

# **Division Manager Aide Memoire**

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Welcome to the new start of the hockey season! My name is Luisa Perry and I will be your 1<sup>st</sup> Vice for this season. My role is to help guide you through the season and to help you should any issues arise with coaches, players or parents. At any point you feel you don't understand how to handle a situation, don't hesitate to reach out to me (cvmha.firstvice@gmail.com). Some of you have been Division Managers or Division Leads in the past and some of you will be brand new to this position, don't worry you will be able to find a lot of guidance as we will all work together. The purpose of this manual is to help answer a lot of the questions you may have as you move throughout the season. You will find many examples at the end of the manual that will be useful for each division that you can refer to for help. Of course, if you do not see an example or it doesn't quite answer your question please reach out to me. The first Ops meeting you attend will be a question and answer period and a "how to" in order to get your season up and running. You will be receiving a division package from the Registrar, Simon Morgan (simonmorgan360@gmail.com) with the names of all your players for the season and one email per player. For U11 division and above, the list of names you receive may include players trying out for the competitive/development (rep) teams. You do not need to contact them unless you are notified that they have been cut from the rep tryouts. You will need to decide if you wish to use your own personal email or create a new one you can use for hockey year after year. You will need to take the info package you receive and enter all of the players' email addresses and become the main liaison until team managers have been established. You will need to reach out to all of the players on your list to determine who are your Coaches, Safety People and First Aid certified people. You will also need to request any additional emails that each player wishes to have emails sent to. Once you or you and the coaches have created the number of groups you will have this season, I suggest you make up a spreadsheet with each player's pertinent info, turn those into different mailing groups as this will simplify the process. As player movement happens it is much easier to bounce them around in the spreadsheet and remove and add email addresses. It is also an easy way to do the hand off to your team managers if you have already created a working spreadsheet for them. Within this package you will find a section on which volunteers on a team you require and what their qualifications need to be. You will not be responsible for knowing if they have the correct qualification but instead you will pass the info along to Simon and he will make sure everyone is up to date. As well, I have created a guide to help you with your start up for the season, please follow the steps to ensure we are all on the same page and all heading in the same direction.

I look forward to working alongside you all this season and please remember I am here to help you.

Kindest regards,

Luisa Perry

## **1. Home Tournament Dates House**

U7: December 27, 2025 at GG, Sanction Number 2025-2026-3241

U8: February 13-14, 2026 at GG, Sanction Number 2025-2026-3246

U9: February 15-16, 2026 at GG, Sanction Number 2025-2026-3248

U11: March 6-8, 2026 at GG, Sanction Number 2025-2026-3249

U13: March 13-15, 2026 at GG, Sanction Number 2025-2026-3250

U15: March 20-22, 2026 at SC1 and SC2, Sanction Number 2025-2026-3251

U18: February 14-16, 2026 at SC1 and SC2, Sanction Number 2025-2026-3247

U21: December 28-30, 2025 at SC1, Sanction Number 2025-2026-3283

## **2. Home Tournament Dates Rep**

U11 Development A: November 7-9, 2025 at GG, Sanction Number 2025-2026-3240

U11 Development B: December 28-30, 2025 at GG, Sanction Number 2025-2026-3242

U13 Tier 1: October 10-13, 2025 at GG

U13 Tier 2: January 2-4, 2026 at GG, Sanction Number 2025-2026-3244

U15 Tier 1: November 7-9, 2025 at SC1 and SC2

U15 Tier 2: January 2-4, 2026 at SC1 and SC2, Sanction Number 2025-2026-3245

U18 Tier 1: October 10-13, 2025 at SC1 and SC2

## **3. Controlled Drugs and Substances/Alcohol Policy**

In accordance with VIAHA regulations alcohol shall not be consumed at team functions when players are present. This includes all hotel rooms whether players are present or not (you may not serve yourself or anyone else alcohol). The players are not to be left unsupervised by an adult at any time for the purpose of consuming alcohol of any sort. It is permissible to leave your player(s) in care of another adult while you consume alcohol responsibly at a licensed establishment and only if you are being served by an employee, however it is important to note that the association has zero tolerance for any adult operating a motor vehicle under any type of influence (whether it be alcohol or drugs). Please see the attached VIAHA Zero Tolerance Policy.

## **4. CVMHA Insurance**

Your player(s) are covered under CVMHA insurance for travel only to and from any arena. For example; if you were in Port Alberni for a tournament and you decided you wanted to leave on the Saturday to head to Nanaimo for lunch & you are in a motor vehicle accident you will not be covered.

Your player(s) would only be covered under the association's insurance if the accident occurred while traveling to the tournament or returning to your home association.

## **5. Dressing Room Policies**

**Rule of Two:** To best ensure safety for all participants, all minor hockey programs sanctioned by Hockey Canada and its Members are required to implement the 'Rule of Two' for all dressing rooms. The 'Rule of Two' requires two trained and screened adults to be present in the dressing room or immediately outside the dressing room with the door propped open to monitor the environment and ensure it is free of any discrimination, harassment, bullying, or other forms of maltreatment. The 'Rule of Two' remains in place when showers are in use.

**Prohibition on Violent Activities in Dressing Rooms:** To ensure the safety of all participants in the dressing room, no type of violent conduct of any kind (including locker room boxing), bullying, or hazing is permitted. It is the responsibility of coaches and team staff to ensure that no such violent behaviour is taking place in dressing rooms or dressing environments. Should anyone experience maltreatment in violation of this section of the Policy, a complaint may be submitted to Hockey Canada's Independent Third Party.

**Prohibition on Recording in Dressing Rooms or Dressing Environments:** To respect the privacy of participants, no videos, still photos, or voice recordings of any kind may be taken using any device with recording capabilities in a dressing room or dressing environment. Cell phones are only permitted to be used in a dressing room or dressing environment for the purposes of controlling music played in those spaces.

Quoted from: <https://cdn-ca.aglty.io/bc-hockey/image-gallery/memberinfo/Hockey%20Canada%20Dressing%20Room%20Policy.pdf>

## **6. Required positions within a team and clinic requirements**

### **Coaches (both Head and Assistant)**

Criminal Record Check (info to be obtained from the Registrar)

CATT (Concussion Awareness Training Tool) available as an online course  
<https://page.spordle.com/bch/clinics/1ef502e1-706b-61bc-aa1f-026050e0ed15>

Hockey Canada Coach 1 for U7 and U9 <https://page.spordle.com/bch/clinics/1f03a614-a7f2-609c-84b5-061ac785fee3>

Hockey Canada Coach 2 for U11, U13, U15, U18 and U21  
<https://page.spordle.com/bch/clinics/1f010b83-1539-64a4-8f97-06ee120d0117>

Respect in Sport for Activity Leaders available as an online course, takes a few hours to complete  
[https://bch.respectgroupinc.com/koala\\_final/](https://bch.respectgroupinc.com/koala_final/)

**Head Coaches only in U11 and above:** Checking <https://page.spordle.com/bch/clinics/1f040c9a-2522-6b84-9ade-02347ea6fef5>

**\*\*You should have a total of 3 or 4 Coaches per team\*\***

### **Team Manager:**

Criminal Record Check – refer to the Registrar

CATT course – please see above for web link

Respect in Sport for Activity Leaders – please see above for web link

### **Safety Person:**

Criminal Record Check – refer to the Registrar

CATT course – please see above for web link

Respect in Sport for Activity Leaders – please see above for web link

Hockey Canada Safety Person clinic – this course is available online and will take 3 to 4 hours to complete. It does not have to be done in one sitting. <https://page.spordle.com/bch/clinics/1f042302-ee0c-63be-aa05-0627b38ad1df>

**\*\*\*Without this person present at practices and games there will be no players allowed on the ice. With your first email out to all of your families please have those already qualified or interested in taking on this role let you know. You will need to let myself or Simon Morgan know so that we can ensure their qualifications haven't expired, or Simon Morgan will need to set them up with an HCR to become a Safety Person\*\*\***

**\*\*All costs are reimbursed to active Coaches, Assistant Coaches, Team Managers and Safety Persons.\*\*\***

### **First Aid Person:**

First aid clinic or professional such as doctor, nurse, paramedic

Criminal Record Check – refer to the Registrar

## **7. Hockey Operations Meetings**

All Division Managers are required to attend monthly Hockey Operations meetings which are held on the 2<sup>nd</sup> Tuesday of each month at 6:30pm. You will receive a reminder from the Secretary the week before the meeting. If you cannot attend the meeting, please find someone from your division – perhaps a team manager – who will be able to attend in your place.

## **8. Start-up Process for House**

### **U7:**

This season U7 will have practices/games on Fridays and Sundays. The Division Manager's job will be to separate the kids into two groups. The groups should be mostly divided based on year of birth with mostly first year aged players in one group and mostly second year aged players in the second group. To make things easier it is suggested you label them Group 1 and Group 2. These two groups will have separate ice times, back to back with no ice clean in-between. The first weekend of ice times will have no evaluations at all. Informal evaluations can commence after the first weekend in order to facilitate splitting each group of kids into smaller groups for jersey distribution. The Coaches and Division Manager will have a meeting to split the kids within each group into four or five colour groups for their jerseys. Remember when referring to the players in this division that they are called "Groups" not "Teams". Please keep in mind you need to have at least three Coaches with each group as well as a qualified Safety Person and First Aid Person.

U7 Division will be capped at 80 players.

### **U8:**

This season U8 will have ice on Friday through Sunday. You will follow Vancouver Island Amateur Hockey Association (VIAHA) rules and play half ice games and half ice practices all season long. No team is allowed full ice sessions at any time. The Division Manager will do their best to create Groups for the first month of hockey. The first weekend will be simply to get the players on the ice skating around with Coaches running some skills and drills. The second weekend will be Coach evaluated with the Coaches being responsible for evaluating the players. An example format is included in this package. Please keep in mind you need to have at least three Coaches with each group as well as a qualified Safety Person and First Aid Person. At least one coach from each group will evaluate while the other coaches run drills or referee scrimmages. After the third weekend of play the Division Manager will call a meeting immediately with the Coaches to divide the kids into balanced teams. During this process make sure you have identified Team Managers to make the transition to teams easier for yourself. You will be able to have the team managers hand out jerseys once the Coaches have finalized their rosters. Use the fourth weekend to confirm that the teams seem to be balanced, then have a second meeting with the coaches to confirm whether there is any movement required within the teams. Teams should be finalized by Thanksgiving.

U8 Division will be capped at 54 coed players – 3 teams and 1 Lightning team of 18 players.

### **U9:**

This season U9 will have ice on Fridays, Saturdays and Sundays. You will follow Vancouver Island Amateur Hockey Association (VIAHA) rules and play half ice games and practices until Christmas. The Division Manager will do their best to create Groups for the first month of hockey. The first weekend will be simply to get the players on the ice skating around with Coaches running some skills and drills. The second weekend will be Coach evaluated with the Coaches being responsible for evaluating the players. An example format is included in this package. Please keep in mind you need to

have at least three Coaches with each group as well as a qualified Safety Person and First Aid Person. At least one coach from each group will evaluate while the other coaches run drills or referee scrimmages. After the third weekend of play the Division Manager will call a meeting immediately with the Coaches to divide the kids into balanced teams. During this process make sure you have identified Team Managers to make the transition to teams easier for yourself. You will be able to have the team managers hand out jerseys once the Coaches have finalized their rosters. Use the fourth weekend to confirm that the teams seem to be balanced, then have a second meeting with the coaches to confirm whether there is any movement required within the teams. Teams should be finalized by Thanksgiving.

U9 Division will be capped at 54 coed players – 3 teams and 1 Lightning team of 18 players.

### **U11:**

This season U11 will have ice Friday through Sunday. The first three weekends of U11 division ice will be for player evaluation. The first weekend will be skills and drills and will be unevaluated. The next two weekends will be Coach led scrimmages to facilitate evaluations. Coaches will be responsible for evaluating the players and an example format is included in this package. As the Division Manager you will have two options available to you: 1: You can use last season's player evaluation forms to do your best at creating equal groups on the ice for the start-up; or 2: You may also choose to hold a Coaches' meeting prior to September 1<sup>st</sup> to have them help create groups. This is where you will need to use your discretion if a player does not wish to be with a certain Coach or family. If you choose to go it alone it is very important that you do your best to identify who the goalies are in order to spread them across the groups. Some of the players will also already have a preference for forward or defence and you should note those preferences in order to avoid having groups that are full of forwards or defence. It should be noted that each team should be comprised as evenly as possible of 1<sup>st</sup> and 2<sup>nd</sup> year players. Please keep in mind you need to have at least three Coaches with each group as well as a qualified Safety Person and First Aid Person. One of the Coaches from each group will act as the referee for the scrimmages while the others will evaluate. At the end of the second evaluated weekend, a Coaches meeting is to be held prior to Thursday morning to start moving players into groups that will resemble a "team". The first two weekends in October will be used to play at least one scrimmage game (no referees) against the opposing groups to see if you are balanced. Your last Coaches' meeting should be held no later than the Wednesday after Thanksgiving to make the final moves to create balanced teams. During this process make sure you have identified Team Manager to make the transition to teams easier for yourself. You will be able to have the team managers hand out jerseys.

\*\*\* Any Rep releases will be placed on teams evenly so as not to create a stacked team. It is best to confer with the Head Coaches, via email, on which team to place new additions to the U11 division. For late registrants, it can be beneficial to have them attend the first available ice time for an evaluation prior to adding them to a team.

U11 Recreational Division will be capped at 114 players – 6 teams.



## **U13:**

This season U13 will have ice Friday through Sunday. The first three weekends of U13 division ice will be for player evaluation. The first weekend will be skills and drills while the next two will be Coach led scrimmages to facilitate evaluations. Coaches will be responsible for evaluating the players and an example format is included in this package. As the Division Manager you will have two options available to you: 1: You can use last season's player evaluation forms to do your best at creating equal groups on the ice for the start-up; or 2: You may also choose to hold a Coaches' meeting prior to September 1<sup>st</sup> to have them help create groups. This is where you will need to use your discretion if a player does not wish to be with a certain Coach or family. If you choose to go it alone it is very important that you do your best to identify each player's position so that you don't end up with a team full of forwards or defence or no goalie. It should be noted that each team should be comprised as evenly as possible of 1<sup>st</sup> and 2<sup>nd</sup> year players. Please keep in mind you need to have at least three Coaches with each group as well as a qualified Safety Person and First Aid Person. One of the Coaches from each group will act as the referee during the scrimmages while the others will evaluate. At the end of the second weekend of scrimmages, a Coaches' meeting is to be held prior to Thursday morning to start moving players into groups that will resemble a "team". The first two weekends in October will be used to play at least one scrimmage game (no referees) against the opposing groups to see if you are balanced. Your last Coaches' meeting should be held no later than the Wednesday after Thanksgiving to make the final moves to create balanced teams. During this process make sure you have identified team managers to make the transition to teams easier for yourself. You will be able to have the team managers hand out jerseys once the Coaches have finalized their rosters.

\*\*\* Any Rep releases will be placed on teams evenly so as not to create a stacked team. It is best to confer with the Head Coaches, via email, on which team to place new additions to the U13 division. For late registrants, it can be beneficial to have them attend the first available ice time for an evaluation prior to adding them to a team.

U13 Recreational Division will be capped at 95 players – 5 teams.

## **U15:**

This season U15 will play Friday through Sunday. The very first ice touch for all U15 players will be a hitting clinic. You will want to ask for which players are interested in attending the hitting clinic and create groups for the different ice slots. You will also need to track which players actually attend the hitting clinic. There is no hitting in house hockey but we can never be sure that a house player won't get called up to play with the Tier 2 team. As the Division Manager you will have two options available to you: 1: You can use last season's player evaluation forms to do your best at creating equal groups on the ice for the start-up; or 2: You may also choose to hold a Coaches meeting prior to September 1<sup>st</sup> to have them help create groups. This is where you will need to use your discretion if a player does not wish to be with a certain Coach or family. If you choose to go it alone it is very important that you do your best to identify each player's position so that you don't end up with a team full of forwards or defence or no goalie. It should be noted that each team should be comprised as evenly as possible of 1<sup>st</sup> and 2<sup>nd</sup> year players. The start of the regular season will begin on the Saturday and will start right away with Coach led scrimmages to facilitate game play evaluations. Please keep in mind you need to have

at least three Coaches with each group as well as a qualified Safety Person and First Aid Person. One of the Coaches from each group will act as the referee while the others will evaluate. This process should continue through the end of the second weekend when you will hold another Coaches' meeting to start the balancing process. You may need to move many kids or just a few. Regardless of the number, the third and fourth weekends of scrimmages should see the groups become closer to balanced. At the end of the fourth weekend you will hold one more Coaches' meeting to move any players that are necessary. This meeting should be held no later than the Wednesday prior to Thanksgiving to make the final moves to create balanced teams. During this process make sure you have identified the team managers to make the transition to teams easier for yourself. You will be able to have the team managers hand out jerseys once the Coaches have finalized their rosters.

\*\*\* Any Rep releases will be placed on teams evenly so as not to create a stacked team. It is best to confer with the Head Coaches, via email, on which team to place new additions to the U15 division. For late registrants, it can be beneficial to have them attend the first available ice time for an evaluation prior to adding them to a team.

U15 Division will be capped at 95 players – 5 teams.

## **U18:**

This season U18 will play Sunday through Wednesday. As the Division Manager you will have two options available to you: 1: You can use last season's player evaluation forms to do your best at creating equal groups on the ice for the start-up; or 2: You may also choose to hold a Coaches' meeting prior to September 1<sup>st</sup> to have them help create groups. This is where you will need to use your discretion if a player does not wish to be with a certain Coach or family. If you choose to go it alone it is very important that you do your best to identify each player's position so that you don't end up with a team full of forwards or defence or no goalie. It should be noted that each team should be comprised as evenly as possible of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year players. The start of the regular season will begin on the Sunday and will start right away with Coach led scrimmages to facilitate game play evaluations. Please keep in mind you need to have at least three Coaches with each group as well as a qualified Safety Person and First Aid Person. One of the Coaches from each group will act as the referee while the others will evaluate. This process should continue through the end of the second weekend when you will hold another Coaches' meeting to start the balancing process. You may need to move many kids or just a few. Regardless of the number, the third and fourth weekends of scrimmages should see the groups becoming closer to balanced. At the end of the fourth weekend, you will hold one more Coaches' meeting to move any players that are necessary. This meeting should be held no later than the Wednesday before Thanksgiving to make the final moves to create balanced teams. During this process make sure you have identified team managers to make the transition to teams easier for yourself. You will be able to have the team managers hand out jerseys once the Coaches have finalized their rosters.

\*\*\* Any Rep releases will be placed on teams evenly so as not to create a stacked team. It is best to confer with the Head Coaches, via email, on which team to place new additions to the U18 division. For late registrants, it can be beneficial to have them attend the first available ice time for an evaluation prior to adding them to a team.

U18 Division will have a minimum of 60 players – 4 teams.

## **9. Affiliated Player (AP) Process**

What is an Affiliate Player? An Affiliated Player (AP) is a player who is eligible to play on their own registered team, plus one other team of a higher age division or category. For example, a child who plays on a house U13 team may be affiliated to the U13 Tier 2 Rep team or a U15 house team. A player can affiliate to no more than one other team in a given age category/division. Once they have been rostered as an AP to a team it is recommended that they do not start switching from team to team. This is important to know and very important to keep track of as the Division Manager. A player cannot play more than 10 league games with their AP'd team. If a player plays more than 10 league games, they will no longer be able to play with their original rostered team regardless of whether they have paid to attend any home or away tournaments with their original team. Exhibition games do not count as league games so therefore will not be counted towards ten games played however, they will count towards ice touches by any AP'd player.

The fee structure for affiliated players from house to house is as follows and is counted for every ice touch whether it is a practice or a game:

1. First 5 ice touches with the affiliated team are at no cost to the player (they are free)
2. Before the player can step on the ice for the 6<sup>th</sup> time they must pay a \$50.00 fee to CVMHA
3. Ice touches 6 to 10 are covered under the \$50 paid, however before they touch the ice for the 11<sup>th</sup> time, they must pay another \$50.00 to CVMHA
4. This process will continue using the same number of ice touches to dollars paid.

There is a flat fee structure offered for affiliate players to Tier 2 teams, rather than counting number of ice touches. The fee itself is determined by each team.

There are no APs allowable in the U7 and U8 divisions.

U9 cannot look for an AP out of U8.

Division Managers will want to identify who are the APs within their division early on and assign them to specific teams. Ideally, every team should have an AP goalie as well as two skaters. No APs can be requested prior to the first Wednesday following the Thanksgiving weekend or prior to participating in a league game with their original recreational team, as per VIAHA rule 5.26. In order to identify the APs: ask the Coaches to identify which players would be able to compete and have the skillset to play in the division above. Ask parents which players wish to be affiliate players. You will need approval from both the parents and the Head Coach of a player's team before adding them as APs to a roster.

When a Coach wants to call up an AP, you must follow the proper chain of command to ensure that nothing gets missed (ie; insurance coverage, fees payable, & fair/equitable player placement).

\*\*\*A team cannot carry more than its original rostered number on their Hockey Canada Roster, except during tournaments, as per VIAHA rule 5.27. For example, if you have two players missing for a game the Coach may only request an additional two APs. They will not be given permission to AP more than two. The answer will be a plain and simple, No.

During tournaments, a team may use its APs to bring its roster to the maximum 19 players (17 skaters and 2 goalies), regardless of their original rostered number on their Hockey Canada Roster.

### **Scenario for house team to house team**

The Coach of a U15 team is made aware by his/her Team Manager that they are going to be 2 players short for a Saturday afternoon game.

#### **The following steps must happen in order to acquire the 2 APs:**

1. The U15 Team Manager on behalf of the Coach will email their U15 Division Manager (DM), with the Coach included in this email, requesting two of their APs. \*\*\*They may request specific players as they may be a sibling\*\*\*
2. The U15 DM will email the U13 DM requesting the two APs.
3. The U13 DM will then contact the Head Coach(es) for the team(s) of the requested APs. The DM will let the Coach know the date and time of the game they have been requested for and will need to approve the player(s) attending the game. Most Coaches will approve the AP however it is not recommended to leave a bench short so a player may be AP'd. It is recommended to have the player AP only if that player is not leaving his/her own team short during one of their own games. If this is the case, move on to the next potential AP.
4. Once the Coach(es) give their approval, the U13 DM needs to contact the family or families of the requested player(s) to ensure that they will allow their player to play in the game.
5. Once the parent(s) and Coach approve an AP, the U13 DM will contact the U15 DM to let them know the request as been approved so that the U15 DM can notify the Team Manager and Coach. It is recommended that each Division Manager creates a spreadsheet to keep track of which players are asked to affiliate and the date of each game.

### **House to Rep Tier 2 Team**

The AP process for a player being called up from house to the Tier 2 team is the same process. However, the Rep Division manager for all Tier 2 teams is Tish Kristensen. Just because a player or player(s) have been identified and rostered to a team above or to the Tier 2 teams does not allow the Team Manager or the Division Manager of said division to contact the AP family and call them up when they need them. The process has to be followed at all times.

It is very important to note that all rosters will be final for House and Rep on January 15<sup>th</sup>, 2026. If you do not already have your AP players identified on your roster you will have to move forward with the rest of your season with what you have with no exceptions.

## **10. Ineligible Players**

Please make sure that your HCR is fully updated with all players on it. If you put the name of a player on the game sheet when they are suspended or not properly affiliated to your roster, you will be fined. The fine will come out of your team funds.

## **11. Player requests, Sponsorship and Jerseys**

You will be provided with a list of all the players in your division for the season. Please determine whether there are any requests or sponsorship connections during your initial email to the players. It may not be possible to fulfill any or all of the player or coach requests as this may result in stacking one team. You may also have requests for players that cannot be together and you must honour these to keep the season harmonious.

Jerseys can be handed out to the Team Managers once you have secured them. The Division Manager will need to be in contact with the Equipment Managers, myself and Tish Kristensen, to arrange a date and time for acquiring jerseys and socks.

## **12. Mandatory Team Meeting Form**

It is mandatory that a Team meeting be held with at least one parent per player present as well as the Team Manager who will need to take notes. This meeting must take place by the end of the third weekend in October and the forms sent in to the 1<sup>st</sup> Vice. This form will be provided to you by the 1<sup>st</sup> Vice.

## **13. Roster Submissions to Simon Morgan**

Please ensure you follow the example of “a master roster list” (found in your package) when submitting your finalized roster to Simon.

## **14. Fundraising**

Each team is allowed to fund-raise to a maximum of \$2000.00. Any ideas you may have for fundraising must be approved by the 2<sup>nd</sup> Vice, Lance Petty.

## **15. Home and Away Tournaments**

It is up to the discretion of the Division Manager to either become the Tournament Coordinator or to find someone to take on this role.

It is the Division Manager's responsibility to ensure that each of your teams gets accepted into one away tournament. Once each team has one away tournament, then you can allow for a second tournament to be picked up.

## **16. Financial Deposits**

As a Division Manager you will need to make sure that each of your Team Managers understands their responsibility with team funds. Once a team has been accepted into an away tournament they will have two weeks to get your team funds in to the bank. The easiest procedure is to send funds via e-transfer to [cvmhapayments@gmail.com](mailto:cvmhapayments@gmail.com). In the notes section of the transfer, include your division and team number – not team name – as well as what the transfer is for. i.e. U13 Team 4 payment for recreational tournament in Powell River.

## **17. Scoresheets**

Scoresheets can be accessed through the Spordle Play website: <https://play.spordle.com/login>

It is recommended that Team Managers register to have a Member/Admin account as they will be able to access all of their team's games through their account, including away tournament games.

Anyone can log in as the Scorekeeper for a game using the game number – which is provided on the monthly schedule – and the Home team's HCR number. The HCR numbers for the division will be provided at the start of the season once the teams are formed. They can also be found at the top of the pdf of the team roster.

The Home team for each game shall be responsible for completing the scoresheet. Each team is responsible for ensuring their own roster is signed in prior to the game.

## **18. Timekeepers and Scorekeepers**

Whether during exhibition, regular season or tournament play, the home team is responsible for providing the timekeeper and scorekeeper. Failure to provide volunteers for these two positions will result in the game being canceled and a fine will be issued to the home team. It is imperative that you get families in to the box at the arenas you will find yourself playing out of this season and learning how to run the clock.

## **19. End of season player evaluations**

All Division Managers will provide each of their Team Managers a hard copy of the player evaluation form to be completed and returned prior to the end of the season. These are very important to the start-up of the next season. You will need to make sure that you return the fully completed package to the 1<sup>st</sup> Vice. Teams that do not return their end of season player evaluation forms will be assessed a fine by CVMHA.

## **20. Picture Day**

Team picture day can be expected to be in November. You will be asked to provide your team rosters - names and email addresses to myself. You will then be given a schedule for when the teams are to attend their picture day so that you can notify the Team Managers.

Notes: U7, U8 and U9 divisions will have team photos that are composites from individual photos. These teams will be assigned a specific time to attend photos, however, if a player is unable to attend that time, they can contact me about an alternate time and still be part of the team photo. All other players who are unable to attend their team's photo time can still come for individual photos but will not be a part of the team photo. I will email each Division Manager with a list of players who did not attend their photo time so that you can reach out to those families with alternate times when they could still get photos.

## **21. Playdown format and home tournament**

Each season the U13 house to U18 house divisions will have two categories of division winners. You will have the overall season champs (League Champions) and you will have the playdown champs (Division Champions). I have included in this package the format for a four, five and six team double knockout format that will be required to use at the end of the season.

You will receive standings from the statistician throughout the season. Please share these with your teams. The standings at the end of the regular season are used for the playdown placements.

You will see at the beginning of this manual your home tournament dates. The CVMHA does have a tournament coordinator who is to help and guide you should you have any questions; however I thought it would be handy to have some info included. You will find a copy of tournament rules for U7/U9 and U11 through U18 that you can reference when the time comes. As well there is a copy of a schedule, budget and donation letter. You will have the option to choose to become the tournament coordinator or find a team of volunteers to run it. It's really up to you how much you wish to take on in a season.

# TOURNAMENT RULES Sample

Coaches/Managers please check in at the tournament Raffle Table prior to your first game. Games sheets/tablet(s) will be available at the raffle table before each game to verify Rosters. All games played under Hockey Canada, BC, Hockey & VIAHA Rules & any rules imposed by the host association. Only players on the team's rostered list are eligible to play. It should include any eligible affiliated players that the team may play. Any changes to the official roster must be submitted for approval as soon as possible.

All players registered under Hockey Canada, MUST wear PROPER PROTECTIVE WEAR. Players Helmets shall NOT BE REMOVED for any reason both on the bench and on the Ice Surface.

All players must be ready to go on the ice at the scheduled times as warm up will commence upon the game time listed on the schedule.

Home team, as listed on the game sheet, will be responsible to change jerseys if there is a conflict of colors. So please bring 2 sets of jersey's if you have them.

In the spirit of fair play, the players, coaches & referees will line up at the end of the game, respectively HAND SHAKE with the Opposing Team then kneel for the presentation of the MVP and Digger Awards.

**Games:** Coaches will pick **1 MVP & 1 DIGGER** from your OWN team. Coaches, Please choose a different player each time to receive these awards.

**Game 25:** Players will respectively Line Up at the Blue Line and HAND SHAKE with the Opposing Team. Then return to the blue line, kneel for the presentation of the 3<sup>rd</sup> Place Bronze Medals.

**Game 26:** Players will respectively Line Up at the Blue Line and HAND SHAKE with the Opposing Team. Then return to the blue line, kneel for the presentation of the 1<sup>st</sup> & 2<sup>nd</sup> Gold/Silver Medals.

## GAME TIME for games 1 to 19 and 22 to 24:

6. 1 Hour & 15 minutes including:
7. 5-minute warm up (warm ups will start at the exact time (wall clock) that the allotted game is to start according to schedule. It will be the team's responsibility to be ready to go for their warm up on time to start so that we can get allotted times for each period played.
8. 15-minute stop time 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> periods
9. Score clock will stop with 3 minutes remaining in the game (strictly using the WALL CLOCK for game start and end times). The remaining 3 minutes of the game slot will be used for the handshake and MVP/Digger Award presentation. \*\*\*MVP/Digger: Please see above for the protocols
10. NO TIME OUTS

## GAME POINTS

\* No overtime in round robin play\*

**2 points for a WIN**

**1 point for a TIE**



**0 points for a LOSS**

**1 point for 8 minutes or less in penalties**

**Maximum points per game = 3**

Any **ONE PLAYER** who receives **ANY THREE PENALTIES** in one game will receive a game ejection. This is not limited to stick infractions. The player may play in the next scheduled game if none of the penalties were a gross misconduct or match penalties. Any player receiving a gross misconduct or match penalty will be suspended for the balance of the tournament. Team officials receiving a game misconduct will be suspended from the tournament. Players who receive a game misconduct who can serve their suspension within the tournament's games may return when they are eligible to return – ie, a 1 game suspension for a game misconduct will not suspend a player from the tournament but only for the 1 game. It is the sole responsibility of the team coaches and team manager to ensure that all players play with sportsmanship and fair play in mind. It is also the responsibility of the team coaches & team managers to ensure that an ineligible player does not play. Playing an ineligible player will result in the entire team being disqualified from the tournament.

In the event that teams are tied for points at the end of the qualifying games (1 thru 18), the following procedure will apply:

5. The results of the qualifying game or games involving tied teams will apply. If 2 teams are tied, the winner of the qualifying game between those teams will place ahead of the other. Head-to-head is excluded as a tie breaker when more than 2 teams are tied, unless all 3 or more teams have played each other in qualification and there is a clear winner.
6. If the teams are still tied after a (above) has been applied, then the team with the least penalty minutes places higher.
7. If the teams are still tied after b (above) has been applied, then the team with the largest goal differential (goals for minus goals against) places higher;
8. If the teams are still tied after all of the above, then a single coin toss will decide the winner.

#### **Crossover Games (20 & 21) to determine Gold and Bronze Medal Game**

11. Allocated time of play is 1hr 45 minutes
12. 5-minute warm-up (warm ups will start at the exact time (wall clock) that the allotted game is to start according to schedule. It will be the team's responsibility to be ready to go for their warm up on time to start so that we can get allotted times for each period played.

1<sup>st</sup> period 15 minute (stop time) 2<sup>nd</sup> Period 15 minute (stop time) 3<sup>rd</sup> Period 20 minute (stop time) The 3<sup>rd</sup> Period will be played for the **FULL 20 Minute** (stop time) duration for this Period in Games 20 & 21 Only.

If Games are tied after the 3<sup>rd</sup> period, a one 5-minute (stop time) sudden death overtime period will be played four on four. If still no decision, **SHOOT OUT**: Three players from each team have one attempt to score, starting from center ice. The team that scores the most goals out of 3 will win. If still tied, sudden death shoot-out with NEW players (not same first three) will occur until a winner is determined. As per NHL Rules.

At the completion of the game, Players will Line Up at the Blue Line and HAND SHAKE with the Opposing Team.

### **Gold Medal Game & Bronze Medal Game Only Game #25 & 26**

13. Allocated time of play is 2 hours

14. 5-minute warm-up (warm ups will start at the exact time (wall clock) that the allotted game is to start according to schedule. It will be the team's responsibility to be ready to go for their warm up on time to start so that we can get allotted times for each period played.

1<sup>st</sup> period 15 minute (stop time) 2<sup>nd</sup> Period 20 minute (stop time) 3<sup>rd</sup> Period 20 minute (stop time). The 3<sup>rd</sup> period will be played for the **FULL 20 minute** (stop time) duration for this period in Games 25 & 26 only.

#### **ONE (1) 60 second TIME OUT ONLY PER TEAM in Gold & Bronze Medal Games Only**

If Games are tied after the 3<sup>rd</sup> period, a one 5-minute (stop time) sudden death overtime period will be played four on four. If no decision, **SHOOT OUT**: Three players from each team have one attempt to score, starting from center ice. The team that scores the most goals out of 3 pucks will win. If still tied, sudden death shoot-out with new players (not same first three) will occur until a winner is determined. As per NHL Rules

At the completion of the game, Players will respectively Line Up at the Blue Line and HAND SHAKE with the Opposing Team. Then return to the blue line and kneel for the presentation of the Medals – Game 25: Bronze medals, Game 26 Gold/Silver medals.

The referee's decision is final, and no protest will be accepted after the game. Officials will have zero tolerance for abuse or disputes over calls made. It is therefore advisable that coaches accept the decisions as they occur. If there is a complaint to make about the officiating, the complaint must be filed in writing to the Tournament Director. Include the time and game number and if known the name of the officials involved along with the details of the complaint in the submission and the tournament coordinator will review the complaint with the RIC of the Association & 1<sup>st</sup> Vice President of CVMHA. **\*\*TOURNAMENT RULES MAY**

**CHANGE COME TIME OF TOURNAMENT & Everyone Will Be NOTIFIED OF ANY CHANGES !!! \*\*\***

**FOR ALL THE TEAMS:** Teams are expected to leave their assigned dressing rooms in a clean & safe condition. Managers are to report any unclean or unsafe conditions prior to occupying the dressing room. If your team chooses to use the white boards in the dressing rooms, please ensure you use white board markers and clean them off before you leave. IF brought to the coordinator's attention by the Glacier Gardens Arena Staff of any damage or refuse, your team will be CHARGED for all occurred damages. Your team will receive a Bill for your team to pay.

### **SILENT AUCTION, RAFFLE & 50/50**

The Silent Auction and Raffle baskets will be set up in the lobby of Sports Centre Arena 1. The closing of the Auction will take place Saturday, March 15th, 2025 at 5:00 pm and the Raffle baskets will be drawn Saturday, March 15th, 2025 at 5:00 pm. So if any items are won, the out of town parents can pick up and take with them before they leave. Winners will be posted at the raffle table at Sports Centre Arena 1 throughout the day of Sunday, March 16, 2025. Tickets can only be purchased with Cash.

There will be 50/50 ticket sales all day Friday and Saturday. There will be draws for our 50/50 tickets at 10:00am, 2:30pm and 7:30pm on Friday, March 14 and 10:30am, 1pm and 5pm on Saturday, March 15. Tickets can only be purchased with Cash. Winning tickets will be posted at the raffle table.

There is an Onsite Concession located at Sports Centre Arena 1. They will be open for the tournament and accept Cash only.

**BRING CASH!!!!** *Silent Auction, Raffle tickets, 50/50 tickets and Concession*

**FRIENDLY REMINDER CVMHA** has a Zero-Tolerance policy for verbal abuse from coaching staff, players & spectators towards other players, coaching staff & officials. If you engage in this form of behavior, you will be asked to vacate the premises. CVMHA promotes fun, competitiveness, and good sportsmanship from all the players, officials, parents & fans. Any team that cannot control their players, parents, or coaches will be asked to leave the tournament. Throughout the Tournament Weekend, if anyone has any questions or concerns, please do not hesitate to come to the tournament office to discuss. The Tournament Coordinator reserves the right to remove any person NOT adhering to the Respect in Sport Guidelines at any time

**GOOD LUCK TO ALL THE TEAMS !!!!!** **Have a FUN Weekend Everyone !!!!**

## **CVMHA Jamboree Rules Sample**

All games will be played on a half sheet of ice, 4 on 4 will be implemented as per Hockey Canada

There will be no score keeping throughout the jamboree but a game sheet will be provided with a complete Roster List of players on each team

Games: Each game will consist of 2 periods, 25 minutes long. Please note due to shortage of ice we ask that each team be ready 5 minutes before the listed game time ready to go onto the ice.

There will be a 90 second buzzer for line changes for players. There will be no faceoffs, the referee will just drop the puck when all the players are on the ice.

Due to limited ice, there will be no warm-up or handshakes during the games

The referees will not be calling penalties. If a player is too rough, they will be asked to sit on the team bench.

There will be NO lining up after a player scores a goal. The referee will just resume play by dropping the puck to a chase. It will take time away from the clock if they have to line up each player for a faceoff.

The Wall Clock will be used and all games will end with 3 minutes remaining left of the Wall Clock to allow for handshakes

We ask to please exit the ice immediately right after your game so that the next game can start.

Team officials are responsible for ensuring their dressing rooms are left in a neat and orderly condition. Please do not leave your hockey equipment in dressing rooms as another team will be using the same room.

We hope your HOCKEY STARS have a GREAT & FUN jamboree.

Remember to HAVE FUN!

# Donation Request Sample

Comox Valley U13 Tournament  
March 8-10<sup>th</sup> 2024 at Glacier Gardens, Military Row, Comox, BC

On March 8-10<sup>th</sup> 2024, our U13 Recreational Division will be hosting a Tournament involving twelve teams from around the mainland and Vancouver Island. The tournament will comprise of approximately 200 players in total with about 100 players and their families visiting the Comox Valley.

We have a great reputation as hosts and hope to continue this tradition of running a successful and (most importantly!) **FUN** tournament for our hockey players.

In order to keep hockey affordable for families, we rely on fundraisers such as this tournament. The support of our local business community is an integral part of this operation and we appreciate any contribution that you are able to make!

## **Contribute a Prize and/or Gift Certificate/or Coupons !!!**

We are kindly asking our Local Companies within the Comox Valley if they would generously donate towards our tournament.

There will be various draws and raffles throughout the tournament and anything that you are able to donate will be greatly appreciated. We will acknowledge your company throughout the tournament weekend & if we can advertise your company we will put up banners if you supply one to us.

Thank you for considering our request. We are excited about our Tournament, and with your help we know it will be a great success!

Please contact the below:

Luisa Perry @ [luisa\\_perry@hotmail.com](mailto:luisa_perry@hotmail.com), Cell: (250)465-4717

# CVMHA Player Evaluation Form

## RATING SCALE

Beginner	Average	Elite
1	3	5

Date: \_\_\_\_\_

**SESSION #**

**U11 – U13 – U15 – U18**

LAST NAME	FIRST NAME	JERSEY #	JERSEY COLOUR	SKATING	PUCK CONTROL	PASSING	SHOOTING	GAME UNDER- STANDING	Comments
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# CVMHA Goalie Evaluation Form

## RATING SCALE

## Beginner   Average   Elite

**1**

# 3

5

Date: \_\_\_\_\_

**SESSION #**

**U11 – U13 – U15 – U18**

[illegible]

Skating: Acceleration, speed, mobility, balance, strides, crossovers, pivots, acceleration out of turns, quick feet, controlled skating, change of pace

Passing: Passing, receiving, passing choices, on backhand, unselfish with the puck, presents a good target, receives and retains with control, touch passing

Puck Control: Heads up, smooth and quiet, good hands, protection, in small spaces, in traffic

Shooting: Power, accuracy, quick release, can shoot in motion, goal scorer, rebounder, variety of shots

Checking Skills: Concept of angling, good body position with balance and control, defensive side position, aggressive checker, strength, taking checks

Thinking skills: Ability to see the play developing both offensively and defensively and moves to support, judgment, anticipation, understands systems, disciplined

Defensive Skills: Body position, angling, D-zone positioning, gap control, balance

Goalie: Body position, angling, smooth movement from side to side, able to get back up in to position quickly, balance, ability to read the shooter

Coachable: Coachable or non-coachable, team player, ability to take direction



# Welcome Letter Sample

Good evening,

Welcome back to Hockey :) Can you believe how quickly this summer went by? The better question is how happy were you to see the first day of school today!!! My name is Luisa Perry and I will be guiding you through the start-up of the U15 division. I am sure once you start to read through this email you will notice it is the same as what I have sent out in past years. We have not had an opportunity to have our Coaches' meeting to split the kids up into Groups however it will be happening this Thursday late evening. Once this is done I will be sending you a separate email outlining which Group your son/daughter is in as well as attaching a schedule for you to follow.

I have a few items I would like to cover in this email and I will try my best to keep it short and sweet!

1. I have contacted a few of you already about Coaching this season. If you did not get that email and are wanting to Coach (or have your Coaching certificate( please let me know ASAP as I will need some, or all, or you to help out in these upcoming weeks. It is also very important to let me know as it seems we have a serious shortage of coaches this season?? No Coaches on the ice, no players on the ice and we don't want that.

\*\*\*There will be a Coaches meeting this Thursday, September 4<sup>th</sup> at 7pm – Sports Centre 1 Aquarium Room. Coaches if you can attend I strongly urge you to do so as this is when the Groups will be formed as evenly as possible\*\*\*

You will not be notified as to what Group you have been assigned to until after this Coaches' meeting takes place so look for an email late Thursday night or early Friday morning. I realize that this leaves you with very short notice but just know that you will most likely have ice on Friday, September 5<sup>th</sup> with some of you not starting until Saturday, September 6<sup>th</sup>.

2. If you are interested in being a Safety person or a Team Manager let me know. Without these individuals we cannot get the season off to a good start. If you have your First Aid certification, let me know. Without a First Aid person and a Safety person at each ice time, no players can go on the ice.

The one thing I can't stress enough is that these Groups are not Teams! Please don't get cozy where you are as shifting of the Groups will take place most likely after the second weekend. You will be notified as to which Group your son/daughter will be moving to so you will have to pay close attention to which ice sessions you are to be attending. Whatever you do, do not put all these ice times up on to your calendar...just simply go weekend to weekend until the balancing of the Groups has been completed.

Our goal is to start the season by the end of September provided all Rep cuts come back to house the weekend of September 19<sup>th</sup>. It will then be up to the Coaches whether they want to have one more weekend balancing the Groups before we solidify in to Teams and hand out jerseys and socks. Once this is done the Hockey Canada Rosters will be submitted and no more movement will happen.

Please come to the rink 30 to 45 mins before your FIRST ice time so we can get the players set up for evaluations. We will be handing out pinnies to each player and will need to mark down which player

gets assigned to what pinnie and what colour they are. You may be asked to hand back a pinnie and collect a new one should your child be moving Groups. You will be notified by email and a time and location will be set for the exchange. Please have patience over the first weekend as it is a lot of activity as it is a lot of activity and a lot of organizing taking place. If it looks like the volunteer needs some help please lend a hand.....many hands make light work :)

Here's to a great upcoming season!~

Cheers,

Luisa

# Sample Roster

## CVMHA \*\*\*\*\* HOUSE TEAMS

Team 1	Jersey Colour	Team 2	Jersey Colour	Team 3	Jersey Colour	Team 4	Jersey Colour
<u>Coaches</u>	<u>Blue</u>	<u>Coaches</u>	<u>Red</u>	<u>Coaches</u>	<u>White</u>	<u>Coaches</u>	<u>Orange</u>
HC:		HC:		HC:		HC:	
AC:		AC:		AC:		AC:	
AC:		AC:		AC:		AC:	
Team Manager:		Team Manager:		Team Manager:		Team Manager:	
Safety:		Safety:		Safety:		Safety:	
Safety:		Safety:		Safety:		Safety:	

<u>Jersey #</u>	<u>Last</u>	<u>First</u>	<u>Jersey #</u>	<u>Last</u>	<u>First</u>	<u>Jersey #</u>	<u>Last</u>	<u>First</u>	<u>Jersey #</u>	<u>Last</u>	<u>First</u>
3			3			3			3		
4			4			4			4		
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29	G:		29	G:		29	G:		29	G:	
70	G:		70	G:		70	G:		70	G:	

# Sample Tournament Budget

## U15 House Tournament

220 Players  
12 Teams

### REVENUE

		Estimated	Actual
Entry fee for 7 teams @ \$1750 per team			
Raffle Baskets (10 tickets for \$5.00)	2500 tickets to sell	\$12,250.00	
50/50 Draw	5000 tickets to sell	\$100.00	
Advertising and parents \$ brought in @ a min. total of \$30 per family @ 79 kids		\$100.00	
Silent Auction		\$2,370.00	
Candy bags		\$100.00	
Float			
	<b>TOTAL REVENUE</b>	\$15,095.00	

### EXPENSES

		Estimated	Actual
Ice Costs	39.5h @ \$125	\$4,937.50	
Referees	22 games 90mins or less @\$172 for 4 man, 4 games over 90mins @ \$192 for 4 man	\$2,912.00	
Sanction Fee \$86 + 5% GST **amount can change**		\$90.30	
50/50 Tickets, Rolls @ \$10.00 per roll		\$50.00	
B License for raffle & 50/50		\$50.00	
Players' table – fruit, granola bars & water		\$200.00	
DIGGER 26 games x2 (1 per team)	\$5 each x 52	\$291.20	
MVP 26 games x2 (1 per team)	\$10 each x 52	\$582.40	
Medals	Gold, Silver, Bronze medals x 19 players @ \$6.50 + tax each	\$414.96	
Swag 220 kids @ \$15 per player		\$3,300.00	
Stationary		\$100.00	
Players' Pizza after 3 <sup>rd</sup> Round Robin game	\$25/pizza, 3 per team + 2 for refs	\$777.00	
Float		\$175.00	
	<b>TOTAL EXPENSES</b>	\$13,880.36	
	<b>PROFIT/LOSS</b>	\$1,214.64	

# Sample Tournament Schedule

**Bantam U15 House Spring Tournament**  
**March 14-16, 2025 (Confirmed July 29, 2024)**

<u>Game No.</u>	<u>Game</u>	<u>Arena</u>	<u>Division</u>	<u>Home</u>	<u>Away</u>	<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>End</u>
CV15-501	1	SC1	Bantam	Comox 5	Nanaimo 1	Friday	14-Mar	7:30am	8:45am
CV15-502	2	SC2	Bantam	Comox 4	Port Alberni	Friday	14-Mar	9:00am	10:15am
CV15-503	3	SC1	Bantam	Comox 1	Nanaimo 3	Friday	14-Mar	9:00am	10:15am
CV15-504	4	SC2	Bantam	Comox 2	JDF	Friday	14-Mar	10:30am	11:45am
CV15-505	5	SC2	Bantam	Comox 3	Cowichan	Friday	14-Mar	12:00am	1:15pm
CV15-506	6	SC2	Bantam	Nanaimo 1	North Van	Friday	14-Mar	1:30pm	2:45pm
CV15-507	7	SC1	Bantam	Comox 4	Peninsula	Friday	14-Mar	3:45pm	5:00pm
CV15-508	8	SC1	Bantam	Comox 5	Port Alberni	Friday	14-Mar	5:15pm	6:30pm
CV15-509	9	SC1	Bantam	JDF	Comox 3	Friday	14-Mar	6:45pm	8:00pm
CV15-510	10	SC2	Bantam	North Van	Peninsula	Saturday	15-Mar	8:15am	9:30am
CV15-511	11	SC1	Bantam	Cowichan	Comox 2	Saturday	15-Mar	8:45am	10:00am
CV15-512	12	SC2	Bantam	JDF	Comox 1	Saturday	15-Mar	9:45am	<b>11:00am</b>
CV15-513	13	SC1	Bantam	Port Alberni	Nanaimo 1	Saturday	15-Mar	10:15am	<b>11:30am</b>
CV15-514	14	SC2	Bantam	Nanaimo 3	Comox 3	Saturday	15-Mar	11:15am	<b>12:30pm</b>
CV15-515	15	SC1	Bantam	Peninsula	Comox 5	Saturday	15-Mar	11:45am	<b>1:00pm</b>
CV15-516	16	SC1	Bantam	North Van	Comox 4	Saturday	15-Mar	1:15pm	2:30pm
CV15-517	17	SC1	Bantam	Comox 1	Cowichan	Saturday	15-Mar	2:45pm	4:00pm
CV15-518	18	SC1	Bantam	Comox 2	Nanaimo 3	Saturday	15-Mar	4:15pm	5:30pm
CV15-519	19	SC2	Bantam	11th	12th	Sunday	16-Mar	7:15am	8:30am
CV15-520	20	SC1	Bantam	<b>1st Pool A</b>	<b>2nd Pool B</b>	Sunday	16-Mar	<b>7:45am</b>	<b>9:30am</b>
CV15-521	21	SC2	Bantam	<b>1st Pool B</b>	<b>2nd Pool A</b>	Sunday	16-Mar	<b>8:45am</b>	<b>10:30am</b>
CV15-522	22	SC1	Bantam	9th	10th	Sunday	16-Mar	9:45am	11:00am
CV15-523	23	SC2	Bantam	7th	8th	Sunday	16-Mar	10:45am	12:00pm
CV15-524	24	SC1	Bantam	5th	6th	Sunday	16-Mar	11:15am	12:30pm
CV15-525	25	SC1	Bantam	<b>Loser G20</b>	<b>Loser G21</b>	Sunday	16-Mar	<b>1:15pm</b>	<b>3:15pm</b>
CV15-526	26	SC1	Bantam	<b>Winner G20</b>	<b>Winner G21</b>	Sunday	16-Mar	<b>3:30pm</b>	<b>5:30pm</b>

1<sup>st</sup> Place

4<sup>th</sup> Place

2<sup>nd</sup> Place

3<sup>rd</sup> Place

Game 1

Game 2

Game 3

Game 4

Game 5

Game 6

Game 7

W Game 1

W Game 2

W Game 3

W Game 4

W Game 5

W Game 6

L Game 1

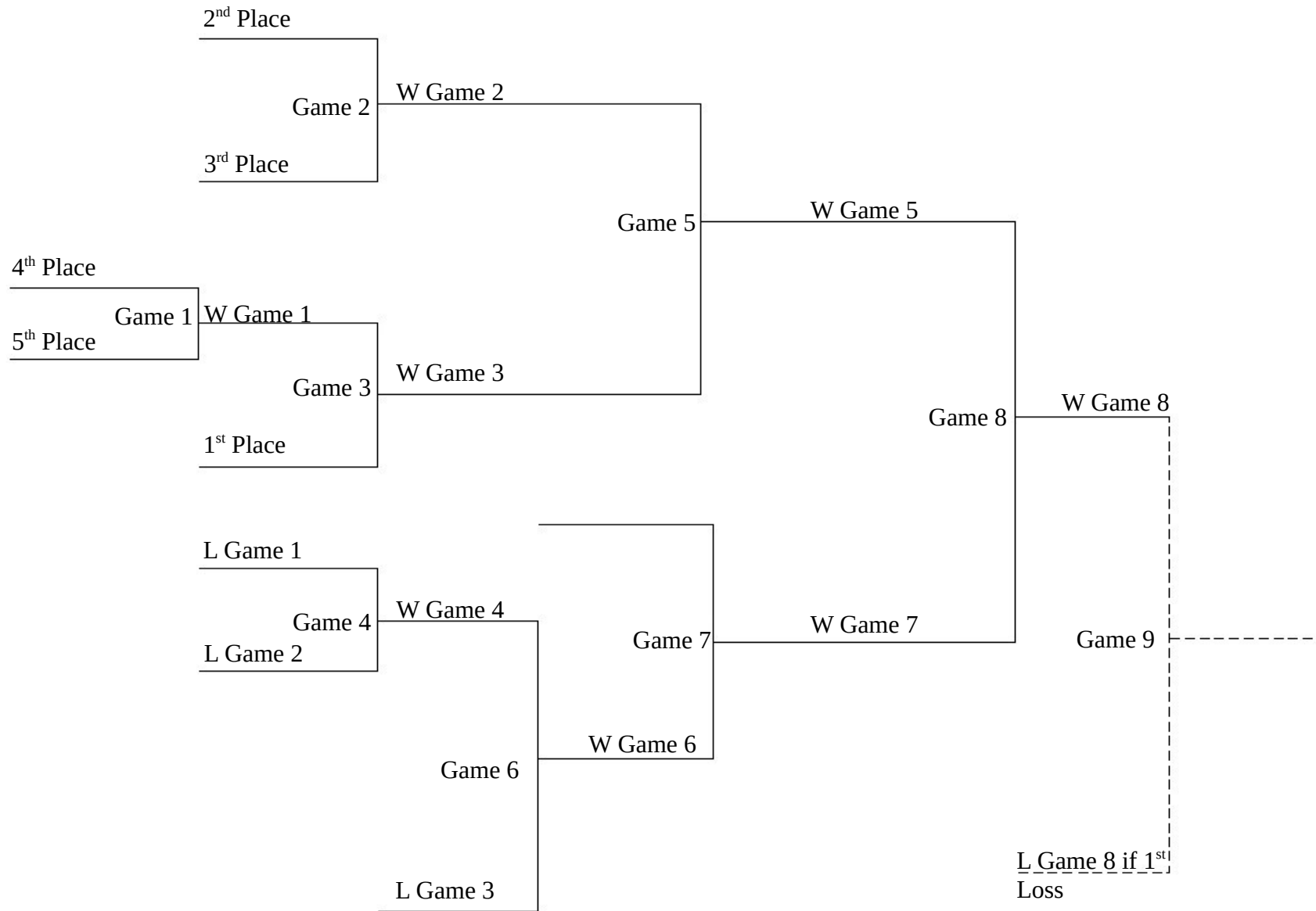
L Game 2

L Game 4

L Game 6 if 1<sup>st</sup>

Loss

# Sample 5 Team Playdown Format



# Sample 6 Team Playdown Format

