

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



Board and Membership Handbook

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1.0 INTRODUCTION

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

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

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

It is the responsibility of all members (players, parents, coaches, staff and volunteers) to read and understand the contents of this Handbook. The CNHA and its Board of Directors will ensure that all policies contained herein are administered and adhered to.

Please note that the mandates, guidelines and policies contained in the Handbook reflect the policies as set forth by the CNHA.

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

2.0 OUR MISSION STATEMENT

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

3.0 ROLE OF THE BOARD OF DIRECTORS

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

See current Board of Directors information on the CNHA website. Or if you have no web access you might ask your team manager for this information.

4.0 COMPOSITION OF THE BOARD OF DIRECTORS

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

4.1 The Executive Committee

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

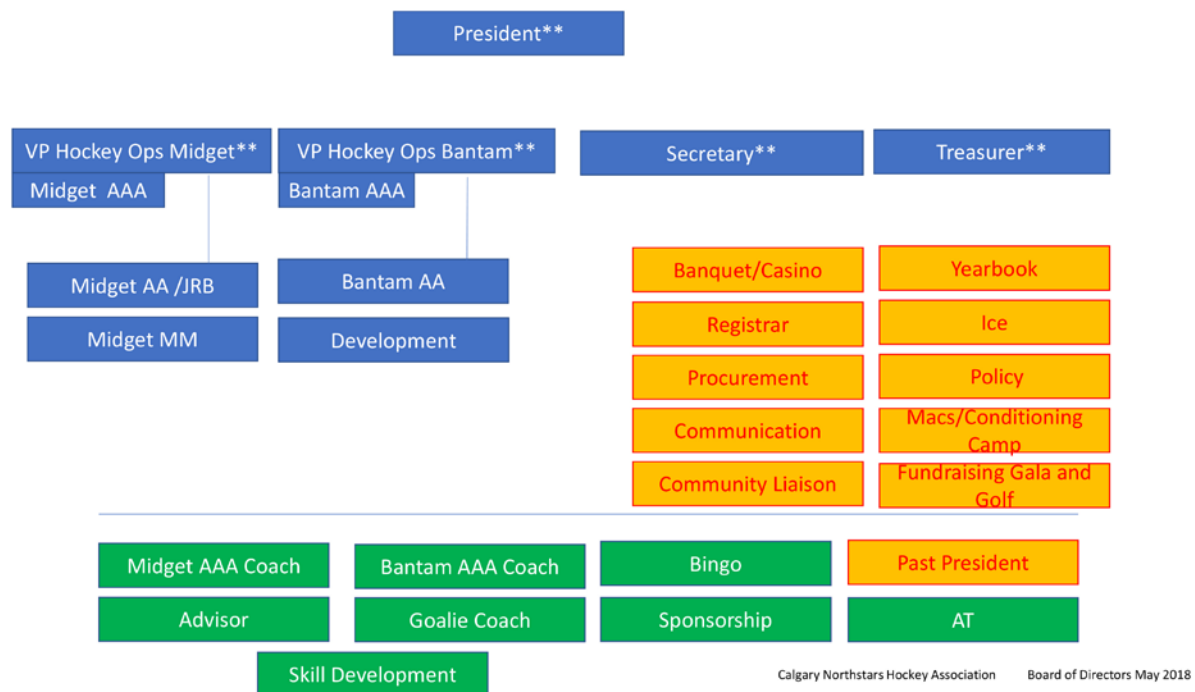
4.2 The Role of Treasurer

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

5.0 DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

Each Board Member is expected to:

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



a. THE EXECUTIVE COMMITTEE

The Executive Committee is expected to:

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

b. The President

The President shall:

- Act as Chief Executive Officer (CEO) of CNHA;
- Act as direct liaison, and provide consul and leadership, to the general membership and the Board of Directors;

- Act as an ex-officio officer of all struck or standing committees;
- Oversee all motions, orders, and resolutions, and ensure they are carried out;
- Monitor the progress of all offices and attend meetings where feasible;
- Act as Chair at all Executive, Board, General, and Membership meetings of the Association;
- Act as representative and spokesperson for CNHA to the AA Council, the Minor Hockey Association of Calgary, Hockey Alberta and the CHA and as liaison with media;
- Grant and sign Player Release forms;
- Authorize travel permits;
- Authorize player suspensions; and
- In consultation with the two VP of Operations, the President will have final decision-making on game cancellations due to unforeseen circumstances and/or weather.

c. Vice-President of Operations (2 Positions)

The Vice Presidents shall:

- Perform the duties of the President, in his absence, at any meetings or functions, when required control and manage the day-to-day operations of the Association, including administrative duties, when possible
- Perform 'special' assignments as designated and required by the Executive Committee;
- Ensure documents are up-to-date and accurate as they pertain to his role on the Board;
- Provide relevant updates of information or matters to the Executive, Board, and General Membership;
- Ensure Head Coaches and Assistants are fully knowledgeable of their requirements on behalf of CNHA, including all CNHA Policies and Procedures;
- Provide support and leadership to coaches to create a positive coaching experience;
- Provide information, feedback, expertise, and education to all coaching staff at regularly scheduled coaching meetings during the hockey season;
- Submit reports to the Board of any meetings and actions taken;
- Act as liaison between coaches and the Board of Directors;
- Ensure all coaches are adequately qualified, or are registered in appropriate courses (technical, coaching, and safety) as outlined by MHAC and Hockey Alberta – as well ensure all coaches have completed respective security checks;
- Evaluate and review coaches from time to time; and
- Act as a member of the Coaches Selection Committee.

The two (2) Vice-President of Operations will also act as Division Coordinators for each; Midget AAA and Bantam AAA Sabres, respectively (refer to organization chart page 8)

- Representative of all disciplinary hearings with internal; committees/external agencies – Players, coaches, parents;
- Facilitate the creation of the CNHA hockey program – Identity, skill development, character;

- Day to day contact of any and all on ice activity;
- Liaise with teams and CNHA Treasurer regarding Team budgets (direct line to Bantam AAA or Midget AAA); as required;
- Financial overview/approval of all teams budgets (direct line to Bantam AAA or Midget AAA); and
- Liaise with respective Division Coordinator regarding to maintain consistency and transparency between player, coach and parent.

d. The Treasurer

The Treasurer shall:

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

e. The Secretary

The Secretary shall:

- Record the minutes of all business conducted, as well as any relevant discussion, at all Executive, General, Annual, and/or Membership meetings, and distribute them in a timely fashion and according to the By-laws;
- Maintain and accurately file the original copies of all minutes, which are to be kept in the Secretary's possession;
- Maintain, keep and update the records of the Board of Directors;
- Reserve meeting rooms monthly for the Board of Directors meetings;
- Provide meeting notifications to the Board of Directors indicating when and where meetings will be held; and
- Maintain custody of the Association's seal.

6.0 THE COMMITTEE COORDINATORS

The Committee Coordinators may include the following Coordinators:

- Midget AA/Jr B Coordinator
- Minor Midget AAA Coordinator
- Bantam AA Coordinator
- Development Coordinator
- Banquet/Casino Coordinator
- Yearbook Coordinator

- Ice Coordinator
- Registrar
- Procurement Coordinator
- Policy Coordinator
- Communications Coordinator
- Mac's Midget Coordinator/Conditioning & Spring Camp Coordinator
- Fundraising Gala/Golf Coordinator
- Community Liaison Coordinator
- Appointed Positions:
- Bingo Coordinator
- AT Coordinator
- Sponsorship

a. Conditioning & Spring Camp/Mac's Midget Coordinator

Conditioning Camp/Mac's Midget Coordinator shall:

- Coordinate and ensure each CNHA team fields 36 volunteers each, to help in the quadrant responsibilities of the annual Christmas-week Mac's tournament;
- Attend Mac's Tournament meetings as requested;
- Establish and secure camp dates and times, format and conductors;
- Liaise with the ice contractor (arena) and course conductors, on behalf of the CNHA;
- Advertise, register players, and collect fees for summer conditioning camps;
- Maintain a list of camp participants; and
- Distribute all relevant camp information.

b. Registrar

The Registrar shall:

- Ensure members (players) are compliant with Hockey Calgary residency requirements
- Ensure members (players and families) are in compliance with Respect In Sport (RIS) qualifications as per Hockey Calgary;
- Coordinate and implement player and team registration of all players, coaches, managers, athletic therapists, and others required for each team in the CNHA;
- Coordinate and implement affiliation of players;
- Ensure all registrations are completed (accomplished electronically through the Hockey Canada Registry (HCR);
- Ensure all registrations are filed with the Association for its records, as well as with the appropriate governing bodies (Hockey Calgary, Hockey Alberta, Hockey Canada);
- Maintain and keep an accurate record of the General Membership; and
- Along with Treasurer, maintain and keep an accurate record of the General Membership in order to send notices of required meetings and collection of monies by the Association.

c. Director of Procurement

The Director of Procurement shall:

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

d. Communications Coordinator

Communications Coordinator shall:

- Deliver clear and current information to all interested parties by newsletter, website updates, and/or press releases;
- Seek and deliver positive publicity;
- Supply player, or team results, where required;
- Provide CNHA photography, both requested and spontaneous, or candid;
- Acts as the media representative on any positive issues, recognitions, or results;
- Defer all other issues for comment to the media, to the President;
- Responsible for overseeing Twitter, Facebook and Instagram Accounts;
- Reset of team Twitter password accounts annually; and
- Provide Team Twitter contact with instructions on log in, password and Twitter protocol.

e. Policy Coordinator

The Policy Coordinator shall:

- Review the mission, objectives, and goals of Association;
- Review, update, and submit as new material, matters relating to Policies and Procedures, ethics, code of conduct, and other compliance issues that may arise;
- Update the publication of Member's Handbook as needed;
- Assist with the establishment of short- and long-range goals of Association; and
- Develop position descriptions.

f. Ice Coordinator

The Ice Coordinator shall:

- Assign and distribute ice allocations for all teams, for practices and exhibition games; and
- Redistribute or return unused ice times.

g. Yearbook Coordinator

The Yearbook Coordinator shall:

- Coordinates Services of the Designer, Photographer and Printer for the present year;

- Set expectation and key dates to Yearbook Leads at Card Signing and the first Managers/Treasurers Meeting;
- Key contact with Designer: Submission of all teams artwork of ads, Player profile and team page to Designer and all sections of Yearbook in its entirety;
- Key contact with photographer: Confirm dates of their services for Picture Day and Awards Banquet. Work with Yearbook Leads /Team Manager to identify players at Picture day and during Awards Banquet and submit to Photographer. Receive and distribution of pictures to Yearbook Leads;
- Key contact with Printing Vendor: Coordinate proofing with Yearbook Leads. Receive delivery of final product and distribution to Yearbook Leads;
- Maintains Master Excel spreadsheet and the collection of ad funds from Yearbook leads and submits to Board Treasurer;
- Compiles all Player profiles and submission to Designer in correct format;
- Leads proofing stage with Yearbook Leads; and
- Report of nonpayment to Treasurer and Board Executives for further action.

h. Banquet/Casino Coordinator

The Banquet/Casino Coordinator shall:

- Coordinate all aspects of the organization of the annual Banquet and Awards evening, scheduled the first Wednesday of May, each year;
- Arrange facilities and catering, invitations and guests, and all awards inscribed for presentation;
- Provide accurate financial records to the Treasurer upon completion;
- Collect and review potential scholarship applications; and
- Submit scholarship recipient recommendations to the Board.

i. Fundraising Coordinator– Fall Gala/Spring Golf

The Fundraising Coordinator shall:

- Coordinate the annual Fall Gala with team representatives and CNHA Board support:
 - Arrange facilities and catering, liquor license, gambling license, music, advertising;
 - Facilitate the Silent Auction per team:
 - Intake of items, tracking of items and value, record keeping of final auction value towards team funds
 - Facilitate 50/50 with team volunteers;
 - Track expenses;
 - Decorations;
 - Coordinate the evenings' volunteers by Board and team representation; and
 - Allocate role for Treasurer to support with financial services (ie: cash boxes, float, debit machines, cash bags, accountability for cash and record keeping).
- Coordinate the annual Spring Golf Tournament with CNHA Board Support:

- Secure venue and date;
- Create and facilitate registration form;
- Create sponsorship form;
- Facilitate creation of Golf tournament Committee; representatives from each team and board members;
- Secure a minimum of 20 items for silent auction;
- Reach out for support to Alumni and community vendors; and
- Execute the event, check-in, MC, overall coordination/liaise with golf course.

j. Community Liaison

The Community Liaison shall:

- Day-to-day, will be the main contact and liaison for our community partners and feeder community Minor Hockey Associations, speakers and other related contacts;
- Liaise with Development Coordinator and Fundraising Coordinators to promote events; such as guest speakers and fundraising opportunities; and
- Connect with non-profit organizations to promote volunteerism within our CNHA Teams i.e. Food Bank, Inn from the Cold and other local non-profit agencies.

k. The Division Coordinators

(Midget AA/Jr. B, Minor Midget AAA, Bantam AA, Development) 4 Positions

The four (4) Division Coordinators are in place for the following teams:

Midget AA/Junior B, Bantam AA, Minor Midget AAA, Development. The position descriptions of the Division Coordinators may redefine or be updated at any time in order to best serve the requirements of the Board of Directors and membership of the CNHA. The Division Coordinators shall:

1. (Advance)

- Prepare and submit a document summarizing the expectations for each level, which is available at tryouts and can be posted on the website;
- Obtain registration information and tryout team assignments from the Vice President Operations; confirm jersey colours and numbers;
- Identify, and list, those players who are eligible for the draft in their division. Arrange and conduct the draft in accordance with CNHA Policies and Procedures, ensuring both the President and Vice President Operations are in attendance;
- Update information with late registrant information (including late registration at sign-in); notify the Registrar of the updated information for input to HCR and payment of fees;
- Prepare handouts with team rosters for each tryout; update for distribution and posting as necessary for each tryout game;
- Seek a team supervisor for each squad to visit dressing rooms and attend on the bench;
- Arrange for a score/timekeeper for each tryout game;

- Arrange for a runner/assistant to deliver messages between the registration desk, coaches, and/or dressing rooms; and
- Consider special dressing room arrangements for any female players.

2. Tryouts (Sign-In)

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

3. Tryouts (Cuts, Intersquads, Drafts)

- Post lists of updated rosters after each cut;
- Obtain regular jerseys for intersquad games;
- Ensure on- and off-ice officials and athletic therapists are present for intersquad games;
- Provide handouts with updated intersquad team rosters; and
- Attend all try-out player cuts, or arrange attendance with an Alternate from the Board.

4. Tryouts (Affiliates and Rosters)

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

5. During the Season

- Attend the Division team's inaugural parent/player meetings;
- Provide support, rather than supervision, throughout the season to the Coaches, Team Managers and parents;
- Attend any other meetings as requested by the Coach, Team Manager or parents;
- Attend a 'life-balancing' number of league games and practices throughout the season, or arrange for an Alternate to attend in his/her place;
- Maintain open and direct communication with Coaches, Team Managers, and parents within the Division teams in order to provide direction and support during the season;

- Refer significant conflict within the Division, or quality of practice or play issues, to the Coaching Development Coordinator or Vice President Operations for follow-up;
- Ensure the distribution and coordination of all communications and information received from CNHA Board of Director Meetings, “AA” Council meetings or Calgary Minor Hockey Information Releases;
- Together with the Procurement Coordinator, ensure that each team receives all necessary equipment and forms for the team’s operation during the season;
- Ensure adherence to all League and CNHA disciplinary policies including the Code of Conduct;
- Monitor teams with respect to the CNHA’s Fair Play Policy and the Mission Statement;
- Present a report of the team’s activities to the monthly meeting of the Board of Directors, including highlights and any current or potential problem areas; and
- Create and enhance a positive public perception of CNHA when carrying out the duties of the Division Coordinator.

I. Development Coordinator

The Development Coordinator shall

- Design, deliver and maintain a positive development standard for players and coaches;
- Create hockey-based technical programming to current CNHA Players; on and off the ice;
- Liaise with coaches and Skill Development Coordinator to assess needs of players on and off the ice;
- Provide opportunities for coaches to take part in various development opportunities;
- Liaise with Hockey Calgary and Hockey Canada to ensure up to date coaching requirements are met; and
- Issue instruction, give and circulate guidelines to build coaching operational standards at each division; such as but not limited to:
 - Goalie Development
 - Power Skating
 - Specialty Clinics (for example: face-offs, developing defensemen)
 - Seminars (Fitness, Nutrition)
 - 1/2 Ice Hockey Player development
 - Parent Clinics

m. Bingo Coordinator (Board appointed position; non-voting)

The Bingo Coordinator shall:

- Maintain responsibility for the management and administration of all Bingo and Casino events for the CNHA;
- Ensure there are adequate numbers of volunteers and staff for all events;

- Maintain records and gaming accounts information, and record and report same directly to the Treasurer; and
- Remain current with respect to gaming requirements and ensure the CNHA adheres to same.

n. Athletic Therapist Coordinator (Board appointed position; non-voting)

The Athletic Therapist Coordinator shall:

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

o. Sponsorship Coordinator (Board appointed position; non-voting) *Optional*

The Sponsorship Coordinator shall:

- Promote sponsorship opportunities with local businesses;
- Coordinator is the chief organizer of sponsorship arrangements for all sections of CNHA;
- Responsible for major functions and events for CNHA;
- Reports regularly to the Committee;
- Be creative in looking at new ways to service and satisfy sponsors;
- Convene a group to assist with key tasks and timelines;
- Review the current Sponsorship Package and be familiar with what the club promises to sponsors;
- Prepare a budget, monitor it carefully and report on it regularly;
- Seek to raise sponsorship funds for the club;
- Keep a proper record of sponsor details;
- Send out a letter / email to current sponsors regarding their commitment for the coming season;
- Seek new club sponsors and meet with potentials to outline what services they would value most;
- Organize that signage be produced and erected on signing;
- Maintain a Memorandum of Understanding with each club sponsor;
- Make sure sponsor representatives are met when attending functions or match day;
- Liaise with the Gala/Golf Coordinators regarding sponsor invitations and special function calendars;
- Give a report at regular meetings and when required;
- Organize various functions and events for the club;
- Liaise with the committee to ensure social events support our sponsors and, where appropriate, raise money for the club;
- Liaise with competition coordinators to ensure that sponsors get recognition; and
- Send out a thank you letter at the completion of the season and a sponsor survey to support planning for the following year.

p. Past President (non-voting)

Past President shall:

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

7.0 CNHA BOUNDARIES

Members include minor and junior aged players whose permanent residence is within the boundaries of the following Community Districts and junior-aged players who qualify under Rule AA7 (Hockey Calgary -- HC):

Abbeydale	Forest Heights	Penbrooke Meadows
Albert Park/Radisson Heights	Forest Lawn	Pineridge
Applewood Park	Greenview	Queens Park Village
Banff Trail	Hamptons	Red Carpet/Mountview Mobile Park
Beddington Heights	Harvest Hills	Renfrew
Brentwood	Hidden Valley	Riverbend
Bridgeland/Riverside	Highland Park	Rosedale
Briar Hill	Hillhurst	Rosemont
Cambrian Heights	Hounsfield Heights	Rundle
Capitol Hill	Huntington Hills	Saddleridge
Castleridge	MacEwan Glen	Sandstone Valley
Charleswood	Marlborough	Southview
Collingwood	Marlborough Park	Sunnyside
Copperfield	Martindale	Symons Valley (Kincora & Sherwood)
Coral Springs	Mayland	Taradale
Coventry Hills	McKenzie Towne	Temple
Crescent Heights	Monterey Park	Thornccliffe
Douglas Glen	Mount Pleasant	Vista Heights
Dover	New Brighton	Whitehorn
Edgemont	North Haven	Westmount
Erin Woods	North Haven Upper	West Hillhurst
Evanston	Ogden	Winston Heights/Mountview
Falconridge	Panorama Hills	

For an up-to date map of the Hockey Calgary boundaries for all community and Elite/Quadrant Associations, please visit <https://www.hockeycalgary.ca/registration/boundary-maps>

8.0 COACH SELECTION POLICY

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

a. Coach Certification Requirements

The CNHA supports coach development and requires certification for all head coaches and at least one assistant coach. All registration costs for the coach clinics are covered by the Association and, upon successful completion of the course, the coach can submit a receipt for reimbursement. Contact the Coach Coordinator or the Vice President Operations to coordinate reimbursement or for any additional information.

Certification Requirements (2010/2011)

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

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

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

Certification for Midget AAA coaches:

- High Performance Level

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

b. The Screening, Selection and Monitoring of Coaches

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

Coach, Assistant Coach and athletic therapists are employed to minimize this risk. Although Minor Hockey covers the requirement of courses for behavior of coaches in regards to player interaction, it is imperative that the CNHA assert diligence in this regard.

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

assets, and to monitor this interaction to ascertain acceptable behavior.

c. Coach Application Process

Coaches may complete the coach application form or submit a detailed resume. In either case, references are to be supplied. The application or resume may be submitted to the Coaching Development Coordinator or the Vice President Operations for the CNHA. Coaches may apply for a specific coaching position or for any available position.

d. Coach Selection Committee

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

e. Coach Selection Criteria

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

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

f. Coach Background Check

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

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

9.0 SEASONAL EXPECTATIONS OF THE HEAD COACH

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

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

10.0 CNHA COACH APPRECIATION

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

- Reimbursement of all completed coaching clinics;
- CNHA tracksuit and jacket (maximum of four (4) per coaching staff); and
- \$1,500.00 honorarium for each Head Coach to use at his discretion with regard to assistants.

11.0 FAIR PLAY: COACH'S CODE OF CONDUCT

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

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

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

12.0 DRAFT POLICY

a. Bantam Draft - Eligible Players

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

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

Draft Procedures

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

Draft Order:

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

- The team that chose second in the first round will have the first pick of the second round and will choose the next position to draft. The second round of the draft will follow the same format draft order as above;
- The team that chose third in the first round will select the first player of the third round and will follow the format draft order as above;
- After all the players are selected within the first age category (fulfilling a minimum number of obligatory player spots to be determined annually by the Board Executive and the Divisional Coordinator), the second age category will undergo the exact same process of the draft starting with the team that chose third in the first round of the previous age category; AND

- Note that a coach can pick additional players from either age pool so long as they meet the requirement of picks as established above in the specified age pools of 13 and 14-year-olds and only during the second age category round.

Draft Position of Parent-Coach Players

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

Draft Process of Bantam AAA Released Players

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

Draft Order

1	3	2
3	2	1
2	1	3

b. Minor Midget AAA Draft Policy - Eligible Players

- All Players who have been registered and who participate in the try-out process will be eligible for the draft;
- Injured players who have been identified and listed with the Division Coordinator will not be required to participate in the tryouts and would be draft eligible;
- Players who are attending WHL or Junior A camps and are not available for the tryouts will also be eligible for the draft, provided they have informed the Divisional Coordinator; and
- Any other exceptions will require approval by the VP of Operations.

Draft Procedures

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

Draft Position of Parent Coach Players

- Parent coach is required to select his child player. The following are the draft procedures that will take place unless the Parent Coach agrees to draft his child with his first pick;
- Player will be assessed by both Coaches and the Division Coordinator in the first two scrimmage games, after the initial assessment each coach in conjunction with the Division Coordinator will identify five of his peers playing the same position that have similar skills to the player. The player will continue to be ranked against these five peers for the remainder of the tryouts by both coaches and the division coordinator;
- Parent Coach will supply the Other Coach and the Division Coordinator with a list of players he deems equivalent to his child from the list of five at the end of the tryouts (prior to the draft). The Division Coordinator will review the list and approve;

- The Other Coach will then supply the Parent Coach and the Coordinator with his choice of Player he would chose instead of the Parent Coaches Player from the list of three players provided;
- Once selected the two players will be placed on the draft teams and will not be part of the draft; and
- If the Other Coach cannot make a selection from the list, the Division Coordinator will select the player he ranked as highest from the list of three.

Draft Order of Midget AAA Released Players

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

c. Midget AA Draft Process - Eligible Players

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

Draft Procedures

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

taken; and

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

Draft Position of Parent Coach Players

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

Draft Order of Midget AAA Released Players

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

15 Year olds Playing Midget AAA

Criteria required to be Eligible to Try-Out:

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

Criteria to be eligible to be selected to the Team

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

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

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

Exceptions

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

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

d. Team Compositions

- One (1) “AAA” Bantam team consisting of 13 and 14 year olds. Teams will be required to sign a maximum of five (5) 13-year-olds with no minimum specified as per the AA Council’s policies for the 2011-12 season. The team name is the Sabres. This team competes in the Alberta Major Bantam Hockey League (AMBHL).
- Three (3) “AA” Bantam teams consisting of 13 and 14 year old players. Teams will be required to sign and play a maximum of eight (8) 13-year-olds with no minimum specified as per the AA Council’s policies for the 2012-13 season. The team names are Blazers, Canucks, and Kings. These teams compete in a twelve-team Calgary “AA Bantam” Hockey League, and may participate in provincial playoffs.
- Two (2) “AAA” Minor Midget teams (“Midget A”) consisting of only 15-year-old players. Team names are Blazers and Canucks. These teams compete in the 14-team Alberta Minor Midget Hockey League (AMMHL).
- Two (2) “AA” Major Midget teams consisting of mixed 16 and 17 year olds. Team names are Blazers and Canucks. These teams compete in an expanded regional “AA” Hockey League.
- One (1) “AAA” Midget team consisting potentially of all eligible midget-aged players (15 to 17 year olds). The team name is the Northstars. This team competes in the Alberta “AAA” Midget Hockey League (16 teams) and is one of the eight teams in the southern

division of the league (AMHL).

- Two (2) Junior “B” teams consisting of 18 to 20 year olds with a limited number of over-aged players (up to four players 21 years old who played with the team as a 20 year old). Team names are Blazers and Canucks. These teams play in an eight-team Calgary Junior Hockey League (CJHL).

A maximum of 19 players per team (17 skaters and two goalies), except “AAA” Midget which has a maximum of 20 players, and Junior “B” which has a maximum of 23 players per team.

13.0 TRY-OUT REGISTRATION

- The CNHA Council establishes try-out dates and costs; visit the CNHA website for registration information.
- Letters and/or emails will be sent in conjunction with the CNHA Conditioning Camp to members and prospective player rosters stating the date, time, place and cost of registration.
- Upon receipt of try-out fees, players will receive a list of ice times, arenas and a try-out jersey.
- Each player will receive a minimum of four (4) ice times. After try-outs are complete, coaches will draft/select their initial team player lists.
- Although the CNHA typically runs an August conditioning camp, this is not to be considered a pre try-out event.
- All draft lists will be posted on the respective team page on the web site.
- The coaches notify released players, with Division Coordinators in support.
- Current Respect In Sport-Parent Certification

Releasing players will continue until teams are finalized as determined by the coach, and until signing of the player cards.

- All players drafted to the Major Midget AAA or Bantam AAA teams who are subsequently released from that team will be offered a roster position on either a Midget AA, Minor Midget AAA or Bantam AA team as appropriate following the documented draft process. Approval from the Executive is required if a coach wishes to release a player in this group.
- Please refer to the CNHA website for updates regarding the try-out/drafting information

14.0 RELEASING OF PLAYERS

- The CNHA will supply all proper release forms, where necessary.
- A player who is unsuccessful in securing membership on a team within the CNHA

boundaries must return to his appropriate Community Hockey Association for play that season. It is recommended that all players trying out with the CNHA register with their respective community association. This rule does not apply to junior-aged players. Junior-aged players must obtain a release to play for any Association outside the area of their residency

Releasing of Bantams

No Bantam player can be released after September 30th of the current playing season, and no additional signing of Bantams can occur after December 1st of the current playing season, unless under special circumstances which include an appeal to Hockey Calgary who has a policy in place for such an occurrence. Please review Hockey Calgary's guidelines for Bantam releases which this association must adhere to.

Releasing of Midgets

All Minor Midget and Midget AA teams must be in place by September 23rd of the current playing season. No releases back to the community associations will be permitted after September 23rd as per the Hockey Calgary Policy.

Releasing of Midget "AAA" and Junior "B"s

Midget "AAA" and Junior "B" players will be released according to the CNHA Handbook.

Releasing of Midget Players to Play Outside of Calgary

Midget-aged players who request releases to play outside Calgary must obtain a release from Hockey Calgary.

Players entering the CNHA Quadrant

The CNHA will not accept non-resident players who ask for releases and want to register in the Association, excluding 17-year-old traveler players.

Junior "A" Camps

Release forms are available from Hockey Calgary for players planning to attend Junior A camps.

15.0 TRAVELERS

As of the 2009-10 season and ongoing until further notice, HC has determined that 17- year-old players — if released by their resident Midget AAA camp to Midget AA — may first be able to travel to one other quadrant of the player's choice, given acceptance of the destination quadrant for a Midget AAA tryout there. If the player does not make the Midget AAA level at the destination quadrant, he must return to his resident association for the season.

16.0 TEAM SHEETS AND GAME SHEETS

- All players must be listed on a Team Roster and registered in the Hockey Canada Registry before their first league game of the current playing season.
- Midget and bantam Team Rosters will be in the care of the Board's Registrar. Copies will be provided to the Division Coordinators and to the Team Manager. The Team Manager must be able to produce the Team Roster upon request at any sanctioned game.
- Game sheets will be used for exhibition games prior to league play.
- Game sheets for all games (exhibition, regular season and tournaments) must be signed by the respective coaches, officials, time- and scorekeepers. The home team's manager must copy all game sheets to HC within the day following the games. Record (copy) of all team game sheets is to be maintained by the team's manager, as well as a record of team major penalties and affiliate call-ups.

17.0 PLAYER AFFILIATION POLICY

The objectives of the CNHA player affiliation program are as follows:

- To assist a higher division team in the Association in the event that it's team roster is reduced due to injuries or sickness or a player's inability to play for any other reasons (including suspension subject to any Hockey Calgary, Hockey Alberta or Hockey Canada rules as may be applicable to use of affiliates for suspended players).
- To provide affiliated players an opportunity to gain experience at a higher level of play within the Association and thus contribute to their development.
- To require coaches to be fair, reasonable, considerate and cooperative when making and/or acceding to a request for the utilization of affiliated players.
- Use of affiliated players is not allowed to replace healthy players, available players, or for replacement of players being disciplined by their coaches.
- Affiliate players will not be used for the purpose of expanding the rosters beyond the maximum allowed per team, and are to be used specifically as described in this section.

With the above objectives in mind, the following guidelines shall apply to the use of affiliated players:

- To request an affiliation the higher level coach makes a request in writing (e-mail) to the head coach or member of the coaching staff of the lower level team and he is entitled to name the priority player. If specific players are not requested, the coach of the affiliated team shall name the best qualified available players to fulfill the higher division team's needs.
- The lower level coach confirms the affiliation with the potential affiliate's parents and then confirms the affiliation in writing (e-mail). The coordinators at the respective levels and the Registrar must be copied on the correspondence.
- The lower level coach should not impede the affiliation unless the affiliation occurs during a schedule league game or playoff game. In the case of practice conflicts, the

coaches shall decide amongst themselves what takes precedence. Any other requests to deny the affiliation must be made to the Vice-President of Hockey Operations.

- Teams competing in playoff competition will be considered a priority if affiliate players are required.

An available player is one who:

- is willing to play for the higher level team;
- is not sick or injured;
- is not under discipline by his coach; and subject to any applicable Hockey Calgary rules;
- is not playing his tenth (10th) game as an affiliated player, unless waived in writing by the President or Vice President of Hockey Operations and the higher-level team has less than the maximum number of players registered;
- has completed the regular season and playoffs with the player's registered team before the player's affiliated team, in which case the player may affiliate an unlimited number of times.

Expectations of the Coaches include:

- The higher level coach must play the affiliated player as much as is reasonably possible.
- All coaches are encouraged to affiliate from multiple teams to avoid possible scheduling conflicts.
- All coaches should encourage the use of affiliated players in accordance with the stated objectives.
- Coaches must ensure that call-ups are only from properly designated and listed affiliates; and a record of all such call-ups must be maintained to ensure maximums are not exceeded.
- Whenever a higher-level team requires a goaltender, the affiliated goaltender not playing in his original team's game will be required to report to play. In the event of both affiliated goaltenders playing at the same time, one (1) goaltender will be required to advance and will be replaced by such goaltender's team's affiliated goaltender, unless a substitute goaltender as provided in any applicable Hockey Calgary, Hockey Alberta or Hockey Canada rules, is available.
- Midget AA and Minor Midget AAA affiliate selections will occur by mini-draft early in the season.
- Midget AAA and Bantam AAA affiliates will usually be drawn from the last players cut from tryout camps.
- For Junior B, only potential players who are asked and subsequently accept such an invitation may affiliate.

- In addition, the process will be followed as noted below:

For tournaments and/or exhibition games outside of regular league games or playoff games, a higher-level team has the right to use affiliated players subject to the conditions below:

- Tournament rules permit affiliated players.
- Affiliated player does not have any scheduled league or playoff games.

➤ **NOTE: An affiliated player may be used an unlimited number of times for these situations.**

The Vice Presidents of Hockey Operations will coordinate the completion of affiliated player lists in conjunction with team coaching staffs and/or coordinators. As well the Vice Presidents of Hockey Operations will advise on affiliation of community players and allow such affiliation where considered appropriate.

The Calgary Northstars Hockey Association makes a concerted effort to consult with players and parents of players on player affiliation matters. However, finalization of the affiliation list is an Association function and a determination of the individual affiliations of players is made on behalf of the Association by the Vice President of Hockey Operations after consultation with the coaches and/or coordinators of the affiliating teams.

Once a player is placed on a filed affiliation list, the Association does not have the power or authority to remove the player from such list or add the player to another list except in very rare circumstances which may involve release of the player from the Association prior to any release date(s) specified by Hockey Alberta.

18.0 REGISTRATION FEES

Fees are reviewed and set annually by the CNHA Board of Directors.

- All registration fees will be paid to the CNHA. Fees are set each year (prior to registration) by the CNHA Board of Directors.
- Reimbursements may be made on a pro rata basis, after a review of the circumstances for such requests by the CNHA Board of Directors.
- No refunds will be made after January 10th of the current playing year.
- Players will not be allowed to participate in practices and/or games if fees are not considered by team management and the board of directors to be up to date.
- Requests for financial aid will only be considered upon submission of a request in writing as per the financial assistance policy (see 11.1). All such requests are held in strict confidence.

Please refer to the CNHA website for details/updates regarding registration fees.

19.0 FINANCIAL ASSISTANCE POLICY

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

1. The application must be made in writing to the CNHA Treasurer and is to be approved by a committee of no less than three (3) CNHA board members, to be determined annually.
2. The total sum available to all applicants is to be determined when the budget is set each year. The amount will be distributed by the above-mentioned committee, with each applicant to receive no more than a matching grant received from an outside financial assistance program (eg., Kidsport or Flames Even Strength Program). For example, if the applicant receives a \$600 grant from Kidsport, he is then eligible for an amount not exceeding \$600.
3. As with the other assistance programs, the eligible amount will decrease each year, and will only be available for a maximum of four (4) years.
4. All bingo and yearbook commitments must be honored. Working extra bingos and raising extra fees through yearbook advertising should also be attempted. The applicant is also responsible for all the team fund raising programs. It is important for any team officials aware of these circumstances to maintain and guard the privacy of the applicant.

Please see the CNHA website or contact the CNHA Treasurer for details of this program.

20.0 FUNDRAISING PROGRAMS

The CNHA undertakes a variety of activities in order to raise significant income both for the operation of the Association as well as to underwrite the per-player cost each year. All teams with the CNHA will have fair and equitable obligations.

Board fundraising is mandatory for all members and parents of all teams as described hereafter. Please note that the CNHA board representatives will explain and hand out additional information for both the required Bingo and Casino events at the first team meetings. Please keep this information for future reference. Teams will also be required to designate a Bingo representative, who will be responsible for organizing, liaising with the Board's bingo coordinator, and ensuring all team members fulfill their required commitment.

CNHA Fundraising Activities

Casino

- A Casino is held approximately every 18 months. It is a required commitment for each team to provide adult (18 years of age or older) volunteers for shifts covering this two-day event. Dates to be determined and announced.

- Responsibilities
 - Work daytime or evening shifts at a specified Casino job at the designated Calgary Casino.

- Consequences for Failure of Commitment

The Alberta Gaming Commission requires that all Casino workers are screened and pre-approved; because of this requirement, no worker replacements can be made. If you must be excused from your Casino shift because of an emergency situation or illness, you must contact the Casino Chairperson! No-show members will be fined \$300, no exceptions.

Bingo

- It is a required commitment of each team – Bantam to Midget – to field a minimum of two (2) adult (18 years of age or older) bingo volunteers for each event. Each team's Bingo Coordinator circulates event dates and times from which members choose their commitment. It is mandatory to work a minimum number of bingos as determined by the Association's Bingo coordinator for the current season from October 1st to September 30th of the following year.

- Responsibilities

- Work daytime or evening shifts at bingo events taking place at the Bingo Palace (2600 – 35th Ave N.E.)

- Consequences for Failure of Commitment

It is your responsibility to find a replacement in the event you cannot work your bingo shift, and you must notify your bingo chairperson of any worker changes. No-show members will be fined \$100 for the first infraction, \$200 for the second infraction, and player suspension for any further infractions. All invoices for payment owing on bingo fines must be paid prior to player registration for the upcoming season. Player suspensions will be upheld for bingo infractions.

Other Fundraising

Association fundraising that each team must participate in will include the following events:

- Mac's Midget Tournament: daytime and evening shifts, with each team committing to a minimum of 36 workers/shift.
- Yearbook advertising – minimum \$500 per member. Additional funds raised will have a calculated percentage credit towards that member's team account.
- Game gate receipts – (Midget "AAA" only.)

- Other fundraising events as deemed appropriate and required by the Board of Directors.

Team Fundraising

Individual teams may undertake their own fundraising activities provided that these activities are not in conflict with CNHA fundraising activities.

All team fundraising activities must comply with the rules and regulations of the Alberta Gaming Commission, **including** 50/50 fundraisers.

Sponsorships

The CNHA endeavors to obtain sponsors each year for the CNHA. The Board of Directors seeks to develop and review sponsorship opportunities annually.

Any sponsorship or donation that is obtained by an individual for a team should be for the benefit of all players on that team.

21.0 TEAM ADMINISTRATION

The various volunteer positions the team needs (not all are required) to fill every year are briefly described below. Sign-up for these should be taken care of at the first team orientation and CNHA confirmation of Team Roster at Max Bell Centre, as soon as the final team list is established.

Manager and Assistant Manager – Getting the score sheets prepared for home games, labeling the score sheets with the roster for all games, reporting games results, maintaining a copy of all game sheets, recording of major penalties and affiliate call-ups, distributing roster and contact lists as necessary (including to scouts on request), information or update newsletters to parents, liaison between parents and coaches. Incident or injury reports as necessary. Managing out-of-town travel. The coach typically selects the Manager; and seeks endorsement of the selection from the Division Coordinator. Selection is usually prior to the first team meeting. **Required position**

Treasurer –The team treasurer is responsible for the following: collection of player registration fees, trainer fees, parent contributions and all fundraising revenues; payment of team expenditures; preparation of team budget (in conjunction with team

manager) for parents' approval and submission to Association treasurer by October 31; banking transactions; maintaining complete accounting and player account records; monthly team financial statements (distributed to parents and copied to Association treasurer by the 15th of the following month). Anyone interested in this position should have strong accounting and financial skills. **Required position.**

Yearbook Lead– Liaison, to Board Yearbook Coordinator.

Yearbook Lead will be responsible for the distribution and collection of forms (player profile and Ad Forms), artwork and collection of advertising funds from team family members. Collaborate with Team Manager to identify and confirm players at Picture day. Assist during proofing stage. Pick up and distribution of Yearbook to team members.

Required position

Time/Scorekeeper Coordinator – Send around a sign-up sheet so each game has the necessary people available for the time/score/penalty box area. See that they are good to go for game times. Orient new volunteers to the duties; score sheet, time clock functions as necessary. **Required position.**

Jerseys – Two families are needed to take care of and bring the jerseys (home and away) to games. The jerseys are hung up in the dressing rooms on delivery. The boys will hang them up for collection. Doing that in the dressing room should be taken care of by the male half of the parent team. This volunteer may also get the dressing room key from the rink (if it can't be locked from the inside) to secure the room during play – unless some other volunteer is designated for security. This position is not responsible for good dressing room conditions (the boys are). **Required position.**

Bingo Coordinator – Send around a sign-up sheet for all to pick times to do the CNHA bingo shifts. Submit to the CNHA bingo coordinator. Provide copy back as reminders to parents on the time slots all committed to. **Required position.**

Mac's Midget Coordinator – Send around the sign-up sheet for the various Mac's Midget tournament volunteer positions that the team needs to fill for its day at the rink. Attends a CNHA organizational meeting in advance to that effect. Then follows up on site that day to see that the team duties are being covered. **Required position.**

Optional Positions:

Fundraising Coordinator – There is not a lot required beyond 50/50s for a basic team budget. Most team's parents typically contribute a cash infusion (\$200) at the beginning of the season, and some teams sell raffle tickets or something (to fund a season-ending tourney). A silent auction night has become very common for many teams as a good way of getting a lump sum on account. Team fundraising activities need to be

identified and persons appointed to organize the same. Approval for and assistance with staging fundraising endeavors must be obtained from the team parents (and the Board if necessary). Again if needed, will be required to follow all practices as laid out by Alberta Gaming and Liquor Commission (AGLC). **Optional position.**

50/50 Coordinator – Send around a sign-up sheet for those needed to do the 50/50 sales at each home game. Bring in and pass over supplies/bucket to the volunteers, record amounts collected, pass funds to treasurer. Will be required to acquire the team's seasonal gaming license and follow all practices as laid out by Alberta Gaming and Liquor Commission (AGLC). **Optional position.**

Team Media – This could include but not limited to; social media and videotaping. It would be good if each team had a volunteer to do some video as necessary for the team, but also to take some digital photography and periodically report any team news, through the Manager, to the CNHA's of Communications. Team Twitter accounts are set up annually, and can be used to promote team events, game updates and team or association news. All Twitter accounts are monitored and must follow the CNHA Social Media guidelines

Stats Assistants – Could use a couple of people during the games to track +/-, shot locations, etc., or other stats of interest to the coaching staff. **Optional position, dependent upon the coach's requirements.**

Phone/email Parents – Two family volunteers are needed. Each taking half the team's player list. To conduct fan-out calls on schedule changes, duty reminders or other updates that are necessary from time to time. **Optional position.**

Banquet Assistance – Each year an annual banquet for the association is held in the Spring. Volunteers needed to assist in preparations and setup/takedowns are appreciated.

Security – A team may wish to designate someone other than the jersey volunteers to see that dressing room keys are obtained where necessary; and that gear is secure at practices, games or in transit for road games.

Tourney/Travel Assistant – This person might help research tournaments for the team to consider, present the options, pros/cons, and rough cost estimates. After tourney selection, this individual may also assist with the necessary arrangements both in advance and on the ground at the tournament.

Extra Ice/Dryland Assistant – There may be need for someone to arrange any dryland training the coaching staff wants the boys to do as a team. Also, there may be a couple of occasions where coordination for clinics is needed, or when the team needs some exhibition ice and referees (particularly towards the end of the season, when you're still

staying tuned up for tourney play, but done within the CNHA ice allotment).

22.0 TEAM RECORDS AND BANKING

All teams are required to keep good accounting and financial records. A budget must be prepared for approval by parents, and must be submitted to the Division coordinator and CNHA treasurer. A monthly financial statement must be given to each team parent, the Division coordinator and the CNHA Treasurer.

- Team bank accounts are set up at the First Calgary Savings - Village Square Branch, #116, 2640 - 52nd Street N.E.
- Cheques and deposit books are available through the CNHA Treasurer. Bank statements are available through First Calgary or CNHA Treasurer.
- A minimum of two signatories is required (usually Team Treasurer, Manager and/or some other team official).
- Money advanced to, or given to any team for any reason from the CNHA will require receipts and accounting, showing how the money was used. All advances are to be repaid within the current hockey season.
- The CNHA will not be liable for any shortfalls or debts incurred by any team.
- A financial statement is required from each team on a monthly basis, supplied to the CNHA Treasurer at the monthly Manager's Meetings.
- Once team rosters have been finalized, all teams are required to prepare a team budget for the entire year that needs a minimum 75% voted upon parent approval to pass.
- All team bank accounts will be finalized as directed by the CNHA Treasurer no later than April 30.
- All team bank accounts will be closed at the end of the current hockey season, and no later than April 30.
- Any team funds remaining at the end of the current hockey season will be disbursed as follows:
 - All funds contributed by parents to the team to offset team expenditures during the team's hockey season shall be reimbursed equitably to contributing parents by April 30.
 - All funds derived from other sources become the property of the CNHA and will be used by the Association for general purposes.
- The CNHA Treasurer reserves the right to request a full financial statement of a team's financial position at any time.

23.0 TEAM TRAVEL GUIDELINES

Transportation Policy

It is CNHA's policy that all out-of-town travel for the teams (beyond 50 km from city limits) is provided by the selected Bus service for the year. This is the most beneficial

method of travel for many reasons including insurance, safety, and liability considerations; logistics such as having all players arriving at the same time for away games; and team dynamics such as bonding, game focus, preparations, post- game meals, etc.

All CNHA teams require travel permits when participating in any exhibition, tournament or other scheduled games, or games outside of HC boundaries.

Note: Travel permits are not required for sanctioned games in the regular season and playoffs for teams participating in the AMHL, AMMHL, AMBHL or Midget AA travel league.

Travel Permits are handled online. Make application on the website at www.hockeycalgary.com under Forms. Approval from either the CNHA President or Vice President of Operations must be obtained (email is sufficient) prior to applying for a travel permit. Although requests are normally granted on a daily basis during regular office hours, 48 hours notice is appreciated.

Score sheets from all games played, including exhibition and tournaments, and any major penalties and incident reports, must be sent to the appropriate League Coordinator within 48 hours. Failure to comply will result in suspension of any future Travel Permits.

Obtaining Parental Permission for a Trip

When planning out-of-town tournaments that require additional fundraising, seventy-five (75) percent of the parents (one vote per player) must support the trip. A separate and detailed budget must be prepared for a planned team tournament. If necessary, voting on tournament plans may be done by a secret ballot.

Trip Documentation

- Letter of permission from team parents
- Travel Permit – The appropriate form on the Hockey Calgary website must be filled out and submitted. A copy of the approval will be sent to the CNHA by Hockey Calgary
- Tournament Sanction Number - requested from tournament coordinators
-

Suggested Communications

- Letters from the host authority confirming entry in the tournament or exhibition, accommodation, receipt of fees, etc.
- Letters or forms from the parents stating their approval as well as their financial obligations (if necessary).
- Letters or forms from parents and players regarding code of conduct (travel agreement available on website)
- Acknowledgment of liability and accident insurance protection

Distribution of Fees and Cancellations

- If after the 75% vote has been achieved and the team agrees to said tournament, a player backs out for any reason, including injury, of the tournament that player will incur their shared cost for all team expenses. Team expenses include but are not limited to coaches' airfare transportation, hotel and food costs for staff, tournament fee, and Athletic Therapist cost. If an affiliate is able to attend in the players absences, then the affiliate player will incur the cost of their food and travel (airfare) expense. If the player is injured and attends the tournament then all costs will be divided equally amongst the team members in attendance.
- In the case when a Team must cancel prior to attending a tournament, all cancellation fees and deposits that are forfeited will be shared equally amongst the participating players. Any remaining funds will be distributed equally amongst the participating players.

24.0 CODE OF CONDUCT

This Code of Conduct identifies the standard of behavior, which is expected of all Calgary Northstars Hockey Association members, including athletes, coaches, parents, directors, volunteers, staff and chaperones.

CNHA is committed to providing a sport environment in which all individuals are treated with respect. Members of CNHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviors that are disrespectful, offensive, abusive, racist or sexist. In particular, behavior that constitutes harassment or abuse will not be tolerated by CNHA. During the course of all CNHA activities and events, members shall avoid behavior which brings CNHA or the sport of hockey into disrepute, including but not limited to any use of alcohol, tobacco or tobacco products, and drugs. Weapons, matches, firecrackers and aerosol cans are not permitted.

CNHA members shall at all times adhere to CNHA's operational policies and procedures, to rules governing CNHA events and activities, and to rules governing any competitions in which the member participates on behalf of CNHA.

Members of CNHA shall not engage in any activity or behavior which interferes with a competition or with any athlete's preparation for a competition, or which endangers the safety of others.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline policy of CNHA, and those set forth by Hockey Calgary (HC), Hockey Alberta and Hockey Canada. Such action may include the member losing the privileges that come with membership in CNHA including the opportunity to participate in CNHA activities.

It is recommended that in cases where you wish to make a conduct complaint, or confront a manager or coach with an issue, that you first observe a 24-hour waiting or cooling off period.

25.0 DISCIPLINE POLICY

The Discipline Committee consisting of the President, Vice President of Operations and selected members of the Board of Directors. This body will deal with any infractions of the Association's Code of Conduct, as well as specific Player, Coach or Parent Expectations contained within this handbook.

It is the Association's intention that each infraction will be dealt with in an objective, fair and consistent manner with appropriate repercussions for the severity of the actions.

The CNHA has zero tolerance with regard to possession or contact with any drug, alcohol, tobacco products (including vaporizers) or weapon use at any CNHA practice or game. Also, there will be zero tolerance for incidents of theft, vandalism or other blatant disrespect of any personal, community or City property. Those responsible for such acts will be immediately suspended, subject to further action to be determined by the CNHA's Discipline Committee.

- a. On-ice Major Infractions or Incidents:** All game sheets must be provided to the League Coordinator within 24 hours of the completion of a game, by team managers. If any appeal of suspension, rule interpretation or protest is contemplated, then that must be requested in writing through the Association's Vice President of Operations and President for approval. The appeal will then be submitted to the AA Chairperson, together with a required \$100 processing fee from the team, within 48 hours of the game. Note that the minimum suspensions as published are not subject to appeal, and supplemental suspensions are as prescribed in the HC Rules and Regulations and the Special Rules governing AA Hockey. However, CNHA reserves the right to impose more than the prescribed and supplemental suspensions for disreputable conduct if it is deemed necessary.
- b. Off-ice Incidents:** Team Managers are to report significant incidents or conduct infractions through the Association's Division Coordinators to the Vice President of Operations for executive or Discipline Committee consideration. Zero tolerance infractions of substance, or incidents that have the potential of bringing significant disrepute to the CNHA and/or HC, or incidents which have insurance, civil liability or criminal implications, must be reported in writing to the AA Chairperson within 24 hours. Reporting shall also state consequence or suspension imposed, barring directives to modify such action by Association Board or HC authorities.
- c. Coaching Staff Responsibility:** Team officials are responsible for their own conduct and those of their players at all times during Association, team or league activities. Further, Hockey Canada Rule 47 requires that at least one responsible adult (and preferably two) be in the team's dressing room(s) both before and after ice times to prevent inappropriate conduct. It is CNHA policy to conduct CPIC screening on

all coaching staff.

- d. Appeals:** Appeals of on-ice discretionary suspensions by CNHA, or off-ice infraction consequences or suspensions, shall be conveyed to the Association President for consideration and internal response. If the suspension or consequence level was directed by HC, and the Association President and the Discipline Committee or Association Board feels the appeal has merit, then it may respectfully convey it to the AA Chairperson for reconsideration.

26.0 CNHA PLAYER EXPECTATIONS

The CNHA expects that a player will:

- Demonstrate pride in representing the CNHA at all times - in victory or defeat.
- Demonstrate respect and loyalty towards the team, the coaches and the CNHA.
- Make a commitment to contribute to the team by putting forth consistent best efforts and enhance the team's performance.
- Make a commitment to be constructive and supportive of other players' development.
- Have a thorough understanding of the CNHA expectations, policies and procedures that apply to the players.
- Demonstrate respect for property, teammates, parents, fans, coaches, officials and facility operations at all times.
- Take responsibility and accept consequences for their actions.
- Know and comply with the team rules and expectations as outlined by the coach.

27.0 CNHA PARENT EXPECTATIONS

The CNHA expects that a parent will:

- Demonstrate pride and exemplary conduct when representing the CNHA.
- Be loyal in supporting their respective team(s) and the CNHA.
- Demonstrate respect and appreciation for all players at all times. As of the 2010-11 season, it is mandatory that at least one adult member of each registered family take the online Respect In Sport program offered by Hockey Calgary. This course takes about one hour to complete. The player/player's names are to be attached to the program so tracking can ensure each player's eligibility to play.
- Parents who do not complete the program before the start of the season risk having their player suspended from play until the course is completed.
- Model good sportsmanship in spite of frustrations or disappointments.
- Have an understanding of the CNHA's philosophy, bylaws, expectations, policies, procedures and operation.
- Assume responsibility for his/her actions.

- Respect and support the work of all team and on-ice officials, volunteers, and off-ice officials.
- Support his/her son in making a firm commitment to his development as a hockey player and contributor to the team.
- Make a firm commitment to participate and support all activities of the team as outlined by the team management.
-

28.0 CNHA FAIR PLAY PRINCIPLES

CNHA supports the Elite Stream Fair Play Policy and the CNHA Fair Play Policy, which encourage that all players get equal instruction, support and playing time as much as possible. CNHA expects its coaches to play the full team that they pick for the year, to develop all the players, and to give all players equal opportunities to advance in play. It is recognized that at the competitive AA Quadrant level this doesn't always mean equal ice time in games, for a variety of established reasons. Refer to the CNHA web-site for information on the Elite Stream and CNHA Fair Play Policies. A reminder to follow the communications protocol as outlined in section 17.0 of this handbook for any complaints. For example, to question a coach's decision on fair play, the team manager would be first approached. If that communication were unsuccessful, then the CNHA division coordinator would be approached next. (Please see diagram under section 17.0)

Hazing Policy

Hazing is an abusive, humiliating and degrading initiation rite in which a player is forced to participate in order to be accepted. Hockey Canada takes a strong stand as it relates to abusive initiations and hazing of players. Hazing is against Hockey Canada's Regulation R4. CNHA policy in this regard is – any player, team official, executive member of a team, club associate, or any other CNHA member having participated in or having condoned any incidents of hazing shall be subject to disciplinary review and suspension, which may include outright release by the Association.

Conflict and Complaints

Part of the strength of any organization is its ability to solve problems and deal with conflict. It is our intent in the CNHA to deal with all conflict and complaints with integrity, in a constructive, respectful manner. Please be aware at all times that the CNHA is a volunteer organization, and that coaches, managers and board members are all giving a great deal of time and effort to the organization and the development of the players involved. Those who point out and attempt to address problems in a team or in the organization will not be punished – in particular, players are not made to suffer for the actions of their parents. It is expected, though, that all problems will be addressed in a constructive manner, and always with utmost respect and courtesy. It is our mission to develop players, coaches and volunteers through the working of the Association. Abuse

will not be tolerated or accepted, while constructive contributions will always be appreciated.

29.0 SOCIAL MEDIA AND NETWORKING POLICY

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such Internet mediums and websites as Twitter, Facebook, MySpace, LinkedIn, Foursquare, Twitter, Instagram, Snapchat and any other social media network that allows users to communicate online as well as other forms of electronic communication, but not limited to, methods such as 'BBM' or 'texting'. The policy will be applicable to all members of the Calgary Northstars Hockey Association members and staff, on-ice and off-ice team officials.

Our Board recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders.

Our Board also respects the right of all Teams and our Board personnel along with the on and off ice officials to express their views publicly. At the same time we must be aware of the dangers social media and networking can present.

The purpose of this policy is to educate our membership on the risks of social media and to ensure all are aware that conduct deemed to be inappropriate may be subject to disciplinary action by our Board and possibly Hockey Alberta and/or Hockey Calgary.

SOCIAL MEDIA GUIDELINES

- Calgary Northstars Board of Directors holds the entire Calgary Northstars Membership who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- Comments or remarks of an inappropriate nature which are detrimental to a Team, our Council, fellow officials or an individual will not be tolerated and will be subject to disciplinary action.
- It should be recognized that social media and comments such as 'texting' are on the record and can be instantly published and available to the public and media. Everyone including Association and/or fellow members, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- Use your best judgment at all times – pause before posting or sending. Once your comments are posted or sent they cannot be retracted. Ultimately, you are solely

- responsible for your comments.
- If requested to participate in an online network, as a direct result of your affiliation with or participation in the Calgary Northstars Hockey Association, the Board requires that you request approval from the Board Executive Committee.

SOCIAL MEDIA VIOLATIONS

The following are examples of conduct through social media and networking mediums that are considered violations of the Calgary Northstars Hockey Association Social Media and Networking Policy and may be subject to disciplinary action by the Executive Committee or local Hockey Council.

- Any statement deemed to be publicly critical of Association board members or detrimental to the welfare of a member Team, the Association or an individual.
- Negative or derogatory comments about any of the Team, Minor Hockey Association, League and/or Hockey Alberta or Hockey Calgary staff, programs, stakeholders, or players.
- Any form of bullying, harassment, intimidation or threats against other parents, players, coaches or officials.
- Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to: drug use, alcohol abuse, public intoxication, hazing, sexual exploitation, etc.
- Online activity that contradicts the current policies of the Calgary Northstars Hockey Association or Hockey Calgary or any of its member Associations. Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the Calgary Northstars Hockey Association policies and regulations on these matters.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.
- Any comments about opponents players/coaches or parents that could be viewed as negative in nature.

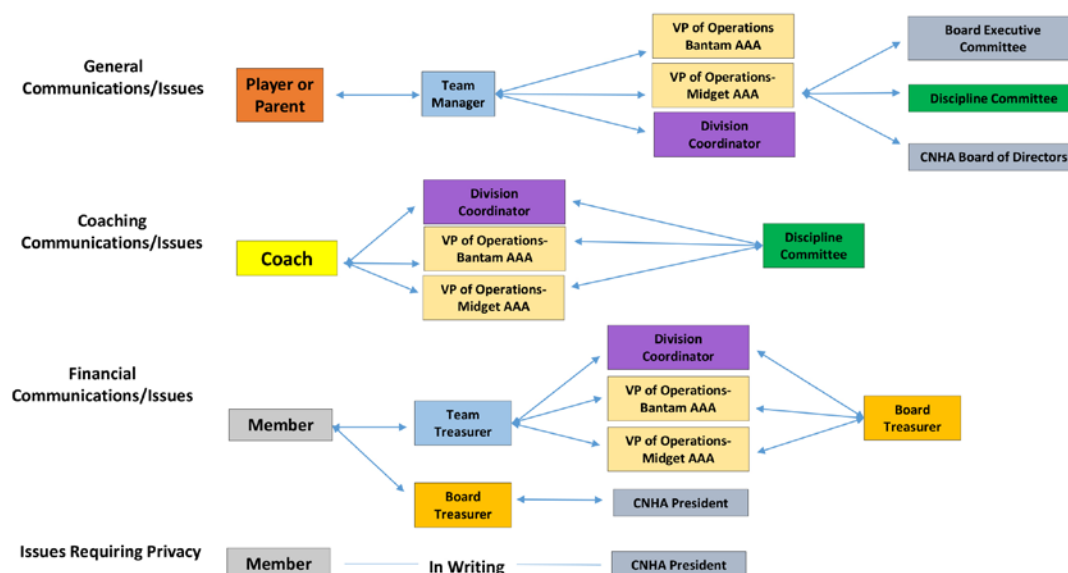
30.0 DISCIPLINE

The Calgary Northstars Hockey Association will investigate reported violation(s) of this policy in the manner set out in the Discipline Policy for other types of violations. If the investigation determines that a violation has occurred, either the **President or Executive Committee** will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in policies set out by the CNHA.

When using social media and networking mediums, the Calgary Northstars Hockey community should assume at all times they are representing the Calgary Northstars Hockey Association. All members of the Association should remember to use the same discretion

with texting, etc., social media and networking as they do with other traditional forms of media. Should the identity or image of any member of the Calgary Northstars Hockey Association be used in social media and networking without the Individual's authorization, this is considered to be identity theft. Any use of a player or team member's image or likeness without the written consent of the Calgary Northstars Hockey Association is strictly prohibited.

31.0 CNHA COMMUNICATIONS FLOWCHART



Calgary Northstars Hockey Association

May 2018

32.0 TEAM AND PLAYER EQUIPMENT

- Each team will be provided with one full set of home and away jerseys, and each player will receive one pair each of home and away socks.
- Each team will be provided with pucks, white boards, water bottles and two sweater bags
- All teams will wear association approved pant shells. The cost of the shells is included in the annual registration fees of the association.
- CSA-approved helmets will be in Black only.
- Approved throat protectors and mouth guards are mandatory for all practices and games.
- Players will be removed from practices by team staff for failing to wear mouth guards as required.
- All team members are required to have their personal equipment clean and in good repair.

- It is an expectation that all CNHA team personnel including players and coaches wear shirts, ties and dress slacks to all games.
- If a player wishes to wear a bandana, it will be worn under the helmet hidden from public view.
- Because of risk of injury, jewelry, including body piercings and earrings are not allowed while on the ice during practices or games. The Midget AAA Northstars will be provided an annual equipment fund that will be approved by the Board. These funds will be used towards the purchase of equipment for the team. The selection of the equipment could include gloves, helmets, or equipment bags. This will be at the discretion of the Northstars team.

Association Equipment Guidelines

- All equipment, sweaters and jackets supplied by the CNHA will not be altered or changed without the permission of the CNHA.
- Team sweaters and socks supplied by the CNHA will be worn for all exhibition, regular season, play off and tournament games.
- Team sweaters and new socks must **not** be worn for practices.
- Sweaters will be collected at the conclusion of each game and placed in the team sweater bags by the team's Jerseys volunteer.
- All equipment will be returned cleaned and in good repair at the conclusion of the playing season.
- All additional cresting including name bars, extra numbers or sponsorship bars must be removed prior to returning the jerseys.
- Appropriate repair costs will be levied against a team for damaged or missing equipment.

Required Apparel

Each player, upon entry to the CNHA program, must purchase any required association apparel. Fittings for apparel and costs are arranged through the Procurement Coordinator, and are typically completed upon finalization of the team rosters (likely at first team meeting/card signing).

The Board of Directors shall decide when garments are to be considered mandatory and purchased for the current season.

33.0 ICE ALLOTMENT

- The CNHA will endeavor to supply two (2) sheets of practice ice per week to each team, if sufficiently allotted to do so by HC.
- All ice supplied by the CNHA will be used solely by the teams of the CNHA. No coach or team official will give away or sell ice supplied by the CNHA.
- All ice that is not used will be returned to the Ice Coordinator fourteen (14) days prior so

that it can be reassigned or returned to HC.

- Any team that cannot give the required notice for the return of any practice ice will forfeit a slot at the next ice allocation. A second burning of ice will result in the team again forfeiting an ice allocation in addition to being charged the Association's costs for that ice.
- Trading of ice by coaches is permitted only upon approval of the Ice Coordinator.
- CNHA will commit to purchase one (1) slot of ice per week for teams who are no longer in post-season play up to an end-of-season termination date determined by the Board. Additional ice may be purchased from the CNHA Ice Coordinator.
- Teams will be responsible for any extra ice that a team may acquire. Except if the Association cannot supply two (2) practices a week on the months' ice allotted by HC, and has agreed prior to the ice being booked, to cover the cost of additional ice. Such requests must be pursued through the appropriate Division Coordinator who will in turn confirm it with the Ice Coordinator.

34.0 TEAM ATHLETIC THERAPISTS/TRAINERS AND INSURANCE

Athletic Therapists/Trainers

Athletic Therapists/Trainers are required for all try-out, exhibition, regular season, playoff and tournament games.

- The Trainer Coordinator or Sport Therapist Service will assign a qualified trainer/sport therapist to each team (or ice surface in try-outs) .
- Athletic Therapists/Trainers are responsible for:
 - Assessment of any player injuries.
 - Establishing an emergency action plan.
 - Pre-game taping and strapping.
 - Making recommendations for post-injury participation.
 - Warm-up and stretching as required by the coach and other duties that may be required by the team.
 - The team trainer is responsible for all medical decisions made during sanctioned team events and will provide treatment within their scope of practice and technical ability. In the case of other team members having higher medical training, the trainer still remains the primary care provider unless care of the player has been passed on to either a medical doctor at a clinic or paramedics that have been called to a sanctioned event.
- Each team will be responsible for a payment, in an amount determined by the Board

of Directors each season, for costs associated with trainer/sport therapist services, courses and first-aid kit supplies to include all league games.

- Each team is responsible to negotiate trainer remuneration for tournament coverage.
- Tournament trainer expenses, including hotel, food and other payments must be budgeted and paid for by the individual teams.
- Each team's athletic therapist/trainer is required to bring adequately stocked first-aid kits to each game.
- Each athletic therapist/trainer must compile and maintain up-to-date medical information on each player, including Alberta Health Care numbers.
- Each athletic therapist/trainer is required to complete any Hockey Canada Incident Report Forms.
- The athletic therapist/trainer is responsible to clear a player for exercise, practice and play. If the trainer deems it necessary, a note from an attending physician may be required to assist clearance. It should be noted that the attending physician, trainer or coach may withhold clearance on any reasonable grounds should they feel it is necessary.
- All Calgary Northstars contracted athletic therapist/trainers will conduct themselves in the utmost appropriate manner. Inappropriate or questionable treatment will not be tolerated.
- Maintain professional boundaries that honor and respect the relationship with players.
- All athletic therapists/trainers will adhere to the Canadian Athletic Therapists Association Scope of Practice at all times. Athletic Therapists/Trainers understand that a failure to comply may result in the immediate termination of the Agreement for cause at the discretion of CNHA

<https://athletictherapy.org/en/about-athletic-therapy/codes-of-ethics-and-professional-conduct/>

Insurance

The Association, as a member of Hockey Calgary, is provided with blanket coverage as issued by Hockey Canada. Refer to the Hockey Canada website for more detailed information. Coverage has been extended to include:

Accidental Injury

This policy insures players, coaches, managers and directors for various injuries incurred while participating in our program. Coverage extends to medical costs not covered by the Alberta Health Care benefits; i.e., ambulance and specific claims including some dental benefits. If you suffer an injury, please have the team manager submit the required claim form(s).

General Liability

Coverage is extended for all members while involved in sanctioned program activities. The Association also provides Director and Officer Liability coverage while acting on behalf of the Association.

35.0 MAC'S TOURNAMENT

The "AA" Council of Calgary is responsible for the operation of the Mac's Midget Tournament each year. Each quadrant participates as volunteers in the operation of the Tournament. It is mandatory that each CNHA team participate by providing 36 volunteers per team for this tournament. Any identified tournament profits are divided equally among the quadrants.

Regional, national and international teams compete in a round-robin tournament between Boxing and New Year's days. Each year the tournament looks for interested billet families to host players in their homes during the tournament. This is a great cultural experience as well as one that is enjoyable and rewarding. If you are interested please contact your team's manager or the current Mac's Tournament Coordinator.

36.0 CNHASCHOLARSHIPS

Darren Beatty Memorial Scholarship Fund

Purpose

The Darren Beatty Memorial Scholarship Fund has been established to encourage the pursuit of further education. The fund provides a one-time financial award to eligible current and former CNHA players registered at an approved post-secondary educational institute.

Awards

Awards will be determined annually by the CNHA Board of Directors to a maximum allocation of \$5,000 per year. Awards in the amount of \$500 each are presented to individual recipients.

Structure

The Scholarship Review Committee will consist of the Scholarship Director and up to three (3) CNHA Board Members. This committee will be responsible for reviewing the applications and selecting those applicants that best fulfill the eligibility requirements. The committee will make their recommendations as to which applications will be supported at a meeting of the CNHA Board of Directors for approval.

Eligibility

A current or former player who has played a minimum of three (3) full seasons within the CNHA. The player has maintained good standing and fulfilled all obligations and expectations as established by both the teams played for and on behalf of the Association.

The player has demonstrated good sportsmanship and conduct on both the teams played for and on behalf of the Association.

Players must make their initial application within four (4) years of their last full season playing within the CNHA.

Players must be fulltime students and enrolled in a minimum course load as defined as fulltime within a post-secondary institute including a trade or apprenticeship program.

Selection Criteria

Players must submit a one-page biography, which includes the following information:

- Background information, which may include family information, scholastic achievements, career intentions, hobbies, goals, volunteer activities and any other information you may wish to share.
- Your contributions to CNHA, the teams played for, your coaches and their impact, your position, and any awards, recognitions or achievements.
- Players must submit a letter of reference from a teacher, coach or employer.
- Players must submit a confirmation of enrolment endorsed by the Registrar of the player's post-secondary institute.

Timeline

Fully completed applications (see Selection Criteria) should be received by February 28 each year, and mailed to:

Director, Darren Beatty Memorial Scholarship Fund
P.O. Box 54022
2640 - 52 Street NE Calgary, AB T1Y 6S6

Additional Scholarships

- Occasionally, additional scholarship money becomes available to the CNHA. In such cases, these criteria will be followed for the selection process and distribution of funds. Number of scholarships and amounts may vary according to donations, but will generally be valued at \$1000.00.
- Applications are open to seventeen year-old Calgary Northstar players in good standing.

- The number of recipients will be based on the amount of available funds for each given season. These recipients will be randomly drawn from all of the valid applications received.
- Recipients have 4 years from time of receiving this award in which to use the funds at an approved post-secondary educational institute.

37.0 BANQUET AND AWARDS

The Association hosts its annual banquet and awards evening the first Wednesday of May each year. All players are eligible to compete for the following awards, which are presented to the various categories each year. These awards are as follows:

Ken Bracko Award:	Awarded to the player off of each team determined to be the Most Dedicated Player.
Steve Crawford Award:	Best Bantam player, which exemplifies the qualities of perseverance, sportsmanship and dedication to Hockey.
Norma Bush Memorial Award:	Most sportsman-like Minor Midget AAA player in CNHA.
Kenneth Innes Memorial Award:	Player who most exemplifies the quality of a player desired by the CNHA.
Eugene Seitz Memorial Award:	Outstanding effort at “AAA” Midget.
Ed Machej Award:	Junior hockey player showing dedication and leadership while playing for CNHA.
Glen Patrick Memorial Award:	Team of the Year; The team that exemplifies the Association’s qualities in sportsmanship and dedication.
Rick Bailey Coach of the Year:	Awarded to the Coach who exemplifies dedication to the CNHA, his team and players.
Mary Underhill – President’s Award: Outstanding volunteer service to the CNHA.	

As well, each CNHA team provides one award of its choice for each of the following categories:

Most Valuable Player

Most Improved Player

Recommendations are made by the coaching staff and approved by the Board. For information regarding the latest CNHA Awards recipients, please visit us at: www.calgarynorthstars.ca