CHAPTER 4: POLICIES

1. The CBF Policies are guidance documents containing a generalized set of agreements/instructions.

2. Proposals for change, additions, or amendment are submitted to either the CBF Technical or the CBF Development Meetings for approval. Polices are submitted and amended as a complete document.

3. The policies and associated meetings are identified below:

    a. Section 1 – Access and Equity Policy (Development Meeting)

    b. Section 2 – Official Languages Policy (Development Meeting)

    c. Section 3 – Conflict of Interest Policy (Development Meeting)

    d. Section 4 – Safety and Equipment Policy (Technical Meeting)

    e. Section 5 – Doping Policy (Technical Meeting)

    f. Section 6 – National Championship Hosting Policy (Technical & Annual Meeting)

SECTION 1 – ACCESS AND EQUITY POLICY

Preamble

1.1 The Canadian Broomball Federation is committed to encouraging equity and accessibility to all persons in the administration, policies, programs and activities of the Federation, including the allocation of resources. The Canadian Broomball Federation will enhance the opportunities for equity and access for all individuals participating in broomball leadership, programs and activities.

The principles

1.2 The Canadian Broomball Federation will work to ensure that access and gender equity are key considerations when developing, updating or delivering all programs and policies. The emphasis for access and gender equity is an attempt to attract and include girls and women, persons with disabilities, First Nations people, new Canadians and other minority groups in broomball, and bring them to an equitable level of participation in physical activity and sport.

Goals

1.3 Achieve access and gender equity in the administration, policies, and programs of the Federation.

1.4 Play a positive role in raising the awareness and understanding of access and gender equity among its members.

Leadership and Administration

1.5 The Canadian Broomball Federation ensures its by-laws use gender-neutral language.

1.6 The Canadian Broomball Federation will ensure that all Canadians at all levels in the broomball system have equal opportunity to participate, compete, coach, officiate, administer, organize, lead, and instruct in a fair and an unbiased environment.

1.7 The Canadian Broomball Federation shall declare publicly that it is an equal opportunity employer and respects the principles of pay equity in relationship to salaried employees.

1.8 The Canadian Broomball Federation shall work proactively with provincial/ territorial and national agencies to identify and eliminate barriers facing all Canadians in the sport of broomball

1.9 The Canadian Broomball Federation shall strive to have both genders represented on all its board of directors and all committees.

1.10 The Canadian Broomball Federation shall collect gender-based statistics on an annual basis.

1.11 The Canadian Broomball Federation shall analyze the disbursement of funds on a gender basis.

Education

The Canadian Broomball Federation recognizes that an effective education program is necessary to the success of this policy.

1.12 The Canadian Broomball Federation shall use gender appropriate language for all publications, videos and advertisements including a balance of men, women and minority group images.

1.13 The Canadian Broomball Federation shall provide guidelines on best practices and materials to educate its members.

1.14 Through the newsletters and CBF web site, the Canadian Broomball Federation shall communicate the achievements of women and minority groups in broomball.

External Liaisons

1.15 Canadian Broomball Federation representatives at external meetings shall understand and be committed to the principles of access and gender equity as set out in this policy, and actions at these meetings should reflect these principles. The Canadian Broomball Federation shall strive to have both sexes represented on its delegations to external forums and conferences.

1.16 The Canadian Broomball Federation shall not solicit nor accept sponsorship from companies that discriminate against women and minority groups.

1.17 The Canadian Broomball Federation shall lobby the IFBA to create equal competitive opportunities for all Canadians at World Championships and international competitions controlled by the International Federation.

Promotion

1.18 The Canadian Broomball Federation will increase the exposure and build awareness of women and minority groups in all aspects of broomball.

1.19 The Canadian Broomball Federation will represent women and minority groups of all ages with respect and so as to enhance self-esteem.

1.20 The Canadian Broomball Federation will actively promote broomball as a sport for all people.

SECTION 2 – OFFICIAL LANGUAGES POLICY

Preamble

2.1 The Canadian Broomball Federation recognizes that any member should be able to communicate, verbally or in writing, in either of Canada's official languages when dealing with or conducting business within the Canadian Broomball Federation.

2.2 The Canadian Broomball Federation shall provide the following services to our members and the general public in both official languages:

a. All key operating documents of the association, such as by-laws, policies and procedures and technical publications including Coaching & Officiating Manuals and Rule Books

b. All materials required for the Annual Meeting & general meetings, including agendas, proposals to amend the game Rules, Policies and Procedures and minutes.

c. National event information such as registration and meeting information and coaches' packages

d. Translation services for the Annual Meeting & general meetings

e. Website content

SECTION 3 – CONFLICT OF INTEREST POLICY

Preamble

3.1 This Conflict of Interest Policy identifies the standard of behavior expected of all Canadian Broomball Federation members. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this policy.

3.2 Canadian Broomball Federation members (representative, staff, volunteers, players, officials, coaches, etc) are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the bylaws, policies, rules and regulations of the Canadian Broomball Federation.

Application

3.3 This policy applies to all members of the Canadian Broomball Federation and members include athletes, coaches, officials, volunteers, directors, officers and administrators.

3.4 Conflict of interest matters arising within the activities or events of clubs, regional or Provincial/Territorial Associations or affiliates of the Canadian Broomball Federation shall be dealt with using the conflict of interest policies and mechanisms of such organizations.

Conflict of Interest Policy

A conflict of interest will be deemed to exist:

3.5 When designated representatives place themselves or can be perceived to have placed themselves in a position where they are under any obligation to any person or organization, which might benefit from improper consideration or favour.

3.6 When designated representatives seek or are perceived to seek, gain, receive, or benefit financially from preferential treatment in the discharge of their duties and responsibilities to the Canadian Broomball Federation. Such situations include, but are not limited to, the following:

a. entering into an agreement of contract for the sale or manufacturing of broomball supplies and/or services with any agency which could be construed as an endorsement of or promotion by the Canadian Broomball Federation

b. having personal financial dealings with an individual or corporation whose business with the Canadian Broomball Federation involves the designated representative's sphere of responsibilities

c. making an investment in any situation in anticipation of the Canadian Broomball Federation taking a material interest therein or which results from knowledge of facts not generally available to the public or in anticipation of actions, which may be taken by the Canadian Broomball Federation in such a situation

d. advocating or expressing an opinion, either verbally or in writing; which is contrary to the stated policies, decisions or positions of the Canadian Broomball Federation

e. behaving in such a manner as to embarrass the Canadian Broomball Federation or to bring the name of the Canadian Broomball Federation into disrepute.

3.7 If gifts or favours of any kind are exchanged between a designated representative and any individual or corporation whose relationship with the Canadian Broomball Federation involves the designated representative's sphere of responsibilities.

3.8 If designated representatives find themselves in a position of having to determine the allocation of funds to specific projects with which they or a family member could be perceived to be deriving benefit.

3.9 If a designated representative finds himself/herself in a position of evaluating and subsequently, voting upon, a sponsorship proposal from a company or corporation

for whom the designated representative works or from whom that designated representative receives benefits (e.g., sponsorship).

NOTE:

This policy is not intended to prohibit the acceptance or giving of common courtesies associated with accepted business practices, including accepting or giving gifts of nominal value which could not be construed as a bribe or other improper payment. Cash payments in any amount must not be accepted or given as a gift or favour under any circumstances.

This policy is not intended to prohibit the payment of honoraria by the Canadian Broomball Federation to individuals who are entitled, by virtue of services performed or rendered to receive such honoraria.

Disclosure

3.10 Prior to the appointment, election, recognition or employment of any individual or association, said individual or association shall be provided with the Conflict of Interest Policy and will be expected to declare that he/she or it have no business, commercial, financial, professional, property or similar interest (s) which in his/her or its opinion might be construed as being in actual or potential conflict with the duties and responsibilities or the position offered.

3.11 If, prior to appointment, election, recognition or employment, any individual or association discloses interest(s) which may be, or may be perceived to be in conflict with the interests of the Canadian Broomball Federation, the individual or association agrees that an understanding on his/her or its part will be required to correct if found in actual or potential conflict with the duties and responsibilities of the position offered.

Administrative Procedures

3.12 If designated representatives are faced with a situation involving an existing or potential conflict of interest, or are in doubt about the application of these policies, the circumstances must be reported immediately. In the case of reported situations of conflict of interest, the contact must make a determination if in fact a conflict of interest does exist. If it is deemed that there is in fact a conflict of interest and/or perceived conflict of interest, a report in writing must be sent to the President.

3.13 Where a Canadian Broomball Federation designated representative has failed to disclose a conflict of interest and/or perceived conflict of interest, the President will take the following actions:

a. Request that the designated representative's actions be justified in writing.

b. Discuss the circumstances at the next Canadian Broomball Federation Board meeting or Members meeting (or if circumstances necessitate an immediate decision, convene a Board meeting by conference call).

3.14 Based on the decision by the Board or Members, the designated representative will be requested to cease those actions which have brought about the conflict of interest, by the appropriate contact informing the designated representative of the Board or Members decision, and requesting that all conflict of interest actions cease.

3.15 Should the designated representative continue those actions or activities that have been deemed to be in conflict of interest of the Canadian Broomball Federation, the designated individual will be removed from his/her position or, in the case of an association, all benefits will be withdrawn. In all cases of conflict of interest or perceived conflict of interest, the Board or Members must be advised of the outcome.

Appeal Process

3.16 If the designated representative is removed from his/her position or, in the case of an association, benefits are withdrawn, and the designated representative wishes to appeal the decision, a written request for appeal stating grounds, must be submitted in accordance with the Canadian Broomball Federation Appeal Procedures.

SECTION 4 - SAFETY AND EQUIPMENT POLICY

Safety

4.1 The fundamental concepts of the Safety Policy are to establish a level of safety intended to reduce the risk of injury from contact, which is inherent and incidental to the sport and to identify the responsibilities of the various participants.

4.2 Player safety and the use of proper equipment is the responsibility of many parties.

a. Players and parents (of minor players) are responsible for providing and maintaining proper equipment.

b. Coaches, trainers and team personnel are responsible for inspecting players' equipment and preventing the use of improper equipment.

c. Game officials are responsible for enforcing the rules of the game.

4.3 All players are required to wear protective equipment as described in the CBF *Rule Book.*

4.4 Equipment shall be manufactured by a professional manufacturer, and shall not be altered in any way that will decrease the protection to the player, increase the risk

of injury to an opponent or void the manufacturer's warranty.

4.5 Any equipment, which violates this policy and/or the rules of play, will be removed from the game. Where required, appropriate penalties will be given.

4.6 When equipment dangerous to an opponent has been used, the game officials shall report the occurrence via the standard incident report to the appropriate governing body.

Equipment Review and Acceptance

4.7 An Equipment Review Committee will be established to review new equipment being introduced to the sport and make recommendations to the Annual Meeting.

4.8 The mandate of the committee will be to:

a. Formalize the Federation's equipment review process;

b. Offer manufacturers a venue to have new broomball equipment design/innovations reviewed;

c. Review the new broomball equipment to determine if it conforms to existing CBF playing rules;

d. Investigate concerns regarding current equipment;

e. Make recommendations to manufacturers regarding possible changes to their equipment;

f. Inform manufacturers of their decision in a timely manner; and

g. Make recommendation to the Members regarding the approval of broomball equipment for CBF play.

4.9 The committee shall be composed of at least one of each of the following:

a. **Director at Large** - Technical (Chair);

b. Athlete Representative;

c. Coaching Representative; and

d. Officiating Representative.

4.10 The Committee has the authority to make decisions, except the adoption of equipment, on behalf of the CBF. All adoption of equipment is subject to ratification at **any PTSO Member meeting.**

4.11 The Equipment Review Committee shall meet each year prior to the playing season (prior to September 1 of the calendar year) to review any and all new products marketed by suppliers to the sport of Broomball in order to curate a list of approved and banned equipment for CBF-sanctioned activities. Suppliers shall be requested to provide samples of any new equipment (including any revisions to past products) for review by the Committee. The

Committee shall review all provided equipment and provide an itemized list, including photos, of all new equipment recommended for approval by the Committee, and any not approved, if applicable. If the equipment is not approved, a reason shall be provided.

This will be mandatory for any new equipment sold as of May 2026. The Committee may meet at any time to recommend approval of new equipment as requested by manufacturers. Any motion must then be provided to the PTSO members for approval.

Manufacturers are encouraged to involve CBF's Equipment Review Committee at the development and prototype phase of the process.

Helmets

4.11 All players shall wear a helmet in accordance with the CBF Rule Book.

4.12 Broomball is a sport with intrinsic hazards. Participation in Broomball implies the acceptance of some risk of injury. Use of a helmet certified under the CSA standards will not prevent all injuries. The use of the helmet is intended to reduce the frequency and severity of head injuries when used as intended for broomball, and in accordance with the manufacturer's fitting instructions.

Facial Protection

4.13 All **U20** aged players (playing in all categories) must wear a full face mask firmly affixed to the helmet during sanctioned play. The mask must meet all of the following guidelines:

a. Must be approved under the Canadian Standards Associations (CSA) standard used for Ice Hockey;

b. Shall be designed to cover the entire face to the lower line of the jaw and prevent the ball and/or head of the stick from touching the face of the wearer;

c. Shall be finished so that it does not create a risk of injury to the wearer or another person when it is used as it is intended;

d. Have a chin cup protecting the chin;

e. Have a two or four-point strap configuration that would allow the user to fasten the mask to the helmet.

SECTION 5 – DOPING POLICY

5.1 The CBF is opposed to the use of banned and restricted substances by athletes and methods for the purpose of performance enhancement.

5.2 The CBF adheres to the principles set out in the policy adapted by the Canadian Centre for Ethics in Sport – *2021 Canadian Anti-Doping Program (CADP).*

SECTION 6 – NATIONAL CHAMPIONSHIP HOSTING POLICY

"The objective of hosting a National Championship should be to provide a first-class Championship for the athletes. It should not be construed as an avenue for making money. Costs should always be minimized for the athletes and delegates."

6.1 Any Association in GOOD STANDING may apply to HOST a National Broomball Championship. A reputable bid from a city or town, endorsed by an Association, may also be accepted.

6.2 The Championships must be organized in accordance with the most current version of the *Policies and Procedures Manual, Section 6 – National Championship Hosting Policy* in effect at the time of the Championship. The CBF Board must approve any requests from Hosts to deviate from this policy.

6.3 The National Championships shall be awarded by a majority vote at the Annual Meeting, no more than three (3) years prior to the event. Potential hosts will be given the opportunity to make a presentation to the Membership at the Annual Meeting and will do so at their own expense.

NOTE: If the National event is more than one year away, no host bids will be accepted from the floor.

6.4 Potential Hosts:

a. Must submit a "Letter of Intent to Bid" to the CBF Office by March 1st, a maximum of three (3) years prior to the requested event; and

b. Must be supported by their respective ASSOCIATION and must present a letter of support to the CBF; and

6.5 Hosts with successful bids must:

a. Sign a binding contract with the CBF agreeing to abide (verbatim) with the current Hosting Policy. Breach of this contract will be subject to loss of Hosting Bond and forfeiture of the Hosting bid;

b. Pay a $1000.00 non-refundable Hosting Fee (Senior National Championship event) or refundable Hosting Bond (**U20** Nationals) payable to the CBF upon notification of successful bid. Senior National hosts are also required to post a refundable bond (due upon final site inspection by the CBF). This bond shall be held in trust and returned upon completion of the event (providing all commitments noted in the Hosting Policy have been met).

c. Submit a letter providing details of the Host site to the CBF by March 1st, two (2) years prior to the championships;

d. Arrange for the representative(s) of the CBF to visit the Host site up to one (1) year in advance of the event. During the site inspection, the Host will be responsible to provide final details regarding the venues, administration of the

event (including Host Committee names) and contact information;

e. Provide the Annual Meeting with general details of the events one (1) year prior to the event. Information shall include hotel accommodations;

f. Provide all ASSOCIATIONS with final details of the event no later than nine (9) months prior to the event;

6.6 The Senior and **U20** National Championships must be scheduled during the last two weeks of March or in the month of April but ideally not during the Easter weekend. The **U20 dates** are not to conflict with the Senior National Championships. (Ideally, the **U20** Nationals should take place after Seniors)

Canadian Broomball Federation Responsibilities:

6.7 The CBF Board is responsible to:

a. Inform ASSOCIATIONs of "Requests to Bid" for all Championships;

b. Inspect awarded sites for compliance and ensure signing of Hosting Contract;

c. Prepare and maintain a *Hosting Checklist,* which provides suggestions for organizing an event. The Host is not obligated to follow this document;

d. Monitor HOST activities prior to and during events to ensure compliance with the *National Championships Hosting Policy*;

e. In the event the Host encounters difficulties (including withdrawal or breech of contract) the CBF Board will act within the best interest of the CBF and ensure a championship occurs;

f. Oversee all National Championships and ensure CBF Board members are present at each event;

g. Verify registration for the championships. The CBF shall have the power to accept registrations after March 1st of the championship year;

h. Monitor ASSOCIATIONs participation at events and enforce and collect sanctions resulting from non-compliance to CBF policies;

i. Co-ordinate and supervise the officials for the championships through the CBF Referee-in-Chief.

i. One official per participating Association will be invited to attend the event at the ASSOCIATION's expense.

ii. The Host's Association will provide a maximum of six officials. All travel expenses for these officials shall be covered by the Host Association.

iii. The CBF Referee-in-Chief may:

(1) Request additional officials.

(2) Prepare and maintain a seniority or participation list of officials.

Sanction fees may be used to offset costs associated with bringing additional officials to the event.

j. Honorariums – paid to each Official:

i. To pay a rate of **$250.00 per tournament game day per official up to a maximum of $1 250 per National event**. Officials are required to [1] attend an Officials' Meeting the evening before the competition begins and [2] attend a Virtual Meeting in the weeks prior to the event.

The Officials will be paid by cheque after their final game of the competition.

NOTE: **Officials leaving the event for any reason prior to the last tournament game day will be paid only for the game days that they officiated.**This official will have their absence reviewed by the Board and may receive further sanctions.

k. Prepare the event schedule in accordance with Annex B to *Policies and Procedures Manual, Section 6 – National Championships Hosting Policy;*

l. Supply an Official CBF Flag for use by the Host during the championship (flag to be returned at the end of the event);

m. Maintain a permanent record of Championship results taken from the Host statistics report.

NOTE - The history of a player involved in a disciplinary action at the National Championship will have this record documented for future reference in the event of repeat offences at National events.

n. Trophies and Awards – confirm with the Host that the Trophies and Awards identified in Annex A; *Policies and Procedures Manual, Section 6 – National Championships Hosting Policy* are available at the Championship.

6.8 The CBF is required to provide trophies and awards as follows:

a. Team Championship Trophies and/or Plaques:
- Senior Men's National Champion (Trophy)
- Senior Men's B Division Champion (Trophy)
- Senior Women's National Champion (Trophy)
- Senior Women's B Division Champion (Trophy)
- Senior Mixed National Champion (Trophy)
- Senior Mixed B Division Champion (Trophy)
- Master Men's National Champion (Plaque)
- Juvenile Boy's National Champion (Trophy)
- Juvenile Boy's B Division Champion (Trophy)
- Juvenile Girl's National Champion (Trophy)
- Juvenile Girl's B Division Champion (Trophy)

b. Individual Championship Trophies and/or Plaques:
- Senior Men's Championship Game MVP (Robert Wood Memorial Trophy);
- Senior Men's Championship MVP (Keeper Award);
- Senior Men's 1st All-Star Coach (Plaque);
- Senior Women's Championship Game MVP (Keith Aiken Memorial Trophy);

- Senior Women's Championship MVP (Keeper Award);
- Senior Women's 1st All-Star Coach (Plaque);
- Senior Mixed Championship Game MVP (CBF Board of Directors Trophy);
- Senior Mixed Championship MVP – one male and one female (Keeper Award);
- Senior Mixed 1st All-Star Coach (Plaque);
- Master Men's Championship Game MVP (Plaque);
- Master Men's Championship MVP (Keeper Award);
- Master Men's 1st All-Star Coach (Keeper Award);
- Juvenile Boy's Championship Game MVP (Brian Gouthreau Trophy);
- Juvenile Boy's Championship MVP (Keeper Award);
- Juvenile Boy's 1st All-Star Coach (Plaque);
- Juvenile Girl's Championship Game MVP (Greg Mastervick Trophy);
- Juvenile Girl's Championship MVP (Keeper Award); and
- Juvenile Girl's 1st All-Star Coach (Plaque)

Membership Association Responsibilities

6.9 Associations are responsible to:

a. Provide a letter of support for requests to Host Championships that originate in their Province/Territory;

b. Provide representative teams to all National Championships;

c. Coordinate distribution of information between the CBF, Host and representative teams;

NOTE: Teams participating at a National Championship who require accommodation must have all participants stay overnight in rooms at a host hotel for the duration of the event (based on availability). Failure to comply will result in a fine to the team in the amount of $500.00 payable to the host committee prior to the commencement of the event.

d. Submit to the CBF office a list of interested, qualified officials for each National event by February 1st, including all required evaluations, valid Safe Sport, and completion of the two required courses from The Locker: [1] Decision Making for Officials and [2] Skilled Interaction for Officials for consideration by the National Officials' Selection Committee; an initial $500 Officials' Travel Fee will be required to be submitted with National Championship Registration Entry Fees, to contribute proportionally to the Officials' travel costs (split among attending PTSOs based on membership numbers) after the events. Additional fees may apply to participating PTSOs beyond the initial $500 Officials' Travel Fee.

e. Ensure administrative deadlines are respected;

f. Ensure the confirmation of teams participating at **Senior** Nationals and the *Registration Fee* (certified cheque or money order) for each participating team is sent to the CBF Office by **December 1st**. Ensure the confirmation of teams participating at the **U20** Nationals and the *Registration Fee* (certified cheque

or money order) for each participating team is sent to the CBF Office by **December 31st**.

NOTE: In odd-numbered years, if there is a need for replacement teams for **U20** and/or Senior Nationals, it will be determined by going west to east around the capital city of each host province/territory. In even-numbered years, if there is a need for replacement teams for Juvenile and/or Senior Nationals, it will be determined by going east to west around the capital city of each host province/territory.

g. Ensure team registration forms for participating teams are sent to the CBF Office by February 1st. The interim rosters for those requesting out-of-Province pick-ups are due to the CBF office by March 1st. A maximum of 20 players and up to 4 coaching staff can be registered on the National roster forms. All teams must have at least one (1) team official certified in Standard First Aid present on the bench for the entirety of every game. Complete and submit these forms to the CBF office ensuring the following guidelines have been met:

i. Participating players must be permanent residents of a Province or Territory and have registered with their respective ASSOCIATION.

NOTE: **Players wishing to qualify for and participate at Nationals in a Member PTSO where they are not a permanent resident, but are in a bordering jurisdiction, must submit a formal request, including proof of permanent residency, for approval. This request must be approved by both Member PTSOs involved. Refer to the Border Player Policy Criteria.**

ii. All players at the senior level must be registered and play in only one Provincial / Territorial Championship. These players then can only play for that ASSOCIATION at the National Championships of that year. All other considerations will be reviewed and ruled upon by the CBF Board.

iii. Ensure the maximum number of players on the team selected to represent their ASSOCIATION at the Championships were members of the winning team from their ASSOCIATION's respective playoffs (minimum 51% of roster).

iv. On a year-to-year basis, each ASSOCIATION has the right to make written application to the CBF Executive for leniency to wave the 51% rule should extenuating circumstances occur.

v. Changes to the Registration Form (including completion of all registration and training requirements) can occur up until 11:59 pm the **Thursday** before the Coaches Meeting (prior to the start of the Championship).

(1) Failure to finalize the Registration Form prior to the **Thursday** before the start of the Championship could result in the team being disqualified from the championship. Games involving that disqualified team will be awarded as a forfeit as per the CBF Rule Book.

(2) Changes to the Registration Form must be accompanied by a letter

from the respective ASSOCIATION certifying the eligibility of any players added.

vi. U20 National Championship player registration forms shall be verified at the National Championship by matching the roster against player ID cards. Players without picture ID must have two pieces of ID, one with a signature. **Any player arriving after player registration must present their personal ID to a CBF Board Member prior to stepping on the ice.** The CBF Board member in charge or their designate must review their information.

vii. The CBF reserves the right to verify all player eligibility.

h. Coordinate return of Championship Trophies and plaques awarded to teams under their jurisdiction to the next National event and ensure the winning participant's information is engraved on the trophy or plaque in the same fashion as the previous winners. For trophies and plaques, the following sanctions are in place to the respective province and/or territory:

- If any award is not returned, a minimum of a $500 fine (up to the maximum of all costs associated with replacing the award) for a replacement award will be imposed to cover the expenses the CBF will incur to purchase a replacement award.
- If any award is returned to the championship without being engraved, a minimum of a $50 fine will be imposed to cover the expenses the CBF will incur for the engraving.

i. Ensure that all expenses accrued by their coaches, players or delegates have been paid upon completion of the Championships;

j. Attempt to provide a delegate or chef-de-mission for each National Championship to act as a liaison between the ASSOCIATION, their teams, the CBF, and the Host and to ensure that all members of their delegation (including officials) conduct themselves in a proper manner for the duration of the Championships; and

k. Provide appropriate supervision of **U20** teams sent to Championships (suggested ratio of 1 adult chaperon per 8 athletes).

Host Responsibilities

6.10 Identified in *Policies and Procedures Manual, Section 6 – National Championships Hosting Policy,* Annex A.

Sanctions Relating to National Championships

6.11 Specific sanctions include:

a. REGISTRATION:

i. Failure to submit the *Registration Fee* (certified cheque or money order) to the CBF Office by December 1st (Senior Teams) or December 31st (U20 Teams) SANCTION: $100 FINE.

ii. Failure to submit the *Player Registration Form* (signatures not required) to the CBF Office by March 1st of the championship year - SANCTION: $100 FINE.

b. WITHDRAWAL - Teams withdrawing from National Championships after December 1st (Senior) or December 31st (**U20**) will be subject to a fine. The fine will become the property of the CBF and may be used to reimburse the Host for the loss of revenue or expenses incurred as a result of the withdrawal - SANCTION – $500.00 FINE (This fine would be in addition to the $750.00 Participation Fee already received).

c. OFFICIALS – Associations are required to send an official to each Championship they participate in. SANCTION: failure to provide an official - $500.00 FINE.

d. COACHING - Teams competing at National Championships must have a CBF Certified Coach on the bench for the entire duration of their games and may not coach more than one team in the same division.

SANCTION – $100.00 fine/game (maximum $500.00). The coach must not be a player/coach. Effective 2018, all **U20**, Senior and Mixed Coaches will need to be BTC Certified.

NOTE: All coaching staff of players under 18 years of age must have a Vulnerable Sector Check done prior to National Championships and must present the certificate at Registration. For the next 2 years, either a signed declaration, complete with Provincial/Territorial authorization or a new Vulnerable Sector Check must be presented. SANCTION: Coaching staff will not be eligible to stand on the bench if certificate or signed and authorized declaration isn't presented and a $500 fine will be levied against the offending Province/Territory.

Annexes to Section 6 – National Championships Hosting Policy

Annex A – Host Responsibilities
- Appendix 1 – Hosting Checklist
- Appendix 2 – Broomball Ice Markings

Annex B – Championship Schedule
- Appendix 1 - National Championships Pool Placements
- Appendix 2 – Mixed Championships Draw
- Appendix 3 – Senior and **U20** Championship Draws

Annex C – Game Statistics

Annex D – Game Officials

Annex E – Awards Selection
- Appendix 1 – All Star Selection Forms

Annex F – Ceremonies