alternate selecting the released players until all the released players from Midget AAA have been taken. Players may only be selected after they have been released from the AAA team, pre-selecting players still in the AAA camp will not be permitted.
- If both coaches are in agreement the draft of released players may take place after all players have been released from the Midget AAA team. In the interim any released players will alternate practicing with both teams.

8.4 Midget AA Draft Process

8.4.1 Eligible Players

- Only players who have participated in the AAA/AA inter-squad games will be eligible to be drafted by one of the AA teams. Players who do not participate in the AAA/AA inter-squad game will be released back to their respective communities.
- Injured players who have been identified and listed with the Division Co-ordinator will not be required to participate in the inter-squad game and would be draft eligible. Any other exceptions will require approval by the VP of Operations.

8.4.2 Draft Procedures

- The determination as to which team selects first will be made by a coin toss. Toss will be conducted by the AA co-ordinator.
- Draft selection will be by position (goalie, defense, forward)
- The winner of the coin toss will have the first selection and will choose which position to start with, in the first round.
- The first round of the draft will start with the team that won the toss selecting the first player, the team picking second will then select the next player, the draft will continue with each team selecting a player until all the players from the selected position are taken.
- The team that chose second in the first round will have the first pick of the second round and will choose the next position to draft. The second round of the draft will start with team selecting first taking the first player, the team selecting second will take the next player, the second round will continue until all the players from the selected position are taken.

- The team that chose first in the first round will again select the first player of the third round, the team selecting second will then take the next player, the third round will continue until with each team selecting a player until all players are taken.

8.4.3 Draft Position of Parent Coach Players

- Parent coach is required to select his child player. The following are the draft procedures that will take place unless the Parent Coach agrees to draft his child with his first pick.
- Player will be assessed by both Coaches and the Division Coordinator in the first two scrimmage games, after the initial assessment each coach in conjunction with the Division Coordinator will identify five of his peers playing the same position that have similar skills to the player. The player will continue to be ranked against these five peers for the remainder of the tryouts by both coaches and the division coordinator.
- Parent Coach will supply the Other Coach and the Division Coordinator with a list of 3 players he deems equivalent to his child from the list of five at the end of the tryouts (prior to the draft). The Division Coordinator will review the list and approve.
- The Other Coach will then supply the Parent Coach and the Coordinator with his choice of Player he would chose instead of the Parent Coaches Player from the list of three players provided.
- Once selected the two players will be placed on the draft teams and will not be part of the draft.
- If the Other Coach cannot make a selection from the list, the Division Coordinator will select the player he ranked as highest from the list of three.

8.4.4 Draft Order of Midget AAA Released Players

- The team that lost the initial coin toss will select first. Each team will alternate selecting the released players until all the released players from Midget AAA have been taken. Players may only be selected after they have been released from the AAA team, pre-selecting players still in the AAA camp will not be permitted.

8.5 15 Year olds Playing Midget AAA

Criteria Required to be Eligible to Try-Out:

1. Must have played Bantam AAA in the previous season
2. Must have been selected to the Alberta Cup Team
3. Must have been selected as a draft pick within the WHL draft

Criteria to be Eligible to be Selected to the Team

Forwards

Must be ranked as one of the top six (6) positions.

Defenceman

Must be ranked as one of the top three (3) positions.

Goaltender

Must be able and designated to start a minimum of ten (10) games.

Exceptions

In rare cases an exceptional player may come into the organization who does not meet the criteria to be eligible to try-out. There may also be a player who has developed exceptionally after completing Bantam and does not meet the criteria to be eligible to tryout. In either of these cases the Head coach may make an application to the Midget AAA co-ordinator and the Association Board for adjudication and determination if eligible to try-out.

- If all respective parties are in agreement, then said player will be permitted to try-out for the team.
- Should any of the parties involved with adjudication disagree, then that player will return to Minor Midget AAA.
- Should any of the deciding parties have a conflict arising from having a player try-out for Midget AAA (regardless of age) they will declare that conflict and abstain from the decision-making process.

9.0 Financial Assistance Program

This program is a limited fund to be applied to only those players who have already applied for outside financial assistance such as Kidsport or Flames Even Strength Program, which require some type of financial disclosure to determine the inability to pay registration fees. Funds from this policy are eligible to be applied only to CNHA registration fees. All of the following stipulations must be met:

1. The application must be made in writing to the CNHA Treasurer and is to be approved by a committee of no less than three (3) CNHA board members, to be determined annually.
2. The total sum available to all applicants is to be determined when the budget is set each year. The amount will be distributed by the above-mentioned committee, with each applicant to receive no more than a matching grant received from an outside financial assistance program (eg., Kidsport or Flames Even Strength Program). For example, if the applicant receives a \$600 grant from Kidsport, he is then eligible for an amount not exceeding \$600.
3. As with the other assistance programs, the eligible amount will decrease each year, and will only be available for a maximum of four (4) years.

4. All bingo and yearbook commitments must be honored. Working extra bingos and raising extra fees through yearbook advertising should also be attempted. The applicant is also responsible for all the team fund raising programs. It is important for any team officials aware of these circumstances to maintain and guard the privacy of the applicant.

10.0 GameBreaker Plus Software Workstation Policy

10.1 Description of Workstation

This workstation includes a MacBookPro 15", 2.53 GHz processor with 4 GB RAM, the Sportscode Gamebreaker Plus software, the Canopus Converter and all cables required for it's use. This equipment and software is the property of the Calgary Northstars Hockey Association, and must be relinquished to the Association upon request.

10.2 Team Access

Each team will be provided with an external hard drive with firewire support LaCie 1TB d2 Quadra v.2.1 7200 HDD/b or it's equivalent to be used for the team's video storage. Since the laptop has limited hard drive space, it is expected that each team will store their video footage on the external hard drive provided. The laptop will be periodically checked to ensure compliance with this request. The hard drive is to be ejected properly after each use (or this has the potential to seriously slow the laptop down). Each team is to provide its own video camera to import video feed directly into GameBreaker.

Note: The video either has to have firewire capability already (as GameBreaker currently only allows video which can interface with this cable) or the use of the Canopus converter, and cables must be used. (See Help document with laptop)

10.3 Access Policy

Since there is the potential for multiple team use of the workstation, proper hand-off policy must be adhered to.

Proposal: A hand-off sheet should be signed each time the equipment is handed off to another coach. An email should also be sent to the Development Committee or IT Support specifying where the equipment is currently located. The hand-off should include firing up the system and evoking software to show that everything is still working properly. If problems are found, this must be brought to the attention of the Development Committee/IT Support. Contact info can be found on the sign-off sheet that's kept with laptop. Not all team accounts have Administrative privileges so they should not attempt to resolve problems.

Consideration: If the system is found damaged, what is the policy going to be? If the team has some liability for damages, then we need to have them sign something so they are aware they are assuming liability. I would suggest that if damage appears to be caused by negligence, abuse or loss, then the team should be responsible for all costs associated with restoring the workstation.

Consideration: Does the CNHA have insurance for loss of equipment? We may want to see how much a rider policy will cost. It would be strictly for the cost of the laptop (ie., as long as we have the key, we can download the software to another laptop). I'm not sure what three years of rider would be.

10.4 Software Updates

Updates to the Operating Systems software, as well as the GameBreaker software, will be done by Association personnel/technical support. This cannot be set to automatic as operating systems updates in the past have broken various aspects of the software. Support will wait until the software has been tested on updates to the O/S, before updating the Mac updates.

10.5 Help for Users

Suggestion: A document (kept with the laptop/converter and cables) should be prepared that includes simple Mac Help, the Apple help line and serial number of the laptop (which is required for AppleCare), as well as support information for GameBreaker.

Usually one support contract means you get a single contact for help. If Brad wants to be this person (the individual who will be contacting Lindsay directly), then he would have to be the go-to person within the organization who would go to Lindsay if Brad couldn't solve the issue. This could just for the current season, and should be re-evaluated for next season.