BALLON SUR GLACE
BROOMBALL
CANADA

POLICIES and PROCEDURES MANUAL

REVISED APRIL 2026

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Canada

IFBA

National Coaching Certification Program
Programme national de certification des entraîneurs

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REACH HIGHER
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CHAPTER 1 - Introduction

Mission Statement: "**To encourage Canadians to enjoy the sport of Broomball and achieve success at all levels of competition".**

Vision: **We play Broomball: the Canadian sport for all families, communities and champions.**

Values: **Integrity, Inclusion, Collaboration, Accountability, Respect and Excellence**

Focus

1.1. The Canadian Broomball Federation is committed to being an athlete-focused organization, which encourages the participation of athletes in the governance of the organization.

Guidelines

1.2. The day-to-day affairs of the CBF are guided by the *By-Laws* and the *Policies and Procedures Manual*. Should conflict arise between the *Policies and Procedures Manual* and the *By-Laws*, the *By-Laws* shall govern.

1.3. It is the responsibility of all Members, Appointed Officers, Participants and Registrants to be familiar with the contents of the *By-Laws* and *Policies and Procedures Manual* and follow the directions contained therein.

Registrant/Participant Suspension

1.4. No suspension of a Registrant or Participant may take place before:

a. The affected Registrant or Participant has been notified in writing of the proposed suspension,

b. The affected Registrant's or Participant's Member association has been notified in writing of the proposed suspension,

c. The affected Registrant or Participant or their Member association has presented its case to the Board.

1.5. The following timelines must be followed for suspension of Registrants or Participants:

a. Board - must investigate and inform the Registrant or Participant and their Member association in writing within fifteen (15) calendar days after notification of an incident.

b. Registrant or Participant – within thirty (30) calendar days after receiving the *Suspension Notice*, the Registrant or Participant must respond in writing to the Board - as to whether they accept the suspension or will appeal.

c. Member – within thirty (30) calendar days after receiving the *Notice of Suspension*, the Member must respond in writing to the Board as to

whether they accept the suspension of the Registrant or Participant or if they will appeal.

d. APPELLANT – if a suspension will be appealed, the Appellant must submit an appeal in writing to the CBF within fifteen (15) calendar days following the receipt of the *Notice of Suspension.*

Correspondence will include:

i. Date of occurrence;
ii. Location of occurrence;
iii. Details of incident;
iv. Conditions for lifting suspension (if applicable); and
v. Copies of reports that may have been raised by officials, Members, other Registrants or Participants, or other individuals (if applicable).

CBF Meetings

1.6. The CBF will hold meetings, as described below, in order to ensure the timely and efficient conduct of CBF business.

1.7. Meetings fall into the following categories:

a. **CBF Annual Meeting:**

i. Chair: CBF President
ii. Purpose: Convened to discuss CBF business, introduce policy, approve recommendations, and vote on resolutions
iii. Held: Annually on the date and location determined at the previous Annual Meeting, within six months of the end of the CBF's fiscal year, to coincide with the Senior National Championship.
iv. Voting: Members are permitted a maximum of two delegates each, who shall both be permitted to vote at the meeting.
v. Attendance: CBF Board, Appointed Officers, Member delegates, Observers (Registrants, Participants, and other interested individuals), Invited Speakers.
vi. Speaking Rights: The CBF Board, Appointed Officers, and Member delegates may speak. Invited Speakers and Observers may speak if invited to do so by the Chair.
vii. Quorum: A quorum requires the presence of a majority of the Members.

b. **CBF Technical Meeting**:

i. Chair: CBF Vice President Technical
ii. Purpose: Convened to discuss CBF technical issues**,** including Rule Changes and make recommendations to the Members (NOTE: All Rule Changes will come into effect July 1st).
iii. Held: Prior to the Annual Meeting
iv. Recommendations: Recommendations from the Technical Meeting, approved by an Ordinary Resolution, are presented at the Annual Meeting for ratification (by Ordinary Resolution) by the Members
v. Voting: Members are permitted a maximum of two delegates each, who

shall both be permitted to vote for recommendations at the meeting

vi. Attendance: CBF Board, Appointed Officers, Member delegates, Observers (Registrants, Participants, and other interested individuals), Invited Speakers

vii. Speaking Rights: The CBF Board, Appointed Officers, Member delegates, Invited Speakers, and Observers.

c. CBF Sport Development Meeting:

i. Chair: CBF President OR a CBF Vice President

ii. Purpose: Convened to discuss CBF developmental issues, including Policies and By Law changes and make recommendations to the Members (NOTE: all Policy and By Law changes will come into effect at the conclusion of all National Championships following the Annual Meeting).

iii. Held: Prior to the Annual Meeting

iv. Recommendations: Recommendations from the Sport Development Meeting, approved by an Ordinary Resolution, are presented at the Annual Meeting for ratification (by Ordinary Resolution) by the Members

v. Voting: Members are permitted a maximum of two delegates each, who shall both be permitted to vote for recommendations at the meeting

vi. Attendance: CBF Board, Appointed Officers, Member delegates, Observers (Registrants, Participants, and other interested individuals), Invited Speakers

vii. Speaking Rights: The CBF Board, Appointed Officers, Member delegates, Invited Speakers and Observers.

d. **Board of Directors Meeting**

i. Chair: CBF President

ii. Purpose: Discussion of CBF issues and CBF operations, introduce and amend CBF policies, vote on resolutions

iii. Held: A minimum of twice per year (may be held by conference call or teleconference)

iv. Voting: Elected directors are permitted one vote each

v. Attendance: CBF Board, Appointed Officers, Invited Speakers

e. **Special Meeting:**

i. Chair: CBF President

ii. Purpose: Discuss specific CBF issues

iii. Held: As called by the CBF Board or upon the written requisition of twenty percent (20%) of the Members (may be held by conference call or teleconference)

iv. Voting: Members are permitted a maximum of two delegates each, who shall both be permitted to vote at the meeting

v. Attendance: CBF Board, Appointed Officers, Member delegates, Invited Speakers

vi. Quorum: A quorum requires the presence of a majority of the Members

CHAPTER 2 – By-Laws

ARTICLE 1 – NAME

1.1. The name of this corporation shall be the FEDERATION CANADIENNE DE BALLON SUR GLACE - CANADIAN BROOMBALL FEDERATION. The corporation shall be referred herein as the “CBF” and shall do business as BALLON SUR GLACE BROOMBALL CANADA.

1.2. The registered office of the CBF shall be located in the province of Manitoba at such an address the Board may determine.

ARTICLE II – PURPOSES

2.1. The purposes of the CBF shall be defined in the CBF’s Articles of Continuance. These purposes are to:

a. Further the development of the sport of broomball in Canada;

b. Develop and implement the rules and policies of the CBF including the rules of the game;

c. Oversee the Canadian National Broomball Championships;

d. Establish conditions conducive to the safety of participants in the sport of Broomball through the implementation of the *CBF Rule Book* and through the development of Coaching, Officiating and related programs; and

e. Promote, publicize and market the sport of Broomball in Canada.

ARTICLE III – DEFINITIONS

3.1 The following definitions shall have these meanings:

a. ACT – the Canada Not-for-Profit Corporations Act, S.C. 2009, c.23, including the Regulations made pursuant to the Act, and any statutes or regulations that may be substituted, as amended from time to time.

b. APPOINTED OFFICERS – Individuals appointed, pursuant to these By-laws, to perform duties on behalf of the CBF.

c. ATHLETE - a person currently on a national team or competing at the national or international level or a person who is retired and was a member of a national team or competed at the national or international level, not more than nine years previously, in the sport of broomball.

d. AUDITOR - A Public Accountant, as defined in the Act, appointed by the Members by Ordinary Resolution at the Annual Meeting to audit the books, accounts, and records of CBF for a report to the Members at the next Annual Meeting;

e. BOARD – the Board of Directors of the CBF;

f. CANADIAN BROOMBALL FEDERATION – the recognized sport governing body responsible for overseeing all broomball programs in Canada (also referred to as the CBF or Broomball Canada);

g. DAYS – days including weekends and holidays

h. DELEGATE – A representative from a Member who is assigned the authority to vote on behalf of that Member at meetings

i. DIRECTOR – an individual elected or appointed, pursuant to these By-laws, to serve on the Board

j. FEES – monies determined to be payable to the CBF at an amount determined and, on a date, set by the Board, and adjusted from time-to-time as the Members may determine. Specific fees are:

i. AFFILIATION FEE – annual fee paid by each Member and due October 1st of each year. All members shall pay (based on the number of registered members the previous year):

- Under 150 registered members - $500.00
- 150 - 749 registered members - $1000.00
- 750 + registered members - $1500.00

ii. REGISTRATION FEE – each team attending a Senior National Championship is required to pay a **$1400.00** Participation Fee each year, due December 1st). Each team attending a **U20** National Championship is required to pay a **$1200.00** Participation Fee each year, due December 31st.

iii. HOSTING FEE - $1000.00 non-refundable Fee payable upon acceptance of the bid to host a Senior National Championship, paid by the host Member or the HOST.

iv. HOSTING BOND - $1000.00 bond to be refunded upon completion of the National Championships, providing all commitments have been met. The bond is due upon site inspection (Senior Nationals) or upon acceptance of a bid to host a National Championship (Juvenile Nationals).

v. SANCTIONS – fines payable as the direct result of violations of CBF's policies.

k. FUNDAMENTAL CHANGES – amendments or other changes to the CBF that are designated by the Act to be "fundamental changes"

l. HOST – name used to identify the organization seeking, or having been granted the authority to organize a CBF National Championship. The Host is subject to the conditions set out in the CBF's *Hosting Policy;*

m. INDEPENDENT - that a Director or prospective Director has no fiduciary obligation to any body for broomball at the national or provincial level, receives no direct or indirect material benefit from any such party, and is free of any conflict of interest of a financial, personal or representational nature (provided that participation in broomball does not alone cause a person not to be independent). A person who would not be considered Independent will be considered to be Independent once they resign from or terminate the circumstance that gives rise to the non-independence.

n. MEMBER – a Canadian provincial or territorial sport governing body that is recognized by the CBF as being the organization responsible for the sport of broomball in their province or territory. Members may be admitted

or re-admitted to the CBF from time to time, by Ordinary Resolution of the Members

o. ORDINARY RESOLUTION – a resolution passed by a majority of the votes cast on that resolution;

p. PARTICIPANT – Individuals who are involved with CBF activities but who may not be registered with Members. Participants include but are not limited to appointed CBF committee members, clinic and drop-in program participants, volunteers, and host organizers. Participants are not members of the CBF.

q. REGISTRANT – Individuals who are registered with Members. Registrants include but are not limited to athletes, coaches, and officials. Registrants are not members of the CBF.

r. SPECIAL RESOLUTION – a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution;

s. STATUS – a Member's standing within the CBF that affects its rights:

i. GOOD STANDING – status of a Member indicating:

(1) No outstanding financial obligations to the CBF;

(2) No outstanding Code of Conduct issues

ii. NOT IN GOOD STANDING – status signifying a failure to comply with GOOD STANDING requirements. When a Member is NOT IN GOOD STANDING:

(1) They will be provided with details of the situation and specific direction as to how to obtain GOOD STANDING status.

(2) Members NOT IN GOOD STANDING are restricted from participating in sanctioned CBF events.

(3) Members may attend CBF meetings as an observer but shall not be entitled to vote.

(4) Members may no longer be entitled to programs and services, which may be available from the CBF.

(5) In order to be removed from NOT IN GOOD STANDING status, the affected Member will be required to adhere to the conditions identified in paragraph 1.2.l. ii.(1) which may include full payment of incurred debts.

ARTICLE IV - JURISDICTION

4.1 The Federation's jurisdiction shall be limited to Members and their Registrants.

4.2 Members may refer disputes to the CBF for resolution on the condition that the CBF's decisions shall be binding

ARTICLE V – MEMBERSHIP

5.1 Membership into the CBF is granted to provincial or territorial governing bodies for Broomball that agree to:

a. Recognize the CBF as the National Sport Governing Body of Broomball in Canada;

b. Pay annual Affiliation Fees; and

c. Adhere to the CBF's *By-Laws*, *Policies and Procedures Manual* and *CBF Rule Book.*

5.2 Membership in the CBF is terminated when:

a. The Member dissolves;

b. The Member fails to maintain any of the qualifications or conditions of membership described in Section 5.1 of these By-laws;

c. The Member resigns from the CBF by giving written notice to the CBF, in which case the resignation becomes effective on the date specified in the resignation. The Member shall be responsible for all fees payable until the actual withdrawal becomes effective;

d. The Member fails to pay Affiliation Fees or monies owed to the CBF by the deadline dates specified by the Board;

e. The Member fails to comply with CBF registration policies or applicable policies, whereupon an Ordinary Resolution of the Board confirming such termination shall be passed;

f. The CBF is liquidated or dissolved under the Act.

5.3 Termination of a membership may not take place until:

a. The Member has been informed in writing, that its membership shall be terminated;

b. The Board approves of the termination by Special Resolution

c. The Members approve the termination by Ordinary Resolution

5.4 The following timelines shall apply for Member termination:

a. Within thirty (30) calendar days after receiving the *Notice to Revoke Membership*, the Member must respond in writing to the CBF as to whether it accepts the decision or will appeal.

b. If the Member is going to appeal the decision, it must submit an Appeal in writing, to the CBF within fifteen (15) calendar days following the deadline applied to the paragraph above.

5.5 A Member may not resign from the CBF if the Member is subject to disciplinary investigation or action.

5.6 A Member may be reinstated by Ordinary Resolution of the Members at an Annual Meeting or Special Meeting.

5.7 Members requesting reinstatement may do so by providing a written request to the CBF. Reinstatement may require the Member to adhere to specific guidelines identified by the Board.

5.8 Pursuant to the sections of the Act applicable to Fundamental Changes, a Special Resolution of the Members is required to make any amendments if those amendments affect the following membership rights and/or conditions:

a. Change a condition required for being a Member;

b. Change in the manner of giving notice to Members entitled to vote at a meeting of Members; or

c. Change the method of voting by Members not in attendance at a meeting of Members.

ARTICLE VI – GOVERNANCE

6.1 The CBF Board of Directors shall consist of between four (4) and seven (7) elected Directors as follows:

a. President
b. Vice President
c. Treasurer
d. Secretary
e. Up to three (3) Directors-at-Large

6.2 Prior to a meeting of the Members at which Directors will be elected, the Board will determine the number of Director-at-Large positions by Ordinary Resolution provided that:

a. The number of Director-at-Large positions is no more than three (3); and

b. The determination of the number of Director-at-Large positions on the Board does not have the effect of shortening the term of a sitting Director.

6.3 The Officers of the CBF shall be the President, Vice President, Secretary, and Treasurer. Officers of the CBF shall have duties prescribed by the policies and procedures of the CBF. Duties of the Directors may be delegated to the staff of the CBF or, by Ordinary Resolution of the Board, to other individuals.

6.4 Election of Directors shall take place at the Annual Meeting. Elections shall take place in two parts:

a. In even-numbered years, the President, and Secretary, and up to two (2) Directors-at-Large.

b. In odd-numbered years, the Vice President, the Treasurer and up to one (1) Director-at-Large

6.5 Elected Directors shall hold office for a term of two (2) years and shall hold office until their successors have been duly appointed in accordance with these By-laws, unless they resign, or are removed from or vacate their office.

6.6 Any individual, who is eighteen (18) years of age or older, who is a resident of Canada as defined in the *Income Tax Act*, who has the power under law to contract, who has not been declared incapable by a court in Canada or in another country, is member in good standing with a Member, and who does not have the status of bankrupt, may be nominated for election as a Director.

6.7 In support of Director independence on the Board, at least 40% of the Board

must be Independent (as defined in Article III). Should the Board consist of at least three (3) Directors who are not Independent, a non-Independent individual may not be nominated for election.

6.8 In support of gender balance on the Board, no more than 60% of the Directors should be of the same gender identity. Should the Board consist of at least three (3) Directors who are of the same gender identity, an individual of that same gender identity should not be nominated for election.

6.9 Nominations must include the written consent of the individual and must be submitted to the CBF Office within sixty (60) days of the Annual Meeting.

6.10 Elections for each Director position shall be decided by the Members in accordance with the following:

a. If there is one valid nomination, the winner shall be elected by Ordinary Resolution.

b. If there is more than one valid nomination, the winner shall be the nominee receiving the greatest number of votes from the Member delegates. In the case of a tie, the nominee with the fewest votes shall be dropped from the ballot and another vote will be conducted. If there continues to be a tie when only two nominees remain, the winner shall be declared by Ordinary Resolution of the Board

6.11 Election of Directors shall be by secret ballot and the President shall appoint one or more scrutineers to distribute, collect, and count the ballots.

6.12 The Board may, by Ordinary Resolution, appoint the following Appointed Officers who may be invited to attend Board meetings in a non-voting capacity and who shall have duties prescribed by the policies and procedures of the CBF:

a. Referee-in-Chief

b. High Performance and Development Directors

6.13 The Board may, by Ordinary Resolution, permit up to two (2) Athlete Representatives to attend meetings (or parts of meetings) of the Board in a non-voting capacity. The Athlete Representatives shall have duties and responsibilities described by the Board. Athlete Representatives are elected by their peers and must be an ‘Athlete’ as defined in Article III of these By-laws.

6.14 Meetings of the Board shall be held at least twice per year at any time and place, or by conference call, as the Board determines.

6.15 At any meeting of the Board, quorum shall be at least three (3) Directors.

6.16 Each Director shall have one vote. Tied votes are lost.

6.17 There shall be no proxy voting at any meeting of the Board

6.18 Meetings of the Board shall be closed to Members and the public except by invitation of the Board.

6.19 Except as otherwise provided in the Act or these By-laws, the Board has the powers of the CBF and may delegate any of its duties and functions. The Board shall be empowered to:

a. Make policies and procedures or manage the affairs of the CBF in accordance with the Act and these By-laws.

b. Make policies and procedures relating to discipline of Members and Registrants, and will have the authority to discipline Members and Registrants in accordance with such policies and procedures.

c. Make policies and procedures relating to management of disputes within the CBF and all disputes will be dealt with in accordance with such policies and procedures.

d. Appoint committees, and specify the chairperson, members, and terms of reference of any such committee.

e. With the exception of items set out in section 197(1) of the Act (Fundamental Changes), amend or repeal these By-laws, subject to ratification by Ordinary Resolution by Members

f. Employ or engage under contract such persons as it deems necessary to carry out the work of the CBF.

g. Determine registration procedures and other registration requirements.

h. Borrow money upon the credit of the CBF as it deems necessary in accordance with these By-laws.

i. Perform any other duties from time to time as may be in the best interests of the CBF.

6.20 A Director may be suspended, resign from the position of Director, vacate office, or be removed from office in the following ways:

a. A Director may be suspended, pending the outcome of a discipline hearing in accordance with the CBF's policies related to discipline, by Special Resolution of the Board at a Board meeting provided the Director has been given notice of and the opportunity to be heard at such meeting

b. A Director may resign from the Board at any time by presenting a notice of resignation to the Board. The resignation becomes effective on the date it is accepted by the Board. A Director who is subject to disciplinary procedures and subsequently resigns will still be subject to the outcome of that process.

c. The office of any Director is automatically vacated if the Director is found by a court to be of unsound mind, becomes bankrupt, or dies.

d. A Director may be removed by Ordinary Resolution of the voting Members at a Special Meeting of Members provided the Director has been given notice of and the opportunity to be heard at such a meeting.

6.21 A vacancy in the Board shall occur if:

a. A Director resigns from office;

b. If for any reason the individual cannot adequately fulfil their duties;

c. At a Special Meeting, the Members adopt an Ordinary Resolution removing the Director.

6.22 Where the position of a Director becomes vacant and there is still a quorum of

Directors, the Board may appoint a qualified individual to fill the vacancy for the remainder of the unexpired term.

ARTICLE VII - MEETINGS OF THE MEMBERS

7.1 The Annual Meeting of the CBF shall be held each year at a time and place chosen at the previous Annual Meeting and in conjunction with the Senior National Championships.

7.2 A Special Meeting of the Members may be called by the President, may be called by the Board, or must be called upon the written requisition of five percent (5%) of the votes.

7.3 The agenda of a Special Meeting shall be limited to the subject matter for which the meeting was duly called

7.4 Notice of a meeting of the Members shall include the time and place of a meeting, the proposed agenda, Member proposals, reasonable information to permit Members to make informed decisions, and will be given to each Member entitled to vote at the meeting, the auditor, and the Board, by the following means:

a. By mail, courier or personal delivery to each Member entitled to vote at the meeting, during a period of thirty (30) days before the day on which the meeting is to be held; or

b. By telephone, electronic or other communication facility to each member entitled to vote at the meeting, during a period of thirty (30) days before the day on which the meeting is to be held; or

c. By posting on the CBF's website not less than thirty (30) days prior to the date of the meeting.

7.5 Pursuant to the sections of the Act applicable to Fundamental Changes, a Special Resolution of the Members may be required to make any amendment to the By-laws of the CBF to change the manner of giving notice to Members entitled to vote at a meeting of Members.

7.6 Member Delegates, the Directors, Registrants, Participants, the auditor of the CBF, and such other persons who are entitled or required under any provision of the Act, Articles or By-laws of the CBF are entitled to be present at an Annual Meeting of the Members. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the Members.

7.7 A meeting of Members may be held by means of telephone, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, if the CBF makes available such a communication facility.

7.8 Any Member entitled to vote at a meeting of Members may participate in the meeting by means of telephone, an electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, if the CBF makes available such a communication facility. A person so participating in a meeting is deemed to be present at the meeting.

7.9 A quorum at a meeting of the Members requires a majority of the Members.

7.10 Each Member is entitled to identify two Delegates with voting privileges. Delegates are not required to vote as a block.

7.11 Delegates may vote 'Yes', 'No', or 'Abstain'. Abstentions are not recognized as 'No' votes and are not recorded.

7.12 There shall be no proxy voting at any meeting of the Members.

7.13 The Chairperson shall make a declaration to the result of all motions by indicating the voting results. A tied vote at Annual Meetings and Special Meetings fails.

7.14 The agenda of Annual Meeting shall be:

a. Call to Order

b. Roll Call and Quorum

c. Identification of Voting Delegates and Voting Procedures

d. Reading and Approval of Previous Minutes

e. Correspondence

f. Matters Arising

g. Approval of Agenda

h. Reports of Board - to be submitted fully in writing and read in summary:

i. President

ii. Vice-President

iii. Treasurer - Report and Appointment of auditor

i. Reports of Standing and Special Committees

j. Amendments of the *By-Laws* and/or the *Rule Book*

k. New Business

l. Election of Directors

m. Site of Next Annual Meeting

n. Member Reports

o. Adjournment

7.15 The By-laws may be amended by member proposal, as described in Section 163 of the Act. Amendments by member proposal must be approved by Ordinary Resolution of the Members at any meeting of the Members. Amendments by member proposal that are approved by the Members take effect immediately.

7.16 The playing rules used by the CBF at all sanctioned events are those found in the CBF *Rule Book.* They may be amended by an Ordinary Resolution by Members at the Annual Meeting. Specific guidelines include:

a. With the exception of subsection c, playing rules can be amended every two years (odd numbered years) at the Annual Meeting;

b. A written *Proposal to Amend the Rules* must be sent to the CBF Office by December 1st of the year proceeding the rule change year (Example – If

the Rule change year is 2027, the submission date would be December 1st, 2026).

c. Rules changes recommended by the CBF Officials Committee may be reviewed annually at any Technical Meeting and submitted for resolution at that year's Annual Meeting

7.17 The Member hosting the Annual Meeting will pay for all meeting rooms required for the Annual Meeting.

7.18 The Member hosting the Annual Meeting is required to provide transportation for all Annual Meeting Delegates to and from the Airport to the Hotel, and if required, to and from the Hotel to the meeting location.

7.19 The Member hosting the Annual Meeting is to provide a photocopier for use during all the CBF Meetings prior to, and including at the Annual Meeting

ARTICLE VIII - COMPLIANCE

8.1 All Members, Participants, and Registrants, of the CBF are expected to adhere to the *By-Laws*, *CBF Rule Book*, and *Policies and Procedures Manual* and **Safe Sport Policy Manual**. Failure to adhere to these policies may result in disciplinary action imposed by the Board.

ARTICLE IX - APPEALS

9.1 Appeals may be made to the Board, in writing within fourteen (14) calendar days of an appellant receiving disciplinary action. Details of the procedures are contained in the ***Safe Sport Policy Manual – Appeal Policy****.*

ARTICLE X – BOOKS AND RECORDS

10.1 The CBF Board shall ensure that all CBF books, records, documents and transactions are recorded, copies placed on file, and all are stored at the registered office. Records include (but are not limited to):

a. Financial information including audited statements;

b. Results and statistics of all National Championships;

c. Member correspondence;

d. Minutes of meetings and committees;

e. CBF *By-Laws*, *CBF Rule Book*, *Policies and Procedures Manual,* ***Safe Sport Policy Manual*** and affiliated correspondence; and

f. the CBF's Certificate of Continuance

10.2 Plagiarism or unauthorized use of any CBF related material without the express written consent of the CBF will result in punitive action taken against the violator.

ARTICLE XI – OFFICIAL LANGUAGE

11.1 The official languages of the CBF shall be English and French. All printed material will be made available in both official languages when requested.

ARTICLE XII – SIGNING AUTHORITY AND EXECUTION OF DOCUMENTS

12.1 The term "contracts, documents or any instruments in writing" as used herein, shall include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property real or personal, immovable or moveable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignment of shares, stocks, bonds, debentures or other securities and all paper writings.

12.2 The President may enter into contracts in the ordinary course of the CBF's operation.

12.3 The President may appoint any elected Director to sign contracts, documents and instruments in writing as required.

12.4 The President, Treasurer, Executive Director and Executive Assistant shall have CBF cheque signing authority. All cheques must have at least two signatures.

ARTICLE XIII – FINANCIAL

13.1 The fiscal year of the CBF shall end on the 31st of March each year.

13.2 The CBF's financial records shall be audited annually, by an auditor appointed by the Members at the Annual Meeting.

13.3 All Directors, Appointed Officers and members of Committees shall serve as such without remuneration and will not directly or indirectly receive any profit from their positions as such; provided that Directors, Officers or members of Committees may be paid reasonable expenses incurred by them in the performance of their duties. Nothing herein contained will be construed to preclude any Director, Officer or member of a Committee from serving the CBF in any other capacity and receiving compensation in that capacity.

ARTICLE XIV – IDEMNIFICATION

14.1 The CBF will indemnify, defend, and hold harmless its past and present Directors and Appointed Officers from and against any claim, causes of action, suits, liability, damages, and costs attributed to duties they have been asked to perform on behalf of the CBF. This is conditional with the understanding the individual acted in good faith, in accordance with CBF direction, and in a manner the individual reasonably believed to be in or not opposed to the best interests of the CBF.

14.2 The President has the authority to seek legal counsel on behalf of the CBF should the situation warrant.

ARTICLE XV – DISSOLUTION

15.1 A General Meeting is required to dissolve the Canadian Broomball Federation. A notice of the meeting must be sent to Members thirty (30) calendar days in advance of the meeting date.

15.2 A dissolution meeting requires the presence of the CBF President or the Vice President, one other Director, and a minimum of four-fifths (4/5) of the Members. A vote of four-fifths (4/5) of the Members present is required to dissolve the Canadian Broomball Federation.

15.3 In the event of the dissolution of the Canadian Broomball Federation, all its remaining assets, after payment of its liabilities, shall be distributed to one or more recognized charitable organizations in Canada.

CHAPTER 3: Administration

CBF Head Office

3.1. The CBF maintains an office in Winnipeg, Manitoba and is staffed by an Executive Assistant. Copies of all documentation are held at this location. The office is the focal point for distribution of all CBF correspondence and CBF publications. The contact details for the office are as follows:

a. Mailing Address:

145 Pacific Avenue
Winnipeg, Manitoba
R3B 2Z6

b. Phone/Fax Numbers:

i. Phone – (204) 925-5656
ii. Fax – (204) 925-5792

c. Web Site:

i. Web site – www.broomball.ca
ii. E-mail – cbfbroomball@shaw.ca

3.2. The CBF is required to set timelines for completion and submission of all documents. Deadlines are identified at the Annual Meeting and provided to Members. These dates are also posted on the CBF web site.

3.3. All correspondence directed to the CBF are to be forwarded to the Executive Assistant at the CBF Office.

Roles and Responsibilities

Section 1 – Roles of the CBF Board

President:

3.4. The President is responsible for the day-to-day general management and supervision of the affairs and operations of the CBF and has signing authority on all official documents.

3.5. The President shall:

a. Preside at all CBF meetings;
b. Call necessary meetings of the Board to discuss and deal with matters of the CBF. Thirty (30) calendar days notice of such meetings must be given to each Board member;
c. Act as the official representative of the CBF and is empowered to respond and take necessary action on urgent matters;
d. Monitor the activities of the Secretary, Executive Assistant and the Treasurer, including reviewing various financial statements and reports;
e. Sit on all standing committees as a member ex-officio;
f. Chair committees including Hall of Fame and Sponsorship;
g. Chair committees and oversee activities associated with the International Federation of Broomball Associations and other international involvement;

h. Sit as a Governor on the board of the International Federation of Broomball Associations,
i. Consolidate and present the *Operating Plan* to the Board at the Annual Meeting;
j. Ensure the long-term financial stability of the association;
k. Receive and approve the operating budget on an annual basis;
l. Finalize the submission for Sport Canada Funding;
m. Provide a written annual report to the CBF Annual Meeting outlining areas of responsibilities; and
n. Perform other duties as required by the Board.

Vice President

3.6 The Vice President is responsible for all marketing, communication and promotional matters relating to the CBF with the assistance of the Webmaster, Secretary, Treasurer, Executive Assistant, the High-Performance Director and the Sport Development Coordinator.

Responsibilities include, but are not limited to:

a. Ensuring updates and corrections are made to the CBF Website and Facebook page, *Policies and Procedures Manual* and other CBF documents;
b. Reviewing the CBF administrative procedures for relevance and preparing or presenting new issues to the Board;
c. Responsible for pursuing sponsorship & marketing opportunities
d. Assist in preparing and presenting a *Forecasted Operating Budget* for review at the CBF Annual Meeting;
e. Preparing and presenting a CBF Marketing/Communication-Promotion/Image & Sponsorship Plan;
f. Monitoring the activities of the Sport Development Coordinator
g. Assist in preparing the administrative component of the *Multi Year Plan*;
h. Reviewing the application for Sport Canada funding;
i. Providing a written annual report to the CBF Annual Meeting outlining areas of responsibilities;
j. Performing other duties as required by the Board.

Director at Large - Technical

3.7 The Director at Large - Technical is responsible for overseeing the technical aspects of the CBF's Coaching and Officiating programs, and player development. Responsibilities include, but are not limited to:

a. Monitoring the activities of the Referee-in-Chief;
b. Overseeing the technical aspects of the National Championships including, but not limited to:
    i. Development of event schedules.
    ii. Ruling on player/team eligibility issues.
    iii. Monitoring of player Registration.
    iv. Provision of technical guidance to Hosts;
    v. Provision of technical guidance to the Disciplinary Committee

established for each event.

c. Providing a written annual report to the CBF Annual Meeting outlining areas of responsibilities;

d. Chairing Committees established to deal with technical and developmental matters; and
e. Performing other duties as required by the Board.

3.8 In the absence or incapacitation of the President, the VP Technical is the next in line to temporarily perform the duties of the President.

Secretary

3.9 The Secretary shall attend all Board Meetings and record all minutes in the books kept for that purpose. Copies of all correspondence will be forwarded to the registered office of the CBF.

3.10 The Secretary is responsible for:
a. Providing all notices required to Members and Directors;
b. Circulating the minutes of meetings to the CBF Board and Members within sixty (60) calendar days after completion of the meetings;
c. Annually compiling a complete record of registration statistics for the CBF based on information received from all Associations. These statistics are to be submitted to the CBF Secretary by each Association by April 1st each year;
d. Ensuring the timely distribution of CBF documents and correspondence;
e. Performing other duties as required by the Board of Directors.

Treasurer

3.11 The Treasurer is responsible for all financial aspects relating to the payment of bills and tracking of CBF revenues and expenses and has signing authority on all official documents.

3.12 The Treasurer shall:
a. Keep full and accurate records of all deposits, receipts and disbursements of the CBF finances in proper accounting books;
b. Deposit all money to the credit of the CBF in financial institutes designated by the Board;
c. Disburse the funds of the CBF under the direction of the Board according to payment procedures;
d. Provide the CBF Board with a written account of all CBF financial transactions, and if requested, a financial statement;
e. Provide and present an audited financial report at the CBF Annual Meeting;
f. Assist the Executive Assistant with the preparation and presentation of a forecasted budget for the upcoming fiscal year. The budget will be presented at the CBF Annual Meeting;
g. Assist with the financial section of the CBF *Operating Plan*; and
h. Perform other duties as required by the Board.

Section 2 – Election of the CBF Board

3.13. The CBF Board is elected at the Annual Meeting according to the CBF's By-laws.

Section 3 – Member Delegates

3.14. Responsible to:

a. Make decisions and provide direction to the CBF;
b. Ensure Member compliance with the CBF directives;
c. Participate in CBF Member's meetings;
d. Make proposed recommendations to the CBF;
e. Vote on proposals and issues that arise at CBF Meetings; and
f. Submit documentation requested by the CBF.

Section 4 – Staffing - Executive Director

3.15. The Executive Director is responsible for the overall organization and administration of Broomball in Canada and has signing authority on all official documents.

3.16. The Executive Director shall oversee and coordinate with the:

a. Sport Development Coordinator – Develop Marketing objectives and work plan; Lace To The Top (LTTT) and Special Initiative fund recipient's follow-up; weekly meetings to discuss tasks completed and to be completed; coordinate with webmaster to update website; manage all social media.
b. Treasurer – Create and maintain a document to track all revenues and expenses comparative to the approved annual budget on a monthly basis and reconcile with the bank statement. Includes all records of deposits and invoices for cheques written.
c. High Performance Coordinator – coordinate with the High-Performance Coordinator and the running of the National Teams' program and review the National Hosting Checklist
d. Coaching Coordinator and/or **Director at Large -** Technical – Oversee the scheduling of Coaches Workshops (BF2, BTC, BTE) and training of Learning Facilitators (LF)'s. Ensure all registered coaches in Canada are up to date on their Professional Development (PD) points and printing and mailing all documentation required for the workshops are completed.
e. Referee in Chief (RIC) – scheduling of Officials LF Workshops, training of officials and sports safety guideline. Create a reference document to be distributed to newly trained officials
f. Executive Assistant (EA) – Coordinate with the EA regarding all administration, Sport Canada and financial/budget matters
g. Webmaster – Schedule tasks and deadlines according to the needs of the CBF and the Sport Development Coordinator

3.17. Specific duties include but are not limited to:

a. Liaise with Sport Canada, the Coaching Association of Canada (CAC) and Sport for Life Committees, Board Members and Provincial/Territorial representatives.
b. Oversee and manage staff and review responsibilities and job performances annually.
c. Completion of annual Sport Canada funding application and monitoring of the Multi-year and Operational Plan and association Policies and Procedures documents.
d. Prepare and manage the annual budget as approved by the Board and Members and identify sponsorship opportunities.
e. The Executive Director will receive e-mail, telephone and written correspondence and ensure necessary distribution of information in a timely fashion.
f. Travel and attendance at the Annual Meetings and Senior Nationals (April) and other relevant meetings during the year.
g. Oversee the transfer of important documents to a cloud system
h. Ensuring the printing, translation and distribution of CBF publications such as Rule Books, Coaching Manuals, Course Facilitator Manuals are completed and fees are submitted to the Treasurer.
i. Communicate with the Nationals Host Committees to ensure the CBF Hosting Policy is being followed
j. Assist with planning the Canada Cup and ensure host site is prepared for the event
k. Ensure that all communication with PTSO`s is done in both official languages of Canada
l. Compiling, documenting and forecasting annual administrative expenses associated with the National Office operations and providing the Treasurer with copies of receipts
m. Other duties as requested by the CBF Board

Section 5 – Staffing – Executive Assistant

3.18. The Executive Assistant is responsible for the provision of administrative support services to the CBF and the Executive Director and has signing authority on all official documents.

3.19. The Executive Assistant is selected by the CBF Board and announced at the Annual Meeting.

3.20. As the main point of contact for the CBF, specific duties include, but are not limited to:

a. Receiving e-mail, telephone or written inquiries and responding, or referring them to the appropriate Director or Appointed Officer;
b. Coordinating and maintaining communication between:
    i) The CBF Board and Appointed Officers
    ii) Member Presidents and their Provincial/Territorial Offices
    iii) CBF Standing Committees
c. Attending meetings or CBF funded professional development seminars or training;

d. Ensuring the printing, translation and distribution of CBF publications such as Rule Books, Coaching Manuals, Course Facilitators Manuals are completed
e. Ensuring the collection of all fees on behalf of the CBF for publications, Registration & Nationals Hosting fees and fines and forward them to the Treasurer
f. Maintaining a filing and record system for all CBF documents;
g. Ensuring material required for meetings are prepared and circulated as required;
h. Advising the Board of proposed changes to administrative procedures or documentation;
i. Assist in the preparation of the annual budget
j. Perform other duties as required by the Board or delegated by the Executive Director

Section 6 – Staffing – High Performance Coordinator

3.21. Reporting to the Executive Director and the **Director at Large -** Technical, the High-Performance Coordinator is responsible for the organization and administration of the National Team High Performance Program

3.22. Coordination of all aspects of team selections, high performance testing, monitoring yearly and monthly training plans and National team events

3.23. Liaise with Sport Canada, the Coaching Association of Canada (CAC) and Sport for Life Committees and Provincial/Territorial representatives to ensure necessary distribution of information pertaining to the High-Performance Programs

3.24. Prepare and manage the annual High-Performance budget as approved by the Board and Members

3.25. Perform other duties as required by the Board or the Executive Director

Section 7 – Staffing – Sport and Community Development Coordinator

3.26. Reporting to the Executive Director, President and the Vice President, the Sport and Community Development Coordinator is responsible for sport development and the marketing and promotion of broomball on our social media sites.

3.27. Specific duties include but are not limited to:
a. Help update the Broomball Long Term Athlete Development Program;
b. Review and manage the Lace to the Top Week program;
c. Review and monitor the Broomball Canada website, including: 12 Steps program, Broomball for Fun and Lace to the Top and respond to comments and requests
d. Manage and implement all requests for Special Initiatives
e. Perform other duties as required by the Board or the Executive Director.

Section 8 – Appointed Officers

3.28 From time to time, the CBF may be required to appoint persons as *Appointed Officers of the CBF* in order to perform assigned duties on behalf of the CBF.

3.29 These individuals can be appointed directly at the request of the Board. The President may make appointments after consulting with the Board

Referee-in-Chief

3.30 The Referee-in-Chief is responsible to assist the **Director at Large –** Technical with activities relating to the CBF's officiating program.

3.31 The Referee-in-Chief is appointed by the CBF Board for a two (2) year term and announced at the Annual Meeting. Members will be canvassed for recommendations (all recommendations must be approved by the members).

3.32 Specific duties include, but are not limited to:

a. Maintaining a register of certified CBF officials;
b. Assisting in the development and review of the CBF Officials Program;
c. Providing training for game officials;
d. Reviewing Member nominations, selecting appropriate officials and establishing game schedules for officials at National Championships;
e. Monitoring the conduct and performance of officials at CBF sanctioned events;
f. Acting as an advisor to Discipline Committees established at National Championships; and
g. Attending CBF funded professional development seminars or training.

Coaching Coordinator:

3.33 The Coaching Coordinator shall attend all Board Meetings and is responsible for establishing and administering all CBF Coaching Programs including on line and in person clinics.

3.34 The Coaching Coordinator shall:

a. Communicate with all Provincial/Territorial delegates regarding the need for Coaching Clinics and ensure Learning Facilitators are in place to run the clinics;
b. Ensure the Provinces/Territories and Learning Facilitators are aware of all fees, course materials and facilities associated with the clinic prior to hosting the clinic;
c. Ensure all Registration fees are collected prior to the start of the clinic and forwarded to the CBF office;
d. Provide the CBF Executive Director with a written account of all expenses and ensure all receipts are provided for reimbursement following the clinic;
e. Ensure all coaches are entered into the Locker on the Coaching

Association of Canada website;
f. Ensure all Coaches attending the National Championships have completed their respective certification and training requirements including their Professional Development requirements.
g. Prepare a written report of all Clinics held during the season to be presented at the CBF Annual Meeting;
h. Attend monthly Coaching Association of Canada meetings
i. Perform other duties as required by the Board

Section 9 - Standing Committees

3.3**5** The CBF uses Standing Committees as a means to complete operational activities in specified areas that can't otherwise be handled by the Board. A standing committee shall consist of a Chairperson and a minimum of two other members.

3.3**6** When a committee is to be established, the Board shall name a Chairperson and committee members.

3.3**7** Specific documents outlining the aims, objectives and responsibilities of each of the standing committee members must be drawn up by each committee to fit within the general mandate set down in the Bylaws or Policies and Procedures Manual. These should be reviewed annually, updated as necessary and presented in writing to the Board sixty (60) calendar days prior to the Annual Meeting.

3.3**8** The Chairperson is responsible for ensuring that a committee member is prepared to assume the Chairperson's duties in their absence.

3.3**9** A Chairperson may request the resignation of any committee member but such request shall not have force or effect until ratified by the Board.

3.**40** If required, each Standing Committee must submit a proposed budget for the up-coming fiscal year to the Board sixty (60) calendar days prior to the Annual Meeting.

3.**41** The following committees are required on an on-going basis:

a. Coaching Committee:
    i. Chaired by **a Director at Large**, **in coordination with the Coaching Coordinator**;
    ii. Made up of Member representatives as required;
    iii. Responsible for establishing and administering Coaching Programs including clinics and other programs deemed necessary.
    iv. Other responsibilities include:
        1. Developing and submitting a proposed budget to the Board sixty (60) calendar days in advance of the Annual Meeting.
        2. Developing an acceptable recognized Coaching Program with inter-Member input and approval in order to

standardize the sport of Broomball across Canada.

b. Hall of Fame Committee:
   i. Chaired by the CBF President, consisting of four members chosen from the Board and one current Hall of Fame inductee and appointed by the Board as required;
   ii. Responsible for reviewing the nominations and submitting accepted nominations to the Board for approval.

c. Nomination Committee:
   i. The Committee will be composed of three (3) individuals appointed by the Board. The Board will appoint an individual to act as the Chair;
   ii. Primary responsibility is the oversight and implementation of annual Board of Director nominations and elections.

d. Governance and Ethics Committee:
   i. The Committee shall be comprised of a Chairperson and no less than two additional members **;**
   ii. Responsible for facilitating Broomball Canada's ongoing compliance with all statutory and regulatory instruments governing its affairs and ensuring alignment of Broomball Canada's policy and governance frameworks with Not-for-Profit sector best practices.

e. Finance and Audit Committee:
   i. The Committee will be composed of the Treasurer (who will Chair the Committee) and three additional people who are appointed by the Board at a meeting of the Board.;
   ii. Responsible for oversight related to corporate auditing and report, financial policies and strategies, and financial risk management.

3.4**2** The Standing Committees of Coaching, Broomball Development and Officials are directly responsible to the **Vice President** to present all Committee reports and recommendations at the Annual Meeting.

Section 10 – Administration

Legality of Correspondence

3.4**3** The CBF uses several types of correspondence to conduct business. These include correspondence in the form of:
   a. Typed correspondence on CBF letterhead;
   b. E-mail originating from the Board or Appointed Officers; and
   c. Official publications such as the *By-Laws*, *Policies and Procedures Manual*, *CBF Rule Book and Coaching Manuals.*

3.4**4** The President is responsible to sign all official documentation, however, due to the geographic diversity of the CBF Board, the Referee-in-Chief, and Executive **Assistant/Director** are authorized to sign documents relevant to their areas of responsibility.

3.4**5** The President is the only Director authorized to sign the following documents or correspondence:

a. Personal Service Contracts;
b. Indemnification letters;
c. Sponsorship endorsements;
d. Hosting contracts authorizing selected Host to organize a National Championship;
e. Letter authorizing support or commitment to outside agencies such as the IFBA;
f. Correspondence between Broomball Federations from other countries;
g. Minutes of Meetings where chaired (in conjunction with the Secretary);
h. Correspondence directed to Canadian Government departments and officials; and
i. Disciplinary action directed at any CBF Member, Registrant, or Participant

CBF Forms

3.4**6** The CBF has developed "official" forms to record and clarify CBF requirements. The objective of a standardized form is to ensure the maximum amount of relevant information is identified at the onset of communication.

3.4**7** Copies of the forms may be obtained from the CBF office or web site.

CBF Officer Expenses

3.4**8** The CBF Treasurer is responsible for payments of all CBF expenses. All invoices should be forwarded directly to the Treasurer or the CBF Office (for redirection).

3.4**9** CBF Officers are entitled to financial reimbursement of reasonable expenses incurred in the performance of their duties.

Specific Expenses

3.**50** The following procedures are to be used as direction for the payment of expenses:

a. Meals – no invoices required; set rate @ $75.00 per day (includes days of travel), based on travel time at a rate of $15, $20 & $40/meal).

b. Accommodation – reasonable costs within Federal Government accepted hotels, double occupancy unless otherwise directed or gender dictates, and the President's room should include en-suite for meetings or hosting requirements;

c. Travel – the most economical means of travel **(coordinated through the Executive Director or President)** must be utilized. Air travel is the most time- efficient means and should be the primary mode. Advance planning is paramount to take advantage of lower rates. Overnight discount requirements should be considered if reasonable savings are identified and the affected individual is in agreement. Special circumstances may result in requests for train travel and such request must be handled

case-by-case by the CBF President;

d. Taxis, buses and toll fees – expenses incurred as a result of tolls, local bus shuttle services and taxis will be paid to the full amount upon presentation of a receipt. The use of taxis should be limited and used if no other reasonable economical means is available. Executive are not expected to use local transportation systems (bus or street cars) when travelling to and from Airports to hotels or meeting places. Shuttle services should be the primary mode of transportation, followed by taxis;

e. Personal vehicles – pre-authorization of this means of travel is required and requests of this nature must be directed to the CBF President. The following expense reimbursements apply:

i. Personal choice – persons selecting this alternative to other authorized travel should be reimbursed actual amount spent on fuel upon presentation of receipts up to the dollar value associated with the cost of air travel to the same destination;

ii. CBF choice – persons requested by the CBF to utilize their own vehicle on CBF business should be paid $0.50 per km.

f. Rental vehicles – when authorized, rental vehicle re-imbursement will occur only for expenses related to the actual operation of the vehicle and payment will be limited to vehicle rental rate, insurance coverage and actual monies spent on fuel. Invoices are required for payment.

Other Expenses

3.49 Other expenses (stationary, printer ink, etc) incurred during the performance of duties will be paid out by the Treasurer upon presentation of receipts and a covering note detailing the circumstances of the expense.

3.50 Long distance telephone calls shall be submitted for reimbursement if necessary. After-hours discount times should be utilized whenever possible, however the geographic spread of the CBF does not always allow for this so CBF Officers are not restricted to these times. E-mail, texting and ZOOM are practical and in-expensive means to handle non-urgent matters and should be utilized whenever possible.

3.51 Only the treasurer is authorized to make purchases of major assets so requirements should be identified and directed to that officer.

Other Appointed CBF Officers

3.52 CBF Appointed Officers may also be entitled to financial reimbursement of reasonable expenses incurred during the performance of their duties; however, these entitlements will be identified in the specific *Statement of Duties* developed for their tenure of service.

3.53 The Board may approve the payment of transportation, per diem and accommodation expenses to other parties; however, their approval must also identify the method of repayment.

3.54 The direction identified for Officer expense repayment should be used as

guideline for these scenarios.

Sponsorship

3.55 The CBF should actively solicit corporate sponsorship to subsidize and develop CBF programs. This should only be done in accordance with the following guidelines:

a. The CBF President is responsible to negotiate, present details to the Board, and sign all contracts;
b. Associations who have written contractual obligations with any company or corporation must inform the CBF office of these arrangements and provide a copy of the written agreement to the CBF;
c. National sponsor's logos must be included on National Event posters and programs;
d. Any Member or Host organizing committee intentionally or deliberately approaching and jeopardizing any existing or potential contracts with CBF sponsors are subject to disciplinary action.

Marketing and Promotional Vehicles

3.56 Any administrative, promotional or technical material initiated and produced by the CBF or any Member cannot be "garnered" and sold for profit or reproduced unless both parties have signed a written agreement.

3.57 All CBF promotional and/or technical material that is sold at sanctioned events must be done on a profit-sharing basis determined and agreed upon prior to the event.

3.58 CBF developed materials, documents, or publications may not be reproduced nor shall they be offered for sale by anyone without the express written permission of the CBF. Any Member breeching this regulation will be subject to sanctions.

3.59 Foreign persons/groups/or National bodies may not copy or reproduce any CBF materials. Arrangements can be made for the purchase of such materials through the CBF office. Failure to comply with these requests will result in suspension and/or severing of all ties with the person/groups concerned.

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

HOST RESPONSIBILITIES

1.1. The HOST is responsible to provide:

a. ARENAS – to include:

i. Two regulation size artificial ice surfaces complete with regulation nets and ice markings as per CBF Rule Book (including lines for the "wingers" to stand behind while waiting for the neutral zone face-off – see Annex A, Appendix 2).

ii. Separate, clean, dressing rooms for each of the competing teams available at least 30 minutes before their scheduled game times.

iii. Adequate food concessions at both arenas.

iv. Adequate amount of ice time available to accommodate a tournament involving 4 divisions x 8 team round robins (in which all games may go into overtime) as well as play-off rounds, for a maximum of 112 games. VP Technical can provide guidance on anticipated number of games and required times (see Annex B, Appendix 2 & 3).

NOTE: The CBF Board reserves the right to change which rink will be the main arena at the Nationals if it is deemed to be in the best interest of the National Championships and all participants.

v. Provide one (1) hour of ice on the Tuesday night at the Juvenile & Senior Nationals before the Coaches and Officials Meeting for the CBF Referee in Chief to have an on-ice officials clinic with the officials participating in the Nationals if requested.

b. INFORMATION - to all Associations, a minimum of six (6) months prior to the event and every subsequent three (3) months. Updates relating to:

i. Hotel accommodations – a **guaranteed block of at least eight (8) quad-occupancy rooms must be reserved for each team participating at the event for the duration of the Championships.** Accommodations must be located within 30 minutes of the arenas.

ii. Transportation – the host must provide a list of rental agencies, prices and contact information to all participating teams.

iii. Host Committee Contact Information.

c. STATISTICS BOARD – provide and maintain a current tournament statistics board providing up-to-date game scores and division standings; please use template provided;

d. GAME BALLS - twenty-four (24) official balls to be used during the tournament (balls must be new at start of event);

e. PERSONNEL - sufficient personnel to operate the admission gate, P.A. system, medical and security systems, tournament promotion, individual award selections, information services and minor game officials (time

keepers), and CCES chaperones. The host is also required to establish Committees to select athletes for individual awards listed below in all divisions at National Championships. The HOST shall invite a member of the CBF Board to oversee the Individual Award Selection Committee;

(1) Game Most Valuable Players (Round Robin).
(2) 1st and 2nd All-Star Teams (Round Robin).
(3) Team Most Valuable Players (Round Robin).
(4) Sportsminded Teams.

f. COMPUTER (and other office equipment): a computer and associated hardware to accommodate the operation of the National Championship Stats Program. Minimum specifications include:

(1) Laptop or desktop computer
(2) Printer – Laser or Ink Jet
(3) Photocopier
(4) Internet Access (mandatory)

g. IDENTIFICATION SYSTEM – cards/badges to identify coaches, players, delegates, officials, etc.
h. PHOTOGRAPHY – a photographer must be provided to take pictures at Team Registration (or a time mutually agreed upon by the teams and host group). A photographer should also be available to attend the CBF Hall of Fame event, medal presentation on ice and at the banquet, when possible.

Miscellaneous

1.2. The HOST is also required to:

a. Notify the local police of the dates of the Championships and make them aware that all official participants of the Championship will have an identification tag;

b. Provide a person or committee to meet all delegates and Officials at the airport upon arrival and transport them to the host hotel, if requested. The Host is also required to ensure Delegates and Officials are returned to the airport, if requested.

c. Organize an Awards Presentation function (meal optional) for the formal presentation of team and individual awards.

i. This facility must be able to accommodate all participants and shall be by invitation only.

ii. Cost of admission should be a nominal charge (no meal) or a break-even charge (meal). Courtesy tickets should be provided for

(1) All CBF Board members in attendance at the championship:

(2) Government delegates

(3) National Sponsors (maximum two tickets each) – CBF's expense;

(4) Community representative; and

iii. Officials – The host will be responsible for providing the cost of the meal portion of the banquet ticket to the Official(s). The number of Officials will be confirmed to the Host Committee by the Referee-in-Chief by the Tuesday evening of the event.

NOTE - No alcoholic beverages shall be permitted at the Juvenile awards presentation function

d. Invite all sponsors, both local and CBF, to all protocol events during the National Championships.

e. Provide advertising in the souvenir program for CBF Sponsors (as per the CBF contract).

f. Raise the CBF Championship Flag (provided by the CBF) at the Championship Opening Ceremonies. The flag shall be lowered at the Closing Ceremonies and presented to the next HOST. Replacement of lost flags will become the financial responsibility of this HOST.

g. Prepare a financial report and submit it to the CBF Office within sixty (60) calendar days of the completion of the Championships. The report should include all financial details associated with the event, including all unpaid bills or damages for any Member ASSOCIATION.

h. CBF Sanctioned Events, which include alcohol, must have sufficient insurance coverage. It is the Host's responsibility to ensure that this coverage is in place and to cover the expense of any additional coverage.

Financial Responsibilities

1.3. HOST is responsible for the following expenses:

a. TRANSPORTATION – vehicles, fuel and associated insurance costs for the duration of the event, including:

i. Two (2) cars for use by CBF Board.

ii. Two (2) vans (with seating) for use by the Officials.

iii. One (1) car for use by the event Referee in Chief.

NOTE - Teams participating at National Championships are responsible for their own transportation.

b. ACCOMMODATION:

i. Officials – for all officials (based on double occupancy) for the duration of the Championship. The Referee in Chief shall choose the accommodations for the Officials with assistance from the HOST.

ii. CBF Board - single occupancy rooms for the CBF Board and the Referee in Chief for the duration of the event.

iii. Meeting rooms – for the CBF to hold Coaching, Officials and Disciplinary Committee meetings. The HOST shall also book meeting rooms for the CBF's annual meetings prior to the Senior Championships (host

ASSOCIATION's expense)

c. HONORARIUMS - paid to each Official:

i. This will be the financial responsibility of the Canadian Broomball Federation as long as Sport Canada funding is in place. In the event there is no funding, this will be the responsibility of the HOST (see Chapter 4, 6.7 j).

d. TROPHIES AND AWARDS – purchase and pay for the following:

MIXED CATEGORY		
AWARD	**Reason**	**MIXED**
Medallions (purchased from CBF)	1st Place	One medallion / team member
	2nd Place	Same as above
	3rd Place	Same as above
	4th Place	Same as above
All Star Teams	1st Team (incl. Coach) & 2nd Team	One award / team member
Overall Team MVPs		One award for each team MVP
Game MVPs (CBF to provide pin)	2 awards/game (Round Robin)	One award for MVP on each team
Most Sportsminded Team		One award for this category

SENIOR CATEGORIES			
AWARD	**Reason**	**MENS**	**WOMENS**
Medallions (purchased from CBF)	**"A" Division Champs**		
	1st Place	One medallion/team member	One medallion/team member
	2nd Place	Same as above	Same as above
	3rd Place	Same as above	Same as above
	4th Place	Same as above	Same as above
	"B" Division Champs		
	1st Place	One medallion/team member	One medallion/team member
	2nd Place	Same as above	Same as above
	3rd Place	Same as above	Same as above
All Star Teams	1st Team (incl. Coach) & 2nd Team	One award/team member	One award/team member
Overall Team MVPs		One award for each team MVP	One award for each team MVP
Game MVPs (CBF to provide pin)	2 awards / game (Round Robin)	One award for MVP on each team	One award for MVP on each team
Most Sportsminded Teams		One award/category	One award/category

U20 CATEGORIES			
AWARD	**Reason**	**BOYS**	**GIRLS**
Medallions (purchased from CBF)	**"A" Division Champs**		
	1st Place	One medallion/team member	One medallion/team member
	2nd Place	Same as above	Same as above
	3rd Place	Same as above	Same as above
	4th Place	Same as above	Same as above
	"B" Division Champs		
	1st Place	One medallion / team member	One medallion/team member
	2nd Place	Same as above	Same as above
	3rd Place	Same as above	Same as above
All Star Teams	1st Team (incl. Coach) & 2nd Team	One award/team member	One award/team member
Overall Team MVPs		One award for each team MVP	One award for each team MVP
Game MVPs (CBF to provide pin)	2 awards / game (Round Robin)	One award for MVP on each team	One award for MVP on each team
Most Sportsminded Teams		One award/category	One award/category

HOSTING CHECKLIST

THIS APPENDIX IS NOT AN OFFICIAL DOCUMENT BUT AN AIDE DESIGNED TO ASSIST WITH PLANNING AND USED IN CONJUNCTION WITH THE POLICIES AND PROCEDURES MANUAL; CHAPTER 4 SECTION 6 – NATIONAL CHAMPIONSHIP HOSTING POLICY.



PRE- EVENT ACTIVITY	
Prepare and submit bid **(using CBF Hosting Bid Template)** to CBF **up to** three (3) years in advance of event, **with photos and/or videos of amenities to prove ability to be compliant (quiet meeting rooms equipped with tv/projector for presentations; large space with sufficient seating for Hall of Fame ceremony, etc).**	
Submit $1000.00 bond with bid submission (If Senior event - pay $1000.00 Hosting Fee)	
Attend Annual Meeting to present submission	
Arrange for CBF representative to visit site	
Sign contract with CBF	
Submit a letter providing details of the HOST site to the CBF by March 1st, two (2) years prior to the championships	
Provide the Annual Meeting with general details of the events one (1) year in advance of the event. Information to include hotel information.	
Provide all ASSOCIATIONS with final details of the event no later than nine (9) months prior to the event;	

EVENT SITE REQUIREMENTS	
The Senior and Juvenile National Championship must be scheduled during the last two weeks of March or in the month of April but not during the Easter weekend. The Juvenile's dates are not to conflict with the Senior National Championships.	
Two regulation size indoor artificial ice surfaces with appropriate nets and ice markings as per CBF Rule Book (including lines for the "wingers" to stand behind while waiting for the neutral zone face-off).	
Adequate ice time to accommodate up to seventy-six (76) **±4 (four)** games for tournament play **for a Wednesday start. Adequate ice time to accommodate up to one hundred and twelve (112) ±4 (four) games for a Tuesday start**. All games may go into overtime, **though Round Robin overtime is capped at 5 minutes.** CBF VP Technical can provide guidance regarding actual number of games to be played and anticipated playing time.	
At each arena - separate, clean, dressing rooms for each of the competing teams available at least 30 minutes before their scheduled game times. **(Officials' dressing room separate from the teams, when possible).**	
Adequate food concessions at each arena.	
Affordable Hotel accommodation for at least 24 teams with up to 22 members per team, officials, guests, etc.	
Vehicle rental facilities	
Adequate food services industry in area	

Arenas to be located near Hotels (no further than 30 km).	
Close to transportation HUB (air, road etc).	
Seniors – 30 rooms blocked off for the Board and Delegates at host hotel	
Live Streaming available at the arena	
Hosting Bond received at time of Site Inspection (Senior Nationals only)	

DOPING TESTING (SENIOR NATIONALS)	
Requirement of host during the Gold Medal Games:	
One room for CCES for doping control centre.	
2 washrooms to conduct the sampling	
10 volunteers as chaperones for doping testing **(these chaperones may not leave their post until the testing of their athlete is complete. This could take several hours)**	
Beverage Bottles – sealed (minimum of 3 bottled water per player)	

MEETING ROOMS	
Required for duration of event:	
One at each arena for disciplinary committees.	
One at main arena for CBF Board with stationary, office equipment (photocopiers, printer, FAX, telephone).	
One at main arena for CBF VP Tech and assistant. Internet access and Wifi required	
Separate statistics room with computer and printer for statistics program	
Event Coordination centre – located at main arena	
Registration room – either at arena or HOST hotel. Sufficient size to accommodate players and coaches	
Coaches Meeting room - required prior to start of event for CBF to meet with all Coaches	
Officials Meeting room – required on Tuesday evening following the Coaches Meeting before the tournament starts	

PERSONNEL	
Sufficient personnel to operate:	
Admission gate	
P.A. system	
First aid services	
Security services	
Event promotion	
Information services	
Minor game officials (i.e. time keepers). **Minimum: 2; Best Practice: 3 (for minor officiating, timekeeping, opening and closing doors during penalties, announcing goals, music, etc).**	

Individual award selection Committees - to select athletes for individual awards listed below in all divisions at National Championships. The HOST shall invite a member of the CBF Board to oversee the Individual Award Selection Committee.	
MVP selection – required for all games. Minimum of two (2) individuals required/game.	
Event's ***Host Committee***	
Statistics compilation	

ADDITIONAL LOGISTICS	
Identification System – cards/badges to identify coaches, players, delegates, officials, etc	
Notify the local police of the dates of the event and make them aware that all official participants of the Championship will have an identification tag;	
Arrange to use CBF flag. Flag to be raised at start of event and at close.	
Provide advertising space in the souvenir program for CBF Sponsors.	
Prepare a financial report and submit it to the CBF Office within sixty (60) calendar days of the completion of the Championships. The report should include all financial details associated with the event, including all unpaid bills or damages by any Member Association.	

AWARDS PRESENTATION "BANQUET"	
Location should be convenient to hotels and adequate to comfortably accommodate all teams, guests and other participants	
Meal optional.	
Price to be minimal and designed to cover cost of a meal. Price should be discussed/identified to the CBF prior to event.	
Associations informed of BANQUET cost and basic details prior to their arrival at event.	
If meal served, sufficient servers should be available to reduce amount of time spent on serving / eating.	
Head table required for dignitaries, CBF President, Sponsors and local community representatives.	
Complimentary tickets required for dignitaries, HOST guests, CBF Board present at event and sponsors (2 per sponsor @ CBF Expense)	
Provide cost of meal (at banquet) to Officials on Tuesday night in lieu of ticket	
Communication system required for speeches	
Awards should be displayed at BANQUET prior to presentation.	
Alcohol may be served at SENIOR events only.	
Music and dance optional	

EVENT SUPPLIES	
Statistics Board – at main arena - provide and maintain a tournament statistics board with up-dated game scores and division standings.	
Minimum of twelve official game balls to be available at each arena. Balls must be new at start of event.	
Stationary for statistics room, statistics board etc.	

INFORMATION TO BE PROVIDED TO EACH ASSOCIATION	
Provided a minimum of nine (9) months prior to the event:	
Hotel accommodation availability	
Vehicle rental availability	
Restaurant availability	
Location of venues	
Information package about regions sent to teams	
Event *Points of Contact*	
Provide a month before event:	
Host to provide a person or committee to meet all delegates and teams at the airport or hotels.	

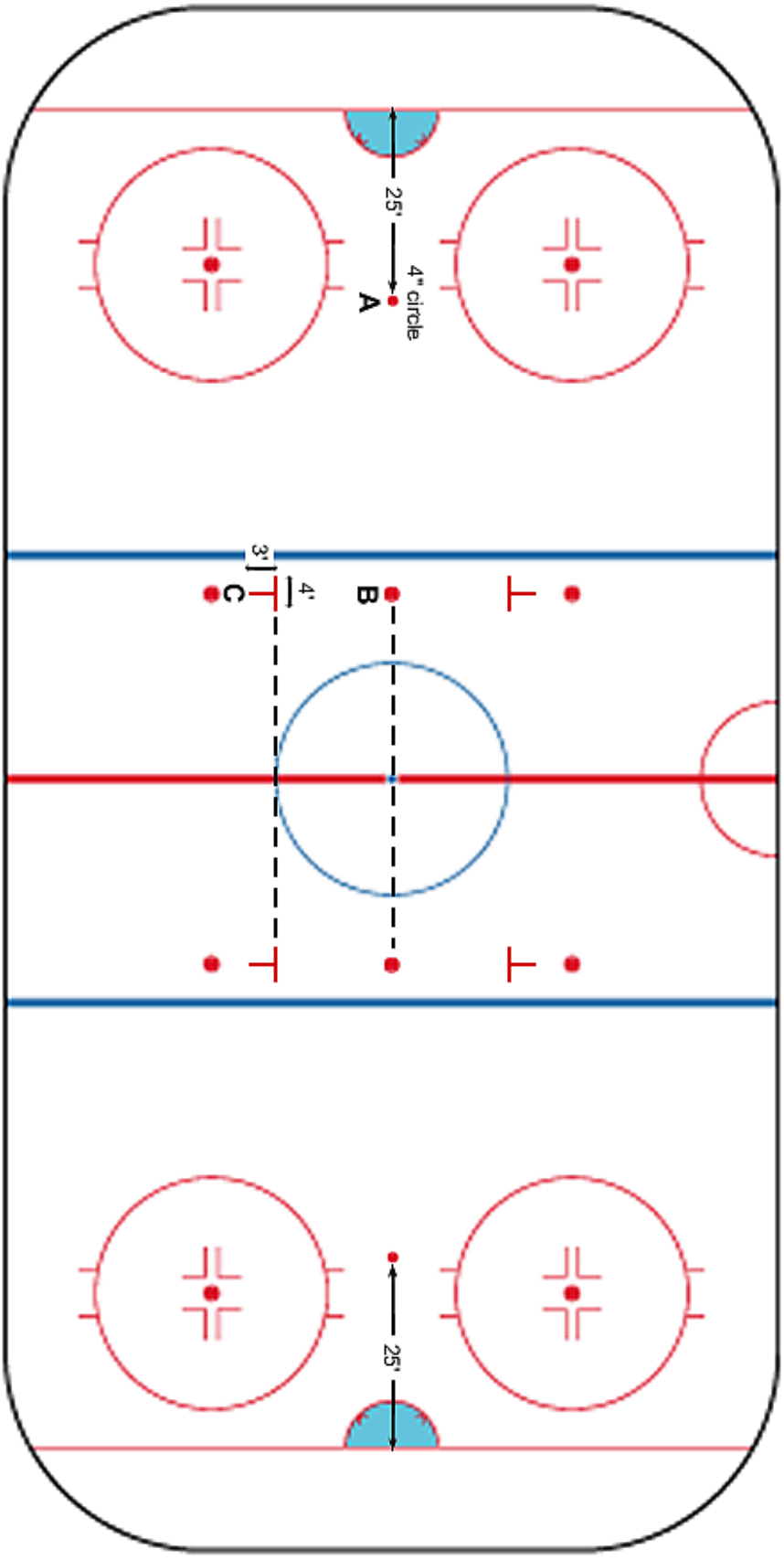
FINANCIAL RESPONSIBILITIES		
TRANSPORTATION	vehicle, fuel and associated insurance costs	Two (2) cars for use by CBF Board
		Two (2) vans (with seating) for use by the Officials
		One (1) car for use by the event Referee in Chief
ACCOMMODATION	Based on double occupancy for the full duration of the Championship. The Referee in Chief shall choose the accommodations for Officials with assistance from the HOST.	All CBF Officials (8 rooms)
	Single occupancy rooms for the CBF Board for the duration of the event	CBF Board and Referee-in-Chief
PER DIEMS	To pay a rate of **$250.00 per tournament game day per official up to a maximum of $1 250 per National event**.	**The Officials will be paid by cheque after their final game of the competition.**
TROPHIES AND AWARDS	purchase and pay for those identified in tables below	

MIXED CATEGORY		
AWARD	**Reason**	**MIXED**
Medallions (purchased from CBF)	1st Place	One medallion / team member
	2nd Place	Same as above
	3rd Place	Same as above
	4th Place	Same as above
All Star Teams	1st Team (incl. Coach) & 2nd Team	One award / team member
Overall Team MVP		One award for each team MVP
Game MVP (CBF to provide pin)	2 awards required/game (Round Robin)	One award for MVP on each team
Most Sportsminded Team		One award / category

SENIOR CATEGORIES			
AWARD	**Reason**	**MENS**	**WOMENS**
Medallions (purchased from CBF)	**"A" Division Champs**		
	1st Place	One medallion / team member	One medallion / team member
	2nd Place	Same as above	Same as above
	3rd Place	Same as above	Same as above
	4th Place	Same as above	Same as above
	"B" Division Champs		
	1st Place	One medallion / team member	One medallion / team member
	2nd Place	Same as above	Same as above
	3rd Place	Same as above	Same as above
All Star Teams	1st Team (incl. Coach) & 2nd Team	One award / team member	One award / team member
Overall Team MVPs		One award for each team MVP	One award for each team MVP
Game MVP (CBF to provide pin)	2 awards/game (Round Robin)	One award for MVP on each team	One award for MVP on each team
Most Sportsminded Teams		One award / category	One award / category

JUVENILE CATEGORIES			
AWARD	**Reason**	**BOYS**	**GIRLS**
Medallions (purchased from CBF)	**"A" Division Champs**		
	1st Place	One medallion / team member	One medallion / team member
	2nd Place	Same as above	Same as above
	3rd Place	Same as above	Same as above
	4th Place	Same as above	Same as above

	"B" Division Champs		
	1st Place	One medallion / team member	One medallion / team member
	2nd Place	Same as above	Same as above
	3rd Place	Same as above	Same as above
All Star Teams	1st Team (incl. Coach) & 2nd Team	One award / team member	One award / team member
Overall Team MVPs		One award for each team MVP	One award for each team MVP
Game MVP (CBF to provide pin)	2 awards /game (Round Robin)	One award for MVP on each team	One award for MVP on each team
Most Sportsminded Teams		One award / category	One award/category



A – Penalty Shot Circle x 2

- 4” circle

B – Neutral Zone Faceoff circle x 2

- Standard faceoff circle size

C – Neutral Zone Restrain lines x 4

- 4’ x 3’
- Lines up with centre ice circle

CHAMPIONSHIP SCHEDULE

1.1. The CBF **Director at Large - Technical** is responsible for the preparation of the Championship schedules using the following guidelines:

a. Draws must be sent to each ASSOCIATION by **February 15** each year.

b. Draws are made based on the following:

i. Seeding shall be based on the previous year's Championship results.

ii. The defending Champs are always seeded number 1.

iii. The HOST and the team representing its ASSOCIATION must be in different pools.

iv. The pools should also attempt to have the 1st, 4th, 5th, 8th, 10th and 12th seeded teams in the Blue pool and the 2nd, 3rd, 6th, 7th, 9th, and 11th seeded teams in the Red pool.

v. If an ASSOCIATION withdraws from the Federation, a replacement team from their geographical area would fill that vacancy.

vi. If additional teams are required to equal the pools, the Federation shall request ASSOCIATIONs geographically closest to the host region to send an additional team.

vii. Each pool should be balanced so as to have an equal number of teams (whenever possible) coming from both the east and the west taking into account the performance of each ASSOCIATION at the preceding championships.

1.2 ***Scheduling Principles***

The following principles should be considered:

a. Two ice rinks will be required;

b. Each team will play at least six (6) games in total;

c. The CBF **Director at Large -Technical** will work diligently when creating the schedule to ensure as much equality as possible between the number of times teams are denoted to be Home vs Visitors, as well as the number of times a team plays on each rink;

d. There will be a minimum of three hours scheduled between games played by each team;

e. Spectators should be able to follow all games of their ASSOCIATION;

f. The Host teams should have the opportunity to play three times on the main rink;

g. In each of the pools, the two ASSOCIATIONS who ranked the highest in the preceding year will, when possible, confront each other in the last game of the preliminaries;

h. The games played before and after Opening Ceremonies should involve

the HOST teams (Men, Women, Mixed or Masters);

i. During round-robin competition, the teams that play:

i. The first game of the morning must not play the first game of the following day.

ii. The last game at night should not play the first game of the following morning.

j. Games should be scheduled every **65** minutes.

1.3 **Schedule Formats**

a. Pool Play Format – 8, 10, and 12 Team Participation

i. With eight (8) teams:

- Round-Robin
  i. Two (2) pools (Red / Blue) of four (4) teams each
  ii. Each team will play three (3) games in their round-robin pool
- Quarter-Finals
  i. Quarter-Final 1 – Red 1 vs Blue 4
  ii. Quarter-Final 2 – Blue 1 vs Red 4
  iii. Quarter-Final 3 – Blue 2 vs Red 3
  iv. Quarter-Final 4 – Red 2 vs Blue 3
- B-Side Semi-Finals (Losers of Quarter-Finals)
  i. B-Side Semi-Final 1 – Loser of Quarter-Final 1 (R1 vs B4) vs Loser of Quarter-Final 3 (B2 vs R3)
  ii. B-Side Semi-Final 2 – Loser of Quarter-Final 2 (B1 vs R4) vs Loser of Quarter-Final 4 (R2 vs B3)
- A-Side Semi-Finals (Winners of Quarter-Finals)
  i. A-Side Semi-Final 1 – Winner of Quarter-Final 1 (R1 vs B4) vs Winner of Quarter-Final 3 (B2 vs R3)
  ii. A-Side Semi-Final 2 – Winner of Quarter-Final 2 (B1 vs R4) vs Winner of Quarter-Final 4 (R2 vs B3)
- B-Side Finals
  i. Gold Medal Game – Winner of B-Side Semi-Final 1 (Loser of Quarter-Final 1 vs Loser of Quarter-Final 3) vs Winner of B-Side Semi-Final 2 (Loser of Quarter-Final 2 vs Loser of Quarter-Final 4)
  ii. Bronze Medal Game – Loser of B-Side Semi-Final 1 (Loser of Quarter-Final 1 vs Loser of Quarter-Final 3) vs Loser of B-Side Semi-Final 2 (Loser of Quarter-Final 2 vs Loser of Quarter-Final 4)
- A-Side Finals
  i. Gold Medal Game – Winner of A-Side Semi-Final 1 (Winner of Quarter-Final 1 vs Winner of Quarter-Final 3) vs Winner of A-Side Semi-Final 2 (Winner of Quarter-Final 2 vs Winner of Quarter-Final 4)

ii. Bronze Medal Game – Loser of A-Side Semi-Final 1 (Winner of Quarter-Final 1 vs Winner of Quarter-Final 3) vs Loser of A-Side Semi-Final 2 (Winner of Quarter-Final 2 vs Winner of Quarter-Final 4)

- Note: Only A-Side Gold, A-Side Silver, A-Side Bronze, A-Side Platinum, B-Side Gold, B-Side Silver, and B-Side Bronze medals are presented; the last-place team does not receive a medal.

*See bracket graphic below

ii. With ten (10) teams:

- Round-Robin
  i. Two (2) pools (Red / Blue) of five (5) teams each
  ii. Each team will play four (4) games in their round-robin pool
- B-Side Quarter-Finals
  i. B-Side Quarter-Final 1 – Red 4 vs Blue 5
  ii. B-Side Quarter-Final 2 – Blue 4 vs Red 5
- A-Side Quarter-Finals
  i. A-Side Quarter-Final 1 – Blue 2 vs Red 3
  ii. A-Side Quarter-Final 2 – Red 2 vs Blue 3
- B-Side Semi-Finals (Winners of B-Side Quarter-Finals & Losers of A-Side Quarter-Finals)
  i. B-Side Semi-Final 1 – Winner of B-Side Quarter-Final 1 (R4 vs B5) vs Loser A-Side Quarter-Final 1 (B2 vs R3)
  ii. B-Side Semi-Final 2 – Winner of B-Side Quarter-Final 2 (B4 vs R5) vs Loser A-Side Quarter-Final 2 (R2 vs B3)
- Consolation Round (Losers of B-Side Quarter-Finals)
  i. Consolation Round Game – Loser of B-Side Quarter-Final 1 (R4 vs B5) vs Loser B-Side Quarter-Final 2 (B4 vs R5)
- A-Side Semi-Finals (Winners of Quarter-Finals)
  i. A-Side Semi-Final 1 – Red 1 vs Winner of Quarter-Final 1 (B2 vs R3)
  ii. A-Side Semi-Final 2 – Blue 1 vs Winner of Quarter-Final 2 (R2 vs B3)
- B-Side Finals
  i. Gold Medal Game – Winner of B-Side Semi-Final 1 (Winner R4/B5 vs Loser B2/R3) vs Winner of B-Side Semi-Final 2 (Winner B4/R5 vs Loser R2/B3)
  ii. Bronze Medal Game – Loser of B-Side Semi-Final 1 (Winner R4/B5 vs Loser B2/R3) vs Loser of B-Side Semi-Final 2 (Winner B4/R5 vs Loser R2/B3)
- A-Side Finals
  i. Gold Medal Game – Winner of A-Side Semi-Final 1 (R1 vs Winner B2/R3) vs Winner of A-Side Semi-Final 2 (B1 vs Winner R2/B3)
  ii. Bronze Medal Game – Loser of A-Side Semi-Final 1 (R1 vs

Winner B2/R3) vs Loser of A-Side Semi-Final 2 (B1 vs Winner R2/B3)

- Note: Only A-Side Gold, A-Side Silver, A-Side Bronze, A-Side Platinum, B-Side Gold, B-Side Silver and B-Side Bronze, medals are presented; the three last-placed teams do not receive a medal.

* See bracket graphic below

iii. With twelve (12) teams:

- Round-Robin
  - i. Two (2) pools [Red / Blue] of six (6) teams each
  - ii. Each team will play *five (5) games* in their round-robin pool
- Quarter-Finals
  - i. Quarter-Final 1 – Red 1 vs Blue 4
  - ii. Quarter-Final 2 – Blue 1 vs Red 4
  - iii. Quarter-Final 3 – Blue 2 vs Red 3
  - iv. Quarter-Final 4 – Red 2 vs Blue 3
- Consolation Semi-Finals (Pool 5th & 6th Place Teams)
  - i. Consolation Semi-Final 1 – Red 5 vs Blue 6
  - ii. Consolation Semi-Final 2 – Blue 5 vs Red 6
- B-Side Semi-Finals (Losers of Quarter-Finals)
  - i. B-Side Semi-Final 1 – Loser of Quarter-Final 1 (R1 vs B4) vs Loser of Quarter-Final 3 (B2 vs R3)
  - ii. B-Side Semi-Final 2 – Loser of Quarter-Final 2 (B1 vs R4) vs Loser of Quarter-Final 4 (R2 vs B3)
- A-Side Semi-Finals (Winners of Quarter-Finals)
  - i. A-Side Semi-Final 1 – Winner of Quarter-Final 1 (R1 vs B4) vs Winner of Quarter-Final 3 (B2 vs R3)
  - ii. A-Side Semi-Final 2 – Winner of Quarter-Final 2 (B1 vs R4) vs Winner of Quarter-Final 4 (R2 vs B3)
- Consolation Finals (Winners of Consolation Semi-Finals)
  - i. Consolation Final – Winner of Semi-Final 1 (R5 vs B6) vs Winner of Semi-Final 2 (B5 vs R6)
- B-Side Finals
  - i. Gold Medal Game – Winner of B-Side Semi-Final 1 (Loser of Quarter-Final 1 vs Loser of Quarter-Final 3) vs Winner of B-Side Semi-Final 2 (Loser of Quarter-Final 2 vs Loser of Quarter-Final 4)
  - ii. Bronze Medal Game – Loser of B-Side Semi-Final 1 (Loser of Quarter-Final 1 vs Loser of Quarter-Final 3) vs Loser of B-Side Semi-Final 2 (Loser of Quarter-Final 2 vs Loser of Quarter-Final 4)

- A-Side Finals
  i. Gold Medal Game – Winner of A-Side Semi-Final 1 (Winner of Quarter-Final 1 vs Winner of Quarter-Final 3) vs Winner of A-Side Semi-Final 2 (Winner of Quarter-Final 2 vs Winner of Quarter-Final 4)
  ii. Bronze Medal Game – Loser of A-Side Semi-Final 1 (Winner of Quarter-Final 1 vs Winner of Quarter-Final 3) vs Loser of A-Side Semi-Final 2 (Winner of Quarter-Final 2 vs Winner of Quarter-Final 4)
- Note: Only A-Side Gold, A-Side Silver, A-Side Bronze, A-Side Platinum, B-Side Gold, B-Side Silver and B-Side Bronze medals are presented; the five bottom-placed teams do not receive a medal.

* See bracket graphic below

b) All-Play-All Format – 4, 5, 6, and 7 Team Participation

i. With four (4) teams:

- all teams will play each other *twice* (2) during the initial round-robin – *six* (6) games; and
- *one* (1) Final Game for each team, with 1 vs 2 playing in the Gold Final and 3 vs 4 playing in the Bronze Final.
- Note: Only Gold, Silver, and Bronze medals are presented; the last-place team does not receive a medal.

ii. With five (5) teams:

- all teams will play each other *once* (1) during the initial round-robin – *four* (4) games;
- *one* (1) Quarter-Final Game for the top four teams, with 1 vs 2 and 3 vs 4 playing off;
- *one* (1) Consolation Game, with the loser of the 3 vs 4 Quarter-Final Game vs the last place team;
- *one* (1) Semi-Final Game, with the winner of the 3 vs 4 Quarter-Final Game vs the loser of the 1 vs 2 Quarter-Final Game; and
- *one* (1) A-Side Final Game, with the winner of the 1 vs 2 Quarter-Final Game vs the winner of the Semi-Final Game in the A-Side Gold Final.
- Note: Only A-Side Gold, A-Side Silver, A-Side Bronze, and A-Side Platinum medals are presented; the last-place team does not receive a medal.

iii. With six (6) teams:

- all teams will play each other *once* (1) during the initial round-robin – *five* (5) games;
- *one* (1) Semi-Final Game for the top four teams, with 1 vs 4 and 2 vs 3 playing off;
- *one* (1) A-Side Final Game for the top four teams, with the winner of each Semi-Final Game playing each other in the A-Side Gold Final and the loser of each Semi-Final Game playing each other in the A-Side Bronze Final; and

- *one* (1) B-Side Final Game for the bottom two teams in the B-Side Gold Final.
- Note: A-Side Gold, A-Side Silver, A-Side Bronze, A-Side Platinum, and B-Side Gold medals are presented; the last-place team does not receive a medal.

iv. With seven (7) teams:

- all teams will play each other *once* (1) during the initial round-robin – *six* (6) games;
- *one* (1) A-Side Semi-Final Game for the top four teams, with 1 vs 4 and 2 vs 3 playing off;
- *one* (1) B-Side Semi-Final Game, with 6 vs 7 playing off;
- *one* (1) A-Side Final Game for the top four teams, with the winner of each A-Side Semi-Final Game playing each other in the A-Side Gold Final and the loser of each A-Side Semi-Final game playing each other in the A-Side Bronze Final; and
- *one* (1) B-Side Final game for the fifth-place team from the round-robin vs the winner of the B-Side Semi-Final in the B-Side Gold Final.
- Note: Only A-Side Gold, A-Side Silver, A-Side Bronze, A-Side Platinum, B-Side Gold, and B-Side Silver medals are presented; the last-place team does not receive a medal.

c) Additional Notes

i. Teams finishing 1st and 2nd after the round-robin will be the home teams for the semifinals in the playoffs.

ii. The home team for the final game will be the highest-ranking team from the round-robin of the two teams in each final (A & B side)



8 TEAM PLAY OFF BRACKET

A-SIDE

QUARTERS	SEMIS	FINALS
RED 1		
BLUE 4	WINNER R1/B4	
BLUE 2	WINNER R3/B2	
RED 3		
BLUE 1		
RED 4	WINNER R4/B1	
RED 2	WINNER R2/B3	
BLUE 3		

BRONZE
LOSER SEMIS
LOSER SEMIS

B-SIDE

SEMIS	FINALS
LOSER R1/B4	
LOSER R3/B2	
LOSER R4/B1	
LOSER R2/B3	

BRONZE
LOSER SEMIS
LOSER SEMIS



10 TEAM PLAY OFF BRACKET

A-SIDE

QUARTERS	SEMIS	FINALS
RED 3		
BLUE 2	WINNER R3/B2	
	RED 1	
	BLUE 1	
RED 2		
BLUE 3	WINNER R2/B3	

BRONZE
LOSER SEMIS
LOSER SEMIS

B-SIDE

QUARTERS	SEMIS	FINALS
RED 4		
BLUE 5	WINNER R4/B5	
	LOSER B3/R2	
	LOSER R3/B2	
RED 5		
BLUE 4	WINNER R5/B4	

BRONZE
LOSER SEMIS
LOSER SEMIS

CONSOLATION GAME

LOSER B4/R5
LOSER B5/R4

BALLON SUR GLACE
BROOMBALL
CANADA

12 TEAM PLAY OFF BRACKET





NATIONAL CHAMPIONSHIPS POOL PLACEMENTS

Placement of ASSOCIATIONs in pools is based on previous year's championship
in all SENIOR & U20 DIVISIONS

BLUE Division

1. (1) Defending Champs
2. (4) Position
3. (5) Position
4. (8) Position
5. (10) Position
6. (12) Position (HOST)

RED Division

1. (2) Position
2. (3) Position
3. (6) Position
4. (7) Position
5. (9) Position
6. (11) Position

GAME STATISTICS

1.1. The CBF **Director at Large - Technica**l will be responsible for monitoring the activities of the statistician(s) for the duration of the event. This will include spot-checking the documents and the data entered.

1.2. The HOST will be required to utilize the CBF Statistics program and as such will require:

a. A computer or laptop;

b. Inkjet or LaserJet printer capable of producing colour and black and white documents. There is a requirement to produce a minimum of 75 game sheets (letter size document);

1.3. The HOST should be prepared to maintain a manual backup system in the event of program failure or other malfunctions which may interfere with automated record keeping;

1.4. The HOST should limit the number of people who have access to the statistics (generally requires only two people);

1.5. The Statistics room should:

a. Be located away from the main traffic area;

b. Have restricted access;

c. Be secured after hours;

d. Contain the computer and printer;

e. Contain a phone;

f. **Access to internet/wi-fi**

g. Contain or be accessible to photocopying services;

1.6. Statisticians will be required to:

a. Enter all team / player data into the program prior to the start of the event including:

i. Team name

ii. Player’s names

iii. Player’s positions

iv. Player’s jersey numbers

All information should be verified at the Coaches Meeting.

b. Prepare all game sheets prior to start of each game. Game sheet to contain:

i. Date
ii. Game number
iii. Game start time
iv. Arena
v. Team's name (and colours if known)
vi. Player's names and numbers
vii. Coach's name

c. Correct player information if necessary;

d. At the conclusion of each game, enter the following information:

i. Goals per team and player
ii. Assists per team and player
iii. Player penalties
iv. Shots on goal (to be recorded on the game sheet)
v. All Star Selections. Points are assigned as follows:

(1) 1st Star selection (Game MVP) – two (2) points
(2) 2nd and 3rd Star selection – one (1) point
(3) Game All Star Team – one (1) point
(4) Goal / Assist – one (1) point each

NOTE: All Star Selection Forms (Three Stars and All Star Team) to be provided to the **Director at Large - Technical** at the conclusion of each game.

e. Provide game result information to HOST media representative;

f. Provide copies of game sheets to teams requesting copies;

g. Maintain statistics board or provide information to the person delegated to perform that duty. Boards are required for each division/category for Round-Robin games (including cross-over games if required) and for playoff games. Minimum Information required on the board includes:

Division:			Category:									
	Team 1	Team 2	Team 3	Team 4	Team 5	W	L	Pts	GP	GF	GA	ST
Team 1												
Team 2												
Team 3												
Team 4												
Team 5												

Legend			
Division	Red or Blue	**Category**	Male or female
W	Wins	**GP**	Games Played
L	Losses	**GF**	Goals For
Pts	Points	**GA**	Goals Against
		ST	Final Standing

h. Prepare daily statistics for display, including:

i. Game results;

ii. Player scoring and goaltending statistics

NOTE – **NO** All Star/MVP information is to be displayed

i. At the end of the tournament, prepare final statistics information for the **Director at Large - Technical** as follows:

i. Hard copy of All Star statistics, and final game results

ii. Final division standings

iii. Original copy of all game sheets

j. At the end of the tournament prepare final statistics information for distribution to each team as follows:

i. Final event game results

ii. Individual team statistics (goals, assists, penalties etc)

iii. Final event scoring results – list top 25 / category

1.7. Statisticians are not authorized to:

a. Make copies of the data collected or stats program for personal use;

b. Reveal or make copies of All Star statistics at any time to anyone other than the CBF President or **Director at Large - Technical;**

c. Enter data not contained on game sheets;

d. Provide information to individual players (only coaches or manager should be requesting statistics).

e. Statisticians cannot be participants (player/coach/trainer) on any team competing in the Nationals (**U20**/Seniors/Mixed).

GAME OFFICIALS

1.1. The CBF Referee-in-Chief will be responsible to monitor the conduct of all game officials as follows:

a. Referees:

i. Determine which referees are attending the event

ii. Meet with the referees prior to the start of the event, assign games and review issues identified by the CBF Board or Members

iii. Brief the referees on Incident Report **and game protest** procedures

iv. Evaluate each referee during the event

b. Timekeepers and Official Scorekeepers - provided by the HOST, however, the RIC should ensure they understand the requirement of their positions.

c. Officials refereeing games at the event cannot be used as minor officials.

d. Duties of the minor officials:

i. Scorekeeper:

(1) Obtain the game sheets for each game from the statistician.

(2) Verify the teams, names and jersey numbers of all participants with the coaches prior to the start of each game. Ensure coaches sign the game sheet.

(3) Identify team colours on the game sheet.

(4) Record all activities that occur during the game – goals, assists (max 2), penalties, **protests,** etc.

(5) Ensure referees sign the game sheets at the end of each game.

(6) Ensure all copies of game sheets are returned to the statistician.

NOTE – Teams wanting copies of game sheets are required to obtain them from the statistician.

ii. Time keeper:

(1) Make announcements during the game.

(2) Operate game clock.

iii. It is recommended that the HOST have a minimum of 8 and maximum of 12 minor officials for the duration of the event.

AWARDS SELECTION

1.1. There are different types of awards presented to players and coaches at each event. The Award Selection Committee, the CBF **Director at Large** - Technical and Officials are involved in the selection process.

1.2. The HOST is responsible to establish an Awards Selection Committee and appoint an individual to act as the chairperson.

1.3. The committee is responsible to monitor all games played during the event and gather data based on the criteria established by the CBF.

1.4. The data gathered by the committee will be used to select All Star Teams, Game MVP's for all games, the Championship MVP, and Top Goaltender.

1.5. The CBF **Director at Large** - Technical, or designate, is responsible for monitoring the overall activities of the committee. The VP Technician should meet with the committee prior to the start of the first game to confirm selection procedures.

ALL STAR TEAM SELECTION

1.6. The VP Technical, or designate, is responsible for selecting the All Star Teams based only on Round Robin game data.

1.7. The Selection Committee will ensure two observers are present at each game to record specific information to be used in the All Star selection process. One observer is assigned to gather data from the Home Team while the other observes the Visiting Team. Observers duties include:

i. Adhering to the selection process determined by the CBF and using the All Star Selection Forms provided.

ii. Monitoring the activities of all players on the team they are observing and record the following data for each player:

(1) Shots on goal

(2) Goals or assists

(3) Good plays

(4) Saves (goaltenders)

iii. Selecting three (3) game stars for each team at the conclusion of the game.

iv. Identifying the game MVP's to the announcer at the conclusion of the game. There will be one MVP for each team (the 1st Star selected is the Game MVP).

1.8. The Data received from the *All Star Selection Forms* and *Official Game Sheets* are entered into the CBF's statistics program. Points are assigned as follows:

a. Two (2) points for 1st Star selection;

b. One (1) point for 2nd and 3rd Star selection;

c. One (1) point for Game All Star Team; and

d. One (1) point for each goal and assist.

1.9. Selection considerations:

a. The All Star Team will consist of two (2) Defense, three (3) Forward and one (1) Goaltender positions.

b. A First and Second All Star Team will be selected.

c. Players will only be considered for the position they played during round robin play.

d. Points accumulated for goals, assists and Game Stars during round robin play will be used to determine the All Star Team.

1.10. The All Star Goaltender is determined by totaling the round robin points based on Game Star selections, goals-against average, shut- outs, save percentage and any goals and assists. In addition, the goaltenders must have participated in a least 6 periods of regulation time during round robin games.

GOALTENDING CRITERIA:

GOALS AGAINST AVERAGE:

5.00 +	=	0 Points
4.00 to 4.99	=	1 Point
3.00 to 3.99	=	2 Points
2.00 to 2.99	=	3 Points
1.00 to 1.99	=	4 Points
0.00 to 0.99	=	5 Points

SHUT-OUTS:

1 Point per shut-out

SAVE PERCENTAGE:

.900 to 1.00	=	5 Points
.800 to .899	=	4 Points
.700 to .799	=	3 Points
.600 to .699	=	2 Points
.500 to .599	=	1 Points
Less than .499	=	0 Points

TEAM STANDINGS:

6th Place or Higher	=	0 Points
5th Place	=	1 Point
4th Place	=	2 Points
3rd Place	=	3 Points
2nd Place	=	4 Points
1st Place	=	5 Points

TO COMPLETE THE FORMULA:

NUMBER OF SAVES:

0-9	=	0 Points
10-20	=	1 Point
21-25	=	2 Points
26-30	=	3 Points
31-35	=	4 Points
36 +	=	5 points

1.11. In the event of a tie in points, the following criteria will be used to break the tie:

a. 1st criteria - the number of times a player was selected as MVP.

b. 2nd criteria - the number of times a player was selected as a game star;

c. 3rd criteria – the total points accumulated in scoring during the round robin.

d. 4th criteria - The position of the team in the standings after the round robin.

e. If a tie still remains after the implementation of the above criteria, the observers will hold a vote to break the tie.

CHAMPIONSHIP FINAL GAME MVP

1.12. The Section Committee is responsible for assigning two observers to the final playoff games to identify an MVP and record All Star Data.

1.13. The Game MVP is selected from one of the teams in the “A” Division Gold Medal game.

OVERALL CHAMPIONSHIP MVP

1.14. An Overall Championship MVP is selected in each category (Male and Female, **Mixed (male and female) and Masters**).

1.15. Only players from the 4 teams involved in the “A” Division playoffs are eligible.

1.16. The MVP is determined by calculating all points accumulated for goals, assists and Game Stars during round robin and playoff play.

TEAM MVP

1.17. Teams are required to select their own MVP and identify their selection to the **Director at Large - Technical** after their last round robin game.

COACH

1.18. *Coach* - only fully certified coaches are eligible.

a. *Coach of the Championship* - chosen by **Director at Large** - Technical or

delegate.

b. *All Star Team Coach* - chosen from the 4 coaches in the Semi-Finals (with emphasis on Round Robin performance) by VP Technical or designate.

MOST SPORTSMINDED TEAM

1.19. M*ost Sportsminded Team* - Men, Women, Mixed **and Masters** - chosen by the referees through the Referee in Chief and identified to the **Director at Large -** Technical.

THREE STARS SELECTION FORM

Sélection des trois étoiles

ARENA _____ CATEGORY _____ DIVISION _____ GAME # _____
Categorie Partie

_____ _____ _____ vs _____ OBSERVER _____
DATE HOUR Contre Observateur
Heure

TEAM/équipe	1st STAR 1e étoile		2nd STAR 2e étoile		3rd STAR 3e étoile	
UNIFORM COLOUR Couleur du chandail		#		#		#
PLAYER Joueur						

*NB. The first star is the M.V.P. for the game
La **1re** étoile est le M.V.P. pour la partie

NOTE: GOAL (but) ASSIST (aide) SAVES ON GOAL (**arrets au but**) OTHER COMMENTS (autres)

ALL STAR TEAM SELECTION FORM

Sélection de l'équipe étoile

ARENA _____ CATEGORY _____ DIVISION _____ GAME #_____
Categorie Partie

_____ _____ _____ vs _____ OBSERVER _____
DATE HOUR Contre Observateur
Heure

	FORWARD En avant		FORWARD En avant		FORWARD En avant	
PROVINCE/ TERRITORY		#		#		#
PLAYER Joueur						

	LEFT DEFENSE Défenseur Gauche		RIGHT DEFENSE Défenseur Droit	
PROVINCE/ TERRITORY		#		#
PLAYER Joueur				

	GOALIE Gardien	
PROVINCE/ TERRITORY		#
PLAYER Joueur		

PROTOCOL SUGGESTIONS FOR SPECIAL EVENTS AND AWARD CEREMONIES

1. Letters should be written to all invited dignitaries (plus their guest) asking them to attend the event including the date and location.

2. If they are to give a speech or present an award, this should also be indicated in the letter.

3. Arrangements should be made to meet them upon arrival and take them to a central convening place to meet other dignitaries and the HOST chairperson.

4. If they are to be on the ice surface, advise them to dress warm and wear proper footwear!

5. If they are representatives who are invited but do not have a specific role, free passes and name tags identifying them and whom they represent is a necessity.

6. All invited representatives should be informed when and where the final games will be played so they can attend if they so choose.

7. The C.B.F. Representative will prepare a list of all award winners for the Banquet/Awards Ceremonies. It should be decided ahead of time who shall announce and present each award.

8. When introducing a dignitary, ensure the Master of Ceremonies has his/her correct name, position and company/department. This can often change at the last minute, as substitutions for these events are quite common.

10. Provision of mats on the ice for medal presentations is recommended for safety purposes.

11. A sound system for announcing the medal winners should be adequate for all spectators to hear.

OPENING CEREMONIES

The following preparations should be made for a successful Opening Ceremonies:

Invitations to:	SPEECH
1. All National sponsors	VP Admin or Delegate on their behalf
2. Event sponsors	√
3. City/Community Representatives	√
4. Provincial Representative (Government)	√
5. C.B.F. President/Rep	√
6. Host Chairperson	√
7. Master of Ceremonies	√ Script Required
8. R.C.M.P. Colour Guard	X

a) If speeches are to be made from an ice surface, it is **required** to provide risers and/or carpets for comfort and safety.

b) Provincial sponsors could be included as dignitaries dependent upon the amount of sponsorship funding.

c) Speeches should be kept to a minimum; however this will depend on what dignitaries choose to attend and their importance - funding-wise! A quality sound system is necessary.

d) Those not directly included in the Opening Ceremonies must be given reserved seating in the stands and acknowledgment made to their presence by the Host Chairperson and/or Master of Ceremonies.

e) Provincial flags for athlete representation should be provided and live/taped music.

f) The raising of the CBF flag would be appropriate if this can be arranged.

g) If possible, arrange for some form of local/Provincial entertainment

h) Playing of "*Oh, Canada*"

i) Athletes Oath:

NATIONAL CHAMPIONSHIP OATH

(English Version)

"IN THE NAME OF ALL COMPETITORS TAKING PART IN THESE GAMES, I PROMISE THAT WE WILL COMPETE WITH HONOUR AND RESPECT. IN THE SPIRIT OF TRUE SPORT, WE WILL ABIDE BY THE RULES OF THE GAMES AND RECOGNIZE THE COMMITMENT OF THE TIRELESS VOLUNTEERS WHO MAKE THIS EXPERIENCE POSSIBLE. I PLEDGE OUR COMMITMENT TO THE TRUE SPORT PRINCIPLES; WE WILL STRIVE FOR EXCELLENCE, STAY HEALTHY IN MIND, BODY AND SPIRIT, AND HAVE FUN."

(French Version)

“AU NOM DE TOUS LES CONCURRENTS QUI PARTICIPENT À CES CHAMPIONNATS, JE PROMETS QUE NOUS COMPÉTITIONNERONS AVEC HONNEUR ET RESPECT. DANS L’ESPRIT DE SPORT PUR, NOUS RESPECTERONS LES RÈGLES DES JEUX ET RECONNAÎTRONS L’ENGAGEMENT DES BÉNÉVOLES INFATIGABLES QUI RENDENT CETTE EXPÉRIENCE POSSIBLE. NOUS NOUS ENGAGEONS À RESPECTER LES PRINCIPES DE SPORT PUR ET À VISER L’EXCELLENCE, À AVOIR DU PLAISIR ET À MAINTENIR UN CORPS ET UN ESPRIT SAINS.”

j) Coaches Oath:

(English Version)

"IN THE NAME OF ALL COACHES TAKING PART IN THESE GAMES, I PROMISE THAT WE WILL COACH IN A MANNER THAT IS CONSISTENT WITH THE SPIRIT OF TRUE SPORT. I PLEDGE OUR COMMITMENT TO THE TRUE SPORT PRINCIPLES; WE WILL MODEL WHAT WE EXPECT FROM ALL ATHLETES: FAIRNESS, EXCELLENCE, INCLUSION AND FUN."

(French Version)

" AU NOM DE TOUS LES ENTRAÎNEURS QUI PARTICIPENT À CES CHAMPIONNATS, JE PROMETS QUE NOUS REMPLIRONS NOS FONCTIONS DANS L'ESPRIT DE SPORT PUR. NOUS NOUS ENGAGEONS À RESPECTER LES PRINCIPES DE SPORT PUR ET À INCARNER CE QUE NOUS ATTENDONS DES ATHLÈTES : FRANC-JEU, EXCELLENCE, INCLUSION ET PLAISIR."

k) Officials Oath:

(English Version)

" IN THE NAME OF ALL OFFICIALS TAKING PART IN THESE GAMES, I PROMISE THAT WE WILL OFFICIATE THESE GAMES WITH COMPLETE IMPARTIALITY; ABIDING BY AND ENFORCING THE RULES WHICH GOVERN THEM, IN THE SPIRIT OF TRUE SPORT. I PLEDGE OUR COMMITMENT TO THE TRUE SPORT PRINCIPLES; WE WILL STRIVE TO UPHOLD A LEVEL PLAYING FIELD AND A RESPECTFUL AND POSITIVE SPORTING EXPERIENCE FOR ALL."

(French Version)

" AU NOM DE TOUS LES OFFICIELS QUI PARTICIPENT À CES CHAMPIONNATS, JE PROMETS QUE NOUS REMPLIRONS NOS FONCTIONS PENDANT CES JEUX EN TOUTE IMPARTIALITÉ, EN RESPECTANT ET EN APPLIQUANT LES RÈGLES QUI LES RÉGISSENT, DANS L'ESPRIT DE SPORT PUR. NOUS NOUS ENGAGEONS À RESPECTER LES PRINCIPES DE SPORT PUR ET À OFFRIR DES CONDITIONS DE COMPÉTITION ÉQUITABLES ET UNE EXPÉRIENCE SPORTIVE RESPECTUEUSE ET POSITIVE POUR TOUS."

AWARDS BANQUET

- Meal arrangements to be made for sufficient numbers of teams, delegates, officials, etc. Sufficient food lines should be set up in order to serve all participants at the banquet in a timely manner (recommendation: minimum 1 food table/100 guests).

- Move sponsors banners from the arena to the banquet facility

- Requires the following: Permit, venue, menu, music, bar

- Grace

- Head table and guests to be identified and notified ahead of time

- Awards presenters to be notified ahead of time

- Master of Ceremonies to be chosen. An awards presentation guideline will be written for the M.C. and provided by the C.B.F, **ideally in both official languages.**

- Ticket prices to be notified in advance to incoming teams and made available on arrival.

Note: No alcoholic beverages will be allowed at the **U20** awards banquet.

1. Speeches at this occasion are difficult because of the noise level and should be brief; **good practice would be during the meal.**

2. Asking Provincial sponsors to give a speech may depend on the amount of support funding they have donated.

3. The Banquet is a National event and the limelight should first be given to National sponsors and the Canadian Broomball Federation.

4. Dignitaries and invited guests who are not placed at the Head Table should be given reserved seating close to the front and may include: the C.B.F. Board Members, Host Committee and Provincial Board of Directors.

5. Special thanks should be made to the officials, kitchen staff and Host Chairperson.

BANQUET

Invitations should be made to:

Name	Paid by
Provincial Sponsors	Host
National Sponsors (Max. 2 tickets)	C.B.F.
Community/City Representative	Host
C.B.F. Board Members	Host
Hosts/Hostesses	Host (if appropriate)
Host Executive Committee	Free
C.B.F. Standing Committees/Reps.	C.B.F.
Provincial Sport Federation/Gov't	Host

Head Table:

- C.B.F. President/Rep
- C.B.F. Board Members (if room)
- Host Chairperson
- Provincial Rep. (Gov't)
- National Sponsors
- Master of Ceremonies
- Provincial Sport Governing Body

CHAPTER 5: TECHNICAL PROGRAMS

Section 1 - National Coaching Certification Program (NCCP)

1.1. Under the auspices of the Canadian Broomball Federation, the National Coaching Certification Program operates as a structured progressive system through which Broomball coaches can upgrade their knowledge and skills.

1.2. The CBF National Coaching Certification Program is based upon the belief that every athlete deserves a Certified Coach. The Canadian Broomball Federation is committed to enhancing the effectiveness of all levels of coaches in each of the categories of the Federation.

1.3. The Coaching Committee is made up of the **Director at Large - Technical** and other ASSOCIATION representatives who are either elected or appointed by the member ASSOCIATIONs.

1.4. The Committee is responsible for:

a. Program planning;

b. Development of technical materials;

c. Setting priorities on tasks identified in conjunction with the category committees;

d. Budget submissions;

e. Establishing the minimum standards of certification;

f. Training of Master Learning Facilitators (MLF's) and ensuring that all MLF's met the minimum standards laid down by the NCCP policies;

g. Communications with MLFs and ASSOCIATION's Coaching Coordinators;

h. Assisting the ASSOCIATIONs in the development of program delivery;

i. Making recommendations to the Members through the **Director at Large - Technical** on matters relating to coaching development, certification and program delivery;

1.5. Meetings of the committee shall be at the call of the **Director at Large - Technical** or by a majority vote of the Coaching Committee or the CBF membership. Ideally, the meeting should occur in conjunction with the Annual Meeting. Meetings shall be the financial responsibility of the attendees and may be reimbursed to the extent indicated by the CBF Members.

1.6. Meetings will be attended by:

a. The Chair; and

b. Coaching Coordinators of each ASSOCIATION.

Job Descriptions

Chairperson

1.7. Responsible to the Canadian Broomball Federation for:

a. Administration of the Coaching Committee;

b. Supervision of the Coaching Committee.

c. Chairing or delegating a member to chair all meetings of the Coaching Committee.

d. Acting as the direct liaison with the CBF Office on behalf of the Coaching Committee.

e. Ensuring that the Coaching Committee is represented at all meetings where Coaching input is required.

f. Ensuring all projects and programs, which have been selected and approved by the Coaching Committee are developed.

g. Ensuring business plans and budgets are developed to cover all projects and plans and are available for ratification by the CBF Members at the Annual Meeting.

h. Liaison with the Coaching Association of Canada on behalf of the CBF;

i. Ensuring that reports are provided for all completed projects, on-going programs and yearly reports as required; and

j. Carrying out any other duties, which are approved by the Chair and the CBF Board.

Coaching Coordinators

1.8. Responsible for the liaison between the ASSOCIATIONs and the Coaching Committee and responsible to:

a. Forward all applicable coaching concerns and/or problems to the Coaching Committee;

b. Ensure all minimum requirements and deadlines are adhered to;

c. Assist the ASSOCIATIONs with the registration of all CBF coaches;

d. Attend all CBF Coaching Committee meetings or appoint an alternate;

e. Ensure all Learning Facilitators are sufficiently trained and meet the minimum certification levels laid down by the NCCP policies;

f. Annually forward a current list of Learning Facilitators to the CBF Office;

g. Ensure that ASSOCIATIONs Master Learning Facilitators receive the appropriate training, meet the minimum requirements of the NCCP policies and work in conjunction with the **Director at Large - Technical** in all matters concerning content and delivery of coaching programs; and

h. Perform other duties for the Coaching Committee as required.

Master Learning Facilitators

1.9. Responsible to each ASSOCIATION's Coaching Coordinator for the training of all Course Facilitators and to:

a. Monitor the activities of the NCCP within their jurisdiction, and the activities of the Learning Facilitators under their supervision;

b. Be responsible for up-dating Learning Facilitators and to ensure they have the necessary equipment to conduct technical clinics;

c. Forward social, moral and technical philosophies for consideration to be incorporated in coaches training;

d. Be responsible to provide technical and theory material to the **Director at Large - Technical** for consideration for inclusion into course curriculums;

e. Deliver courses in the areas in which they are certified;

f. Ensure all Learning Facilitators complete the necessary NCCP paperwork required to ensure all coaches receive the appropriate certification as it applies to technical and practical components; and

g. Be responsible for providing written technical material when required.

Learning Facilitators

1.10. Responsible to:

a. Liaison with the ASSOCIATIONs Master Learning Facilitators and Coaching Coordinators to arrange dates, locations and facilities for clinics required by the ASSOCIATION;

b. Deliver clinics within the guidelines established by the national program while addressing the needs of the membership;

c. Ensure all components are completed by the coaches before certification of the technical or practical components are awarded;

d. Ensure that all NCCP forms are completed and forwarded to the appropriate people; and

e. Provide the Master Learning Facilitators and Coaching Coordinators with any suggestions and ideas that are recommended by coaches that may improve the coaching program.

National Coaching Registration

1.11. All coaches registered with their own ASSOCIATIONs shall be registered with the CBF.

1.12. Minimum standards are established by the Coaching Committee and ratified at the Annual Meeting by the Members.

1.13. Minimum standards for coaching at sanctioned Federation Events/ Championships: **BTC Certified (U20, Senior and Mixed Coaches)**

Section 2 – National Officiating Certification Program (NOCP)

2.1. Under the direction of the Canadian Broomball Federation, the National Officiating Certification Program operates to identify, develop and accredit Canadian officials for competitive and developmental programs at National and International levels.

2.2. The guidance and direction of the National Officiating Certification Program (NOCP) is the responsibility of the Officiating Committee of the CBF. The Committee Chairperson is the **Director at Large - Technical** and with assistance from the Referee in Chief, is responsible for overseeing the operations of the NOCP.

2.3. The Committee is responsible for:

a. Program planning;

b. Development of technical materials;

c. Monitoring and maintaining the national database;

d. Setting priorities for tasks identified by the committee;

e. Budget submissions;

f. Communication with ASSOCIATION Referee-in-Chief's;

g. Assisting the Master Learning Facilitators in the development of program delivery;

h. Recommendations to the Members through the Officials Technical Committee regarding officials development, certification and program delivery;

i. Generating funds through specific projects to support the National Officiating Certification Program;

j. Recognizing Official's excellence through an Officials Recognition Program.

2.4. The National Officiating Certification Program (NOCP) is a comprehensive system of Theory, Technical and Practical information that is intended to provide a basic background to officiate broomball in Canada.

2.5. The certification program consists of an ongoing effort to educate and upgrade officials through instruction, observation and evaluation.
The goals of the program are to:

a. Recruit new officials;

b. Develop the abilities of existing officials;

c. Standardize the methods and techniques of officiating; and

d. Offer recognition for achievements.

National Database

2.6. The national database is a comprehensive listing of all certified officials across the country. The database will list all pertinent information regarding the officials

including:

a. Participation at National Championships;

b. Evaluations at National Championships;

c. Dates of certification and upgrading; and

d. Contact information

Program Delivery

2.7. The CBF, through the Officiating Committee, is responsible for providing:

a. Leadership for the ongoing development, maintenance, and evaluation of the NOCP;

b. Consultation and assistance to the ASSOCIATIONs for the implementation of the certification program;

c. National registration of certified officials, primarily through the National Database, and a system of recognition of the certification of officials:

d. Development and delivery of technical materials to the ASSOCIATIONs;

e. Development of standards for certification and course delivery; and

f. Training and development of Master Learning Facilitators to serve the needs of the members in the delivery of the certification program.

2.8. The ASSOCIATIONs are responsible for:

a. Delivery of certification courses to the officials within their jurisdiction;

b. Ensuring that the delivery of the certification program adheres to the guidelines and standards established by the Officiating Committee; and

c. Ensuring that the administration of the program is completed and that all qualified officials are properly accredited.

2.9. The Referee-in-Chief acts as the Chief Official for each National Championship. If the RIC is not available, the **Director at Large - Technical**, in collaboration with the host ASSOCIATION's Referee-in-Chief will select a replacement.

2.10. The Referee-in-Chief will not work as a game official in the Championship, however, should a situation arise which requires the Referee-in-Chief to participate as a game official, it can be approved by the Board member representing the CBF at the competition.

2.11. The Referee-in-Chief is responsible to:

a. Coordinate planning with the Host ASSOCIATION;

b. Attend pre-competition meetings and respond to all questions and issues pertaining to officiating;

c. Handle all communication between the participants and the officials;

d. Receive and distribute payments to officials;

e. Provide input regarding inquiries or discipline procedures as the representative of the officials;

f. Supervise the officials at the competition; and

g. Assign officials for all games during the event.

Officials at National Championship Events

2.12. ASSOCIATIONs are required to identity a list of officials available to participate at the National Championships to the CBF office by February 1st.

2.13. Each ASSOCIATION sending teams to a National Event must send an official to that event.