

# **CROWCHILD HOCKEY ASSOCIATION**

## **ADMINISTRATION POLICY GUIDE**

1. The Board of Directors shall appoint an administrator or administrators for the purpose of administrating the financial and administrative functions of the Association. The Board may choose to separately delegate the administrative and financial functions.
2. The title shall be “Crowchild Hockey Association Administrator”.
3. The Administrator is responsible to the Board of Directors, but shall report solely to the President. Any suggestions by the Administrator must be made through the President. He will assist the President and the Board.
4. The term of office shall be set by the Board of Directors and shall allow for a six month transition period when another person takes over.
5. The Administrator will attend Board Meetings and act as advisor but will not be a Director and will not have a vote on the Board.
6. The duties of the Administrator shall include
  - a) financial duties -the Administrator will look after the daily running of the Association's bank account and investments. The Administrator shall prepare monthly bank reconciliations and summaries of the financial position for presentation at monthly Board Meetings. The Administrator shall keep a record of payments made, fees collected and banked, and refunds made, within the terms of the By Laws and Policies. As approved by the Board in the budget or by specific motion, the Administrator shall ensure valid expenses are paid. The Administrator shall ensure that Calgary Minor Hockey Association fees are made correctly and that any GST payments, as required, are properly submitted.
  - b) secretarial duties -the Administrator will collate and distribute the agenda for meetings; take minutes; attendance; keep a calendar; list of registrants in hockey program; be the association contact person for financial queries.

- c) registration duties- the Administrator will organize the registration process and liaise with the Community Associations regarding memberships and user fees.
  - d) ice scheduler – the Administrator shall be responsible for preparing the home game ice schedule with MHAC, and the practice ice schedule for all designated Crowchild hockey teams. These schedules are distributed to the Crowchild Twin Arena, all teams and coordinators.
  - e) other duties – the Administrator shall perform other duties or special projects as directed by the Board of Directors
7. Financial compensation to the Administrator shall be set by the Board of Directors.
  8. The Association shall reimburse the Administrator for any direct costs relating to supplies or other valid expenses approved by the President.
  9. The Treasurer, with the assistance of the Administrator, shall prepare and present to the Board of Directors an Operating Budget for the following July 1 to June 30th period on or before May 1st. Upon review, revision and final acceptance by the Board of Directors, the Operating Budget shall be forwarded to the Community Associations.
  10. Following the year end (June 30th), the Administrator shall arrange for the audit of the Association's records and financials. The Board will appoint an auditor on an annual basis.

# **CROWCHILD HOCKEY ASSOCIATION**

## **DIRECTORS POLICY GUIDE**

1. Board Directors shall be drawn from individuals resident in the association and interested in running the program rather than a pro-rata representation from the Member Communities. However, every effort must be made to ensure adequate representation for each of the three member communities.
2. It is mandatory that the Board appoint a Director to liaise with the respective community associations. The appointed liaison should request copies of their Association's minutes.
3. Two directors shall be assigned the position of Division Director for the following groups:
  - i) Junior Division (Initiation to Atom Program)
  - ii) Senior Division (PeeWee to Junior Program)An assistant director shall be assigned to each Division Director.
4. These directors will be responsible for the liaison/communication with the coordinator, division parents, players, teams, etc. to ensure open and complete communication regarding the specific Division activities during the season. The Division Directors shall recommend coordinators and work closely with those coordinators to ensure implementation of Board Philosophy and Policy. These directors shall inform the Referee director of any notified suspensions.
5. Other directors will be assigned specific responsibilities towards the objective of diversifying responsibility for the program and encouraging a team approach to the Board operations.
6. Annual attendance of at least 50% of Board Meetings is required. If this is not attained the Director may be requested to resign.

# **CROWCHILD HOCKEY ASSOCIATION**

## **DISCIPLINE POLICY GUIDE**

1. Crowchild Hockey has a zero tolerance for abuse, harassment or disrespect of others or their property.
2. Each team's coaches with its parents will establish consequences for any misbehaviour in the dressing room, during a game or practice or other team activity.
3. In the interest of their aim and philosophy, the Board of Directors reserves the right to suspend a player, coach and/or parent from Crowchild Hockey who has violated the Canadian Minor Hockey Association "Fair Play Pledge".
4. Discipline will follow a 4 step process:
  - Established consequences are acted upon at the coach / team level. Board notification is not required
  - If the behavior continues and the Division Coordinator and Division Director are notified, a three (3) game suspension may be given. Practices will be forfeited for the duration of the suspension period.
  - If the situation is not resolved the Discipline Committee will be convened consisting of the Division Directors for the Senior and Junior Divisions and the Board President. Other participants at the meeting to include the Player, Player Parent(s), Level Coordinator, Coach(s), and Team Manager. A hearing will be held and remedial action will be recommended.
  - If the remedial action is not followed or further infractions occur the Player will be dismissed from the team and Crowchild Hockey Association and a pro rated refund will be provided.
5. If the Player's behavior/infractions continue from season to season, the four (4) step process will be accelerated and past season incidents will be weighed towards current season dismissal.

# **CROWCHILD HOCKEY ASSOCIATION**

## **EVALUATION POLICY GUIDE**

1. The coordinators are appointed for a one year term (June 1 to May 31st) and may be re-appointed as often as they wish if it meets with Board of Directors approval. The Board encourages that new coordinators be brought into a program every second year as an assistant coordinator in order that they can become an effective coordinator the following year.
2. Board of Directors approval is required for all coordinators.
3. Coordinators shall be appointed by May 31st each year.
4. Coordinators, with the assistance and approval of the Division Director, will appoint Evaluators each year prior to the commencement of their respective Division evaluations. The Board of Directors shall make available a list of all prospective candidates. They may request the assistance of the Coordinators and Coaches that will be providing players to their respective age group.
5. Evaluators must be selected from a cross section of the teams that will be providing players to the respective age groups. The Board of Directors encourages the use of outside evaluators to provide potentially objective and unbiased evaluation of the players.
6. All participants trying out for "AA" or "AAA" must participate in the Crowchild evaluations to get proper placement.
7. The intent of the annual player evaluations is to properly match the player's ability to the appropriate level of competition with a team environment. Some effort can be made to accommodate special circumstances prior to the setting of the teams and at the discretion of the Division Director.
8. The general evaluation process is as follows:
  - a) prior to September 1 the Coordinator shall allocate colour placement based on the player's previous year's CHA team and anticipated skill level
  - b) new players to CHA are allocated to the entry level color group

- c) evaluations should consist of skating and skill drills to ensure proper placement of players with similar skill levels
- d) the coordinator may schedule inter-squad games or exhibition games with other communities
- e) the Board encourages a balance between skill and game activities during the evaluation process
- f) final placement of the players per team complete with recommended coaches is to be presented to the Board of Directors immediately following the last evaluation.
- g) the Coordinator and the Division Director will make assumptions relative to Bantam Minor players and above who may be potential cuts from the AA and AAA Programs
- h) where a first year player in a division is evaluated as equal to a second year player in that division, the second year player will be given priority placement. A first year player must clearly be a better player to take the spot of a second year player.
- i) in the case of a second year player within an age category, every attempt will be made to place those players at a higher level or a level no less than he played at the previous year.
- j) a player with an injury or illness that prevents him from participating in the evaluation process will be placed on a team at the discretion of the Division Director.

# **CROWCHILD HOCKEY ASSOCIATION**

## **GENERAL POLICY GUIDE**

1. Each player in a team shall have equal (as practical) ice time and while every effort should be made to have competitive teams, winning shall not be the only objective of the teams to the detriment of the rest of the philosophy of the Association.
2. No registered player shall be removed from CHA without the permission of the Board of Directors.
3. All participants in the program must follow current Minor Hockey Association of Calgary (MHAC) Rules & Regulations regarding Residential Qualifications (current season's rule book can be viewed on web site of MHAC – [www.hockeycalgary.com](http://www.hockeycalgary.com)). The Member Communities that form Crowchild Hockey Association are Varsity, Silver Springs and Scenic Acres. Non-resident players will not be accepted for registration in a program except to allow a full complement of teams and only after registration is approved by the Board of Directors. Registration of non-resident players is conditional on all releases being obtained in accordance with the regulations of the MHAC. Acceptance of an out of community player does not automatically allow a player to progress through the program with Crowchild Hockey. Continuation through the Crowchild system as a non-resident must be applied for and reviewed by the CHA Board of Directors on an annual basis. During the hockey season, if a player's family moves out of CHA's resident communities' boundaries, they must immediately notify the CHA Administrator.
4. Any fund raising and/or sponsorship on behalf of individual teams and programs must have the prior written approval of the Board of Directors.
5. Maximum parental involvement in the program is both necessary and essential, and is required as a condition of a child being accepted into any program.
6. Players or Officials disciplined by the league may be subject to further investigation and discipline by the Board of Directors. Any situation concerning discipline must be brought to the attention of

the Coordinator immediately, and the Coordinator must inform the Board within twenty-four (24) hours.

7. Parents must be notified by the Board of Directors of any major disciplinary action taken against their child within forty-eight (48) hours of the Board being notified.
8. Anyone who fulfills a role in the Association must adhere to the Crowchild Hockey Association Sports Philosophy.
9. Coaches must do their best to develop the athletic skills and good sportsmanship of the players through fair and just opportunity in games and practices throughout the season.
10. Team coach/manager of any team traveling to games/tournaments outside of the City, must comply with the rules outlined in the current season's MHAC Playing Rules and must obtain a travel permit in accordance with the requirements outlined.
11. Each team coach must arrange to hold a minimum of two (2) parent meetings during the season to discuss team goals, philosophy, objectives, rules, etc.
12. No player will be released from the Association's program, to play in the program of another hockey association, when there is space for him to play in the program of the Association unless approved by the Board.
13. Participants terminating their registration will receive a refund (net of a \$30.00 processing fee) of :
  - 100% prior to evaluations
  - 75% prior to September 30<sup>th</sup>
  - 50% prior to November 15<sup>th</sup>
  - 0% thereafter

An injured player who is required to withdraw from the program will be eligible for a pro-rated refund. No refunds will be issued after February 28 of the playing year. Any exception and/or special consideration shall be reviewed by the Board of Directors.

14. Eligible players are encouraged to register for "AA" tryouts. However, to insure a place within the Crowchild program, a player going for "AA" tryouts must first register in the CHA program by September 1 of the playing year. When registering they will be



required to hold a current community association membership and pay any respective user fees. Hockey registration fees can be post-dated to October 15<sup>th</sup> of the playing year. Any player registered in the CHA program will be guaranteed a place up to October 15<sup>th</sup> in the event that his "AA" tryout is not successful (subject only to the Association's evaluation). After this date, cuts will be accommodated providing there is room in the program. The Coordinator will decide team placement. Any player who has not registered in the CHA program by September 1 will not be guaranteed a place if his tryout with "AA" is not successful.

15. Players registered in the Association's program may be affiliated to an "AA" team with the permission of the Division's Board Director, but must also have the written permission of his team's Head Coach for the "AA" game or practice they attend. Any player who fails to get the required permission before taking part in "AA" games or practices will receive disciplinary action of a three (3) game suspension. Any repeat infraction will be brought before the Board of Directors for further disciplinary action.
16. All players must play within their respective categories. Players cannot be moved up or down an age category. The only exception, with Board of Directors approval, is the movement of goaltenders upward to fill a shortage.
17. All facilities, including uniforms and equipment, must be properly maintained by those using them. Team sweaters are not to be used as practice jerseys and any advertising, etc. is to be affixed to team jerseys without the prior approval of the Board. The coach or his designate assumes responsibility for those jerseys/equipment assigned to his team.
18. Any Crowchild Hockey team participating in any games/tournaments must wear the CHA designated away or home jersey.
19. No name bars are to be affixed to Crowchild Hockey home or away sweaters

# **CROWCHILD HOCKEY ASSOCIATION**

## **REFEREE PROGRAM POLICY GUIDE**

1. Responsibility for the recruitment and development of CHA referee program shall be with the assigned Board Director and their appointed Committee.
2. In consultation with the Board of Directors, the Director of Referees will set a maximum limit on the number of CHA officials.
3. The selection process for the program will utilize the following factors;
  - Individuals with prior experience in the program will be given priority, provided they have fulfilled previous Minor Hockey week commitments and conducted themselves in an appropriate manner.
  - The need to have officials representing a cross-section of age, experience and ability.
4. Officials will be evaluated during the season to ensure they are assigned games at an appropriate level, to provide feedback for their development and to respond to feedback from CHA team representatives. The CHA teams will be given opportunity to provide written feedback to the Referee Committee with respect to the CHA official's performance.
5. The Referee Committee will assign officials for all games requiring community officials (i.e. PeeWee 5 – 10, Atom and Novice teams), including league, tournament and exhibition games.
6. The Committee will endeavor to assign games on an equitable basis, recognizing the limitations imposed by skill level, Central Zone officiating assignments and CHA playing commitments.
7. All attempts will be made to not assign an official games where a sibling or immediate family member is involved as a player or coach.
8. Community officials will be paid an amount that will be determined each season by a vote of the Board of Directors.

9. Referees will be reimbursed for their annual Referee Clinic fee when they have attended training clinics, completed Minor Hockey week assignments and when this reimbursement has been approved by the Referee Director.
10. Community referees will be expected to officiate two (2) Minor Hockey week games on a volunteer basis. Officials who fail to meet this commitment may at the discretion of the Director of Referees, have their game assignments restricted for the remainder of the season. Individuals who officiate more than two (2) games will be compensated for excess games at the current rate for community officials.
11. Each team using community officials will be required to assign an adult to be a mentor. The role of the mentor is to provide adult support to CHA officials and to ensure a positive atmosphere for officials to learn and grow through their officiating activities.
12. The Referee Committee will represent the CHA or its teams in dealing with incidents with respect to Central Zone officials.
13. Issues of discipline involving community officials will be dealt with by the Referee Committee.
14. Complaints about referees, coaches, managers, players, parents or fans will be sent to the Referee Director for review and then will be forwarded to the CHA President for action.

# **CROWCHILD HOCKEY ASSOCIATION**

## **REGISTRATION POLICY GUIDE**

1. All returning participants will be given an opportunity to register for the next season at the Arena early in June or after that date at their respective Community Association office by June 30.
2. Late registration will be allowed after June 20 subject to availability within the program. A late registration fee of \$50.00 will be charged and no registration will be accepted without payment of this late fee.
3. To coincide with the annual budget preparation and prior to registration, the fees for the respective levels in the CHA program shall be set. These fees shall be communicated to the members for registration purposes.
4. Payment can be in the form of a lump sum payment, cheque or credit card, payable on September 1 or if paying by cheque there is the option to post date a \$100 cheque to February 1 of the following year. Any special financial arrangement beyond the above shall be approved by the president.
5. Responsibility for the registration process shall be with the Administrator. All directors are expected to aid in the registration day.
6. All registrants must have a current community membership and live within the boundaries of Varsity, Silver Springs or Scenic Acres. Each registrant shall also be responsible for any and all charges put forth by these communities for their participation in the program. This applies also to those players who chose to try-out for the 'AA' program.
7. The following is a standard timetable and guideline for the registration process:
  - a) Beginning of April- information to community newsletters
  - b) Beginning of April - Crowchild Twin Arena to be contacted  
Community Representatives to be contacted to insure their participation on Registration Day and to confirm user fees and membership fees

- c) April 15 - data base ready to email registration documents. Volunteer Form, Information Sheet, Fee Schedule, and Coaches' Review also ready emailing.
  - d) May 15 -Crowchild volunteers to be in place for Registration Day
  - e) Beginning of May - advertising signs in place
  - f) 4th Saturday of May set as registration day
8. Participants terminating their registration will receive a refund (net of a \$30.00 processing fee) of:
- a) 100% refund prior to Evaluations
  - b) 75% prior to October 15<sup>th</sup>
  - c) 50% prior to November 15<sup>th</sup>
  - d) 0% thereafter

Withdrawal due to injury shall be pro-rated to the time lapsed in the season. The refund shall be net of a \$30.00 processing fee. Any exception and/or special consideration shall be reviewed by the Board of Directors.

# CROWCHILD HOCKEY ASSOCIATION

## PRIVACY POLICY

Crowchild Hockey Association is a non-profit organization as it is incorporated under the Societies Act. Non-profit organizations are subject to Alberta's Personal Information Protection Act (PIPA) as will cover to the extent that personal information is collected, used or disclosed during a commercial activity.

PIPA (Alberta) does not define commercial activity however it refers to the Federal PIPEDA which states that

"most non-profits are not subject to the Act because they do not engage in commercial activities. This is typically the case with most charities, **minor hockey associations**, clubs, community groups and advocacy organizations. Collecting membership fees, organizing club activities, compiling a list of members' name and addresses, and mailing out newsletter are **not** considered commercial activities."

In the best interest of the Association and its members, Crowchild Hockey Association has adopted the following policy:

1. Crowchild Hockey Association has been always committed to respecting the collection and use of its members' personal information. Personal information is defined as information about an identifiable individual. This commitment will assure the members that their personal information will be treated appropriately.
2. Crowchild Hockey Association is committed to maintain physical, technical and procedural safeguards that are appropriate to the sensitivity of the personal information in question. These safeguards are designed to prevent its member's personal information from loss and unauthorized access, copying, use, modification or disclosure.
3. Crowchild Hockey Association may share personal information with selected members to assist with establishing and managing our relationship with its members.

# **CROWCHILD HOCKEY ASSOCIATION**

## **CASINO VOLUNTEER POLICY**

1. Each CHA team is required to provide ONE casino volunteer and TWO alternate volunteer name to CHA Administrator.
2. These names must be forwarded no later than November 1st of the current hockey season.
3. Casino volunteers and alternate volunteers are responsible to work any casino scheduled between November 1st thru to October 31st of the next season.
4. Failure to provide the CHA Administrator a casino volunteer and an alternate volunteer, will result in practice ice being denied until these names are put forward.
5. It is the responsibility of the person listed as the Casino volunteer to find a replacement if they are unavailable to make their scheduled shift. It is also the person's responsibility to notify the CHA Administrator of this change.

# **CROWCHILD HOCKEY ASSOCIATION**

## **POLICE SECURITY CLEARANCE POLICY**

1. Any adult volunteer (coaches, assistant coaches and managers) whose name is on a CHA team roster is required to submit a police security clearance request form no later than November 1<sup>st</sup> of the current playing season.
2. Coaches, assistant coaches and team managers must complete the police security clearance request form in the presence of the CHA Administrator.
3. There is no cost to the individuals who have been requested to complete the police security clearance request form.
4. Police security clearances will be valid for a period deemed sufficient by the Board of Directors.



# **CROWCHILD HOCKEY ASSOCIATION**

## **JOB DESCRIPTIONS**

### ***President***

The President of the Association is its "Chief Executive Officer" and the primary spokesman who interprets its principles, policies and purposes. This individual also interprets and enforces all "Executive Decisions" of the Board of Directors to all related individuals or groups. The President shall fulfill a coordinating, motivating and mediating responsibility with the Association's Board, Committees or any other group within the Association. He shall interpret, guide and counsel all Association individuals and groups in order that they are always prepared to make a responsible decision on any Association matter that may arise relevant to each of their respective functions. The President shall be a signing authority for all contracts, leases, agreements and financial transactions made out in the name of the Association. The President shall be an "ex-officio" member on all Association Committees and shall be responsible for the orientation, education and assignment of all elected Directors to their various responsibilities on the Board. The President shall maintain a monitoring program to ensure that the Association is always functioning legally within the provisions of the registered bylaws, and the internal rules and policies and that the elected Board and its committees are always acting to meet the greater needs of the Program.

### ***Past President***

The Past President is an Honorary Member of the Board of Directors and Executive Committee, primarily for continuity. A Past President's role is one of consultant and advisor to the President and the Board.

## ***Treasurer***

The Treasurer shall be appointed by the President for the duration of his/her term as a Board Director. The Treasurer shall work in conjunction with the Administrator to ensure that the financial affairs of the Association are in order. These include financial transactions, monthly accounting at board meetings, budget preparation and annual audit. Responsibilities, some of which may be delegated to the Administrator, are summarized as follows:

- Develop and maintain reporting systems which have every committee, group or individual turning over all their revenues and expenditures so these can all be accurately recorded in the Association's records and accounted for to the members
- Shall prepare and present financial statements for the Board and the members which contain all the Association's revenues, expenditures and cash balance situations
- Shall prepare all the Association's financial records for audit, and then be responsible for its completion and presentation to the Association's members
- Shall ensure all payments are properly authorized before payment, prepare all cheques and shall be responsible for obtaining the required signatures on said cheques
- Shall be responsible for all banking transactions, safety deposit boxes, cash assets, bonds and other assets
- Shall request annually for each committee, their projected guide of expenses and incomes for the coming year which shall be then correlated into one Association annual Budget for approval by the Board and ratification by the membership
- Annual Association Budget must be closely adhered to or taken back to the members if change is required
- Is one of the co-signing authorities with the President

## ***Administrator***

The Administrator shall be appointed by the Board of Directors for the purpose of administrating the financial and administrative functions of the Association and shall not be an elected Director. The Administrator shall be responsible to the Board of Directors but shall report solely to the President. The term of office shall be set by the Board of Directors. The Administrator works in conjunction with the Treasurer and function is summarized as follows:

- The Administrator will look after the daily running of the Association's bank account and investments.
- The Administrator shall prepare monthly bank reconciliations and summaries of financial position for presentation at monthly Board Meetings.
- The Administrator shall attend Board Meetings and act as an advisor but will not be a director and will not have a vote on the Board.
- The Administrator shall keep a record of payments made, fees collected and banked, refunds made, within the terms of the By Laws and Policies.
- The Administrator shall ensure valid expenses are paid as approved by the Board of Directors in the budget or by specific motion. The Administrator shall ensure Minor Hockey Association fees are paid correctly and that any GST payments, as required, are properly submitted.
- The Administrator will collate and distribute the agenda for meetings, take minutes, attendance, keep a calendar; and list of registrants in the program.
- The Administrator shall be the Association's contact person for financial queries.
- The Administrator shall organize the registration process and liaise with the Community Associations and the Registration Committee regarding details relating to the Registration Process.
- The Administrator shall arrange for the audit of the Association and provide all necessary information to the auditor to ensure an accurate and efficient audit of the Association.
- The Administrator shall assist the Audit Committee.

### ***Division Director, Junior Divisions***

The Division Director must be a duly elected member of the Board of Directors and shall be appointed for a term of one (1) year by the President. The Division Director shall be responsible for the coordination at the Board Level of the Initiation, Novice and Atom Divisions. The Division Director shall be a member of the Executive Committee, Evaluation Committee and Discipline Committee. Specific functions include:

1. Recruitment of Division Coordinators and Assistant Coordinators and subsequent recommendation to the Board of these individuals. (Coordinators for following season to be appointed by May 31.)
2. Assist Division Coordinators in the evaluation process and monitor this process in light of the Association's Philosophy and Policy Guidelines.
3. Assist Division Coordinators in their selection process for coaches and assistant coaches within the Division.
4. Assist Division Coordinators in the seeding round placement of the various teams within their Division.
5. Monitor the progress throughout the season of the various teams.
6. Communicate with all parties (coordinators, evaluators, parents and players) as to the goals and philosophies of the evaluation process.
7. Provide assistance and guidance to the Coordinators with respect to issues raised by all parties during the tenure of the Coordinator.
8. Gather feedback from the Coordinators and/or coaches with respect to issues addressed by the Evaluation Committee, Discipline Committee or the Board in general. Nothing contained herein shall force a Division Director to agree with those opinions brought forward and the Division Director may, in keeping with his/her responsibilities to the Association Philosophy and **Policy Guidelines**, express his / her own opinions as well in these forums and should vote accordingly.
9. It is recommended that a Division Director not serve more than 2 consecutive terms.

### ***Division Director, Senior Divisions***

The Division Director must be a duly elected member of the Board of Directors and shall be appointed for a term of one (1) year by the President. The Division Director shall be responsible for the coordination of the Peewee, Bantam, Midget, Juvenile and Junior Divisions at the Board Level. The Division Director shall be a member of the Executive Committee, Evaluation Committee and Discipline Committee. Specific functions include:

1. Recruitment of Division Coordinators and Assistant Coordinators and subsequent recommendation to the Board of these individuals. (Coordinators for following season to be appointed by May 31)
2. Assist Division Coordinators in the evaluation process and monitor this process in light of the Association's Philosophy and Policy Guidelines.
3. Assist Division Coordinators in their selection process for coaches and assistant coaches within the Division.
4. Assist Division Coordinators in the seeding round placement of the various teams within their Division.
5. Monitor the progress throughout the season of the various teams
6. Communicate with all parties (coordinators, evaluators, parents and players) as to the goals and philosophies of the evaluation process.
7. Provide assistance and guidance to the Coordinators with respect to issues raised by all parties during the tenure of the Coordinator.
8. Gather feedback from the Coordinators and/or coaches with respect to issues addressed by the Evaluation Committee, Discipline Committee or the Board in general. Nothing contained herein shall force a Division Director to agree with those opinions brought forward and the Division Director may, in keeping with his/her responsibilities to the Association Philosophy and Policy Guidelines, express his/her own opinions as well in these forums and should vote accordingly.
9. It is recommended that a Division Director not serve more than two (2) consecutive terms.

### ***Director, Division Assistant***

The Director, Division Assistant will be appointed by the President for a term of one (1) year following consultation with the respective Division Director. This position shall be responsible for assisting the Division Director Junior or Senior Divisions in all aspects of the Division Director's responsibilities.

### ***Director, Tournaments***

The Director, Tournaments shall be appointed by the President for a term of one (1) year. Responsibilities are summarized as follows:

- Liaise with the Manager of the Crowchild Twin Arena for the slotting of times in which Association teams can schedule tournaments. Liaise with Association Teams in the scheduling of tournament games.
- Ensure all Association Philosophy and Policy Guidelines are complied with during the course of tournaments held by Association Teams.
- Prepare and circulate to all Team Tournament Coordinators a standard discipline summary in keeping with Association Philosophy and Policy Guidelines as well as the general guidelines used by the Minor Hockey Association of Calgary with respect to suspensions. It is the policy of Crowchild to follow the suspension criteria of MHAC as followed during normal league play. The Director, Tournaments shall also direct all supplementary discipline cases, whether same relates to a Crowchild Player/Coach/Parent or to a non-Crowchild Player/Coach/Parent, to the Discipline Committee for review and shall coordinate the gathering of information related thereto with the aid the Division Directors and their Division Coordinators as necessary .
- Work with the Director, Referee Program to ensure the proper scheduling of referees for all Crowchild sponsored tournament games.

### ***Director, Equipment***

The Director, Equipment shall be appointed by the President for a term of one (1) year and shall be responsible for the inventory of, distribution of and return of any and all equipment/sweaters owned by the Crowchild Hockey Association. In addition, the Director, Equipment shall be responsible for the following:

- Maintenance of an inventory record of equipment/sweaters owned by the Association.
- Collection of deposit cheques by Association Teams with respect to sweaters and/or equipment of the Association.
- Return of deposit cheques to Association Teams as required.
- Liaise with the Administrator with respect to accounting for any forfeited deposits.
- Provide input into the annual budget preparation as to the needs of the Association for purchase of equipment/sweaters for the next season.

### ***Director, Referee Program***

The Director, Referee Program shall be appointed by the President for a term of one (1) year and shall be responsible for the running of the Associations Referee Program. Responsibilities are summarized as follows:

- Determine on an annual basis the requirements in terms of number of participants for the Referee Program.
- Provide guidelines for the Referee program to the Board of Directors for approval
- Maintain a list of qualified referees as participants in the Associations Referee Program and provide information to these participants for upgrading clinics.
- Ensure a fair and equitable assignment of games during the course of the season.
- Liaise with Central Zone with respect to the Association Referee Program.
- Provide an accounting by referee of games refereed and remuneration earned to the Administrator.



### ***Director, Communication***

The Director, Communication will be appointed by the President for a term of one (1) year and shall be responsible for the preparation, arrangement and distribution of all print material prepared by the Association including:

- Coaches' Manual
- Directors' Manual
- Coordinators' Manual
- Association Newsletters
- Registration mail-out

The Director, Communication with the assistance of the Administrator shall also be responsible for the posting of relevant material on the Crowchild Board located in the lobby of the Crowchild Twin Arena.

The Director, Communication shall also ensure that relevant and up-to-date information is posted on the Crowchild Hockey Association web site.

### ***Director, Special Projects***

The Director, Special Projects will be appointed by the President for a term of one (1) year and shall be responsible for specific project functions as defined by the President. In addition, the Director, Special Projects shall also have the following responsibilities:

- Organize and ensure the efficient running of all Association clinics such as the Hitting Clinic and Skating Clinics.
- Organize the process for team pictures.

### ***Director, Coaches Liaison***

The Director, Coaches Liaison shall be appointed by the President for a term of one (1) year and shall be responsible for the following:

- As a member of the Evaluation Committee, shall assist the Evaluation Committee and the Board in the selection process for coaches in the Crowchild Hockey Association.
- Monitor the qualifications of the Association coaches and circulate information to the Association coaches with respect to seminars.
- Ensure that all requirement levels are achieved by Association coaches and/or assistant coaches.
- To assist coaches/assistant coaches in practice preparation when requested.
- Review and investigate problems and/or complaints from parents/players, officials and/or Minor Hockey as they relate to Association Coaches/ Assistant Coaches.
- This function shall be in coordination with the Division Director and coordinator of the Program.
- Provide education and upgrading resources to the coaches/assistant coaches within the Crowchild organization.

### ***Director, Goaltenders***

The Director, Goaltenders will be appointed by the President for a term of one (1) year. The responsibilities are summarized as follows:

Organize and ensure the efficient running of any goaltender clinics.

Liaise with the Division Directors and Coordinators to ensure an appropriate goaltender evaluation during the Evaluation Process. Communicate with goaltenders and parents during the Evaluation Process to ensure these parties are familiar with the process.

Review the Evaluation Process and make any recommendations deemed necessary for improving the Process as it relates to goaltenders.

## **Coordinator**

A Coordinator shall be appointed to each age group within the Crowchild Hockey Association. The coordinator shall be recommended to the Board of Directors by the Division Director. The coordinator shall be approved by a vote of the Board (simple majority). The term of a coordinator shall be one (1) year (July 1- June 30). The following is a summary of the responsibilities of the coordinator:

### **A. REGISTRATION**

To aid the Registration Committee when requested

### **B. EVALUATION**

- select an assistant coordinator(s)
- select an evaluation team using the following criteria:
  - adequate number (minimum of 10 evaluators)
  - cross section of the age group (ensure the evaluators represent all levels and ages within an age group)
  - utilize outside evaluators, if available, for a small portion of the evaluators
  - prepare Evaluation Plan detailing drills, format, evaluation method, complaint process etc.
- review Evaluation Plan with Board Representatives (Evaluation Committee)
- communicate with previous coaches for input on special cases
- accumulate and tabulate evaluation results
- present recommendation for team rosters to the Evaluation Committee (at least 5 days following the last evaluation)
- present recommendations for coaches to the Evaluation Committee
- communicate rosters to players and coaches on a timely manner

### **C. SEASON**

- work with the Division Director to properly place the teams within the age group in the proper division for the seeding round and monitor the results of these teams for final placement work with the Division Director and the MHAC representative. In the regular season monitor the teams and coaches (including tournament / playoff games) to insure the CHA and MHAC rules, policies and philosophy are being adhered to. Track all injuries and suspensions from teams in the age group and report same to the Division Director. Communicate any player suspensions to the Director Referee Program.
- provide advice and guidance to all coaches and assistant coaches as required (seek information on their behalf when required)
- work with Director, Coaches' Liaison to ensure all coaches and/or assistant coaches have the appropriate coaching and/or first aid level requirements

- provide parents and/or players with an avenue to address concerns during the season
- represent CHA at any meetings sponsored by MHAC for the age group and relay CHA opinions and recommendations as appropriate
- investigate complaints relating to CHA players and/or coaches/officials as required