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1. VALUES AND BELIEFS

The Calmar Minor Hockey Association (CMHA) is established to foster and develop organized amateur minor hockey. The intent of the CMHA is to provide for every minor hockey player in the Calmar area an opportunity to participate in a well-organized and structured hockey program.

The CMHA is based on the following values and beliefs:

- 1.1. All children have the opportunity for all participants regardless of ability, gender, race or religion.
- 1.2. Participation in CMHA will build life skills through work ethic, communication, teamwork and decision making.
- 1.3. Work with Hockey Alberta and Hockey Canada in the promotion of fair play and promotion of minor hockey programs along with leadership development opportunities.

2. ATHLETE RIGHTS

CMHA promotes the following athlete's rights:

- 2.1. The right to fair and impartial treatment.
- 2.2. The right to enjoy the sport and have fun.
- 2.3. The right to be treated with dignity.
- 2.4. The right to have their needs and not those of the adults fulfilled.
- 2.5. The right to have a positive example set by adults in minor hockey.

3. CODE OF CONDUCT – COACHES

It is the intention of this code of conduct to promote proper behavior and respect for all participants within the Association. All coaches must sign this pledge before being allowed to participate in hockey and must continue to observe the principle of Fair Play.

Code of Conduct

- 3.1. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
- 3.2. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
- 3.3. I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
- 3.4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- 3.5. I will make sure that equipment and facilities are safe and match the athlete's ages and ability.

3.6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.

3.7. I will obtain proper training and continue to upgrade my coaching skills.

I agree to abide by the principles of this CODE as set and supported by this Association.

3.8. I also agree to abide by the rules, regulations and decisions as set for this Association.

4. CODE OF CONDUCT – PARENTS

It is the intention of this code of conduct to promote proper behavior and respect for all participants within the Association. All parents must sign this pledge before being allowed to participate in hockey and must continue to observe the principle of Fair Play.

Code of Conduct:

4.1. I will not force my child to participate in hockey.

4.2. I will remember that my child plays hockey for his or her own enjoyment, not mine.

4.3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.

4.4. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.

4.5. I will make my child feel a winner every time by offering praise for competing fairly and hard.

4.6. I will never ridicule or yell at my child for making a mistake or losing a game.

4.7. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.

4.8. I will never question the official's judgment or honesty in public. I recognize officials are being developed the same as players.

4.9. I will support all efforts to remove verbal and physical abuse from my child's hockey games.

4.10. I will respect and show appreciation for the volunteers who give their time to provide hockey for my child.

4.11. I will abide by a 24 hour cooling down period before approaching any coach, team official or board member about a grievance.

4.12. I agree to abide by the principles of this CODE as set and supported by this Association.

4.13. I also agree to abide by the rules, regulations and decisions as set for this Association.

5. CODE OF CONDUCT – PLAYERS

It is the intention of this code of conduct to promote proper behavior and respect for all

participants within the Association. All players must sign this pledge before being allowed to participate in hockey and must continue to observe the principle of Fair Play.

Code of Conduct

- 5.1. I will play hockey because I want to, not because others want me to.
- 5.2. I will play by the rules of hockey and in the spirit of the Game.
- 5.3. I will control my temper – fighting or “mouthing-off: can spoil the activity for everyone.
- 5.4. I will respect my opponents.
- 5.5. I will do my best to be a true team player.
- 5.6. I will remember that winning isn’t everything – that improving my skills, making friends, having fun and doing my best are also important.
- 5.7. I will acknowledge all good plays and performances - those of my team and my opponents.
- 5.8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- 5.9. I agree to abide by the principles of this CODE as set and supported by this Association.
- 5.10. I also agree to abide by the rules, regulations and decisions as set for this Association.

6.0. REGISTRATION

The Association shall provide for membership on the basis of registering one or more children in the hockey program. Formal fees administered by the Association are general in nature. The Association endorses in principle that the responsibility for financial planning rests entirely with the family unit, but also recognizes certain family circumstances may exist that can produce undue financial hardship. Such hardship can be alleviated by the co-operation of a number of community organizations and agencies. The Association will make every effort to identify to the members, through the association website, the community organizations and agencies available to provide financial support.

- 6.1. All players must be properly registered with CMHA and applicable registration fees paid before the deadline date. Players will not be allowed to participate until such fees are paid to CMHA.
- 6.2. Registration fees will be established annually, including any late payment penalties.
- 6.3. The Registrar may, at his/her discretion, accept a registration without full payment of fees where extenuating circumstances prevail and a payment plan is defined.
- 6.4. The prime responsibility for counseling family units experiencing hardship as to the availability of special funding from sponsoring organizations or agencies resides with the Registrar and the Treasurer. Benevolent requests are to be made in writing to the Registrar.
- 6.5. NSF Checks: The NSF fee for a returned check is \$25.00. On receipt of a NSF cheque, the player will not be allowed to participate until all fees are brought into good standing with CMHA.

6.6. The registrar shall maintain the records of CMHA registration, to include the registered player, birthdate, telephone number, parents, category, level, birth certificate number, registration amount paid, address, mailing address, rural land location (if applicable). Most of the records above will maintain within the Hockey Canada Registry (HCR).

6.7. The registrar shall provide notice of the availability on-line registration for all divisions.

6.8. For new registrants, all necessary Hockey Alberta forms must be provided by the registrant as per Hockey Alberta requirements. The Registrar will provide a list of required information to register with CMHA. One parent from each family must obtain the Parent Respect in Sport before their child/children will be allowed to participate in Calmar Minor Hockey.

6.9. The Registrar or Treasurer or both, at their complete discretion, may suspend players for any unpaid fees with board approval.

6.10. Registration is late after May 31st unless the member is new to CMHA. This will incur an additional \$100.00 collected as a late fee.

6.11. After May 31st registration will be 1st come 1st serve.

6.12. No players will be released to play in another association if they have not registered with CMHA before August 15th.

7. FUNDRAISING

7.1. CMHA has a Fundraising Coordinator on the Executive. This member provides direction on how CMHA fundraises as a whole. CMHA members are expected to participate in the Fundraising activities as determined by the current Executive.

7.2. CMHA will retain net profit of proceeds as indicated in the tournament section of these policies from home tournaments, remaining divided equally amongst hosting teams.

7.3. CMHA will host two other events to fulfill your fundraising commitments ie) comedy night, raffle or Oilers 50/50. Sometimes these events are mandatory fundraising commitments due to the nature of the event. We do understand that occasionally there are extenuating circumstances in which you can not make the mandatory fundraiser, please address these with the fundraising coordinator themselves, not your manager.

8.0. REFUND POLICY

The Association shall provide for membership a refund of registration fees for various circumstances.

8.1. Refunds from the registration date and prior to the time that the player has participated in any on ice activity shall be 100% of the registration fee paid.

8.2. Refunds after a player has begun participating or been carded on a team will have a minimum of \$75.00 deducted for the CMHA Administration Fee, Registration Fees. This covers the cost of the Hockey Alberta Carding Fee, socks, pictures or anything else included in registration. In addition, a prorated refund amount will be calculated on the remainder based on participation. The registrar will provide the details at time of refund.

8.3. Players suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees.

8.4. For players withdrawing as a result of personal injury, the minimum \$25.00 administration fee will not be charged. (All prorating and carding fees, socks, pictures ect. and fees based on participation, will still apply)

8.5. For players withdrawing as a result of a residential move outside of CMHA's boundaries, the \$25 service fee will not be charged. Proof of new residence will be required along with written application to withdrawal. (All prorating and carding fees, based on participation, will still apply)

8.6. No refunds will be allowed after December 31. The Hockey Alberta Carding fee, once paid, is not refundable to Calmar Minor Hockey.

8.7. Appeals on refunds can be made in writing to the president and registrar of CMHA.

9.0. PLAYER ELIGIBILITY & BOUNDARIES

The Association shall provide programs for players, aged up to 18 years of age, resident in the Town of Calmar and its associated service areas. Non-resident players are only admitted to the program under special rules established by leagues, Hockey Alberta, CMHA Regulations and under specific direction of the board.

9.1. Player Categories Hockey Alberta designates age categories as of December 31: Level Age

Midget 15 – 17
Bantam 13 – 14
Peewee 11 – 12
Atom 9 – 10
Novice 7 – 8
Initiation 6 & under

9.2. A player is eligible to play in CMHA if they reside in the Calmar Hockey Area.

9.3. A player who is not a member of CMHA and resides outside of the Calmar Hockey Area must:

a) Properly complete the CMHA registration process and provide all signed forms as required by the Association and/or Hockey Alberta. These requirements will be determined and defined by the registrar who will communicate these to either the individual directly.

b) be a player in good standing with their resident association.

c) be a player in good standing with Hockey Alberta

d) provide payment for the try-out, registration, and any applicable fees.

9.4. A Resident player is as defined by Hockey Alberta and resides within the CMHA Boundaries.

9.5. Boundaries are defined by Hockey Alberta and as agreed to by bordering associations to CMHA.

9.6. Any player who has an outstanding balance of registration fees or other obligations to CMHA or any other association will not be allowed to play until all obligations are satisfied.

10.0 Player Affiliation

CMHA is to follow Hockey Alberta rules and regulations as they pertain to player affiliation with the following overriding guidelines:

10.1. The Coach wishing to use an "affiliated player" must follow the following steps:

- a) First speak to the player's regular coach to receive permission to pursue the next two steps.
- b) The regular Coach must grant permission unless the player's regular team has a league or provincial game scheduled the same day. If there is a game, it is then up to the regular coach to decide if permission will be granted. If permission is granted, the player's regular Coach can then speak to the player's parents and obtain their consent.
- c) If the parents give their consent, the Coach (requesting the affiliated player) may then finally approach the player and inquire whether the player wishes to play for the proposed team.

10.2. Hockey Alberta rules and regulations concerning Affiliated Players and cut-off dates must be strictly adhered to (including for Novice aged players). The player may only participate in the maximum number of games allowed by Hockey Alberta. Any coach who plays an ineligible player will face an indefinite suspension as per Hockey Alberta rules and regulations.

10.3. The Coach using any Affiliated Player is fully responsible to track the number of games played and report it to the regular Coach when requesting permission to use that player for any subsequent games.

10.4. The Coach using any Affiliated Player must ensure the regular team players and affiliate players are being given equal opportunities.

10.5. Providing affiliation has been properly filed, prior to December 15 in any Hockey Season, an Affiliated Player may play with the Hockey Team to which the Player is affiliated up to a maximum of 10 games. A Novice player is allowed to play up to a maximum of 5 games as an affiliate.

10.6. Novice and Initiation affiliation requirements refer to the Hockey Alberta rules and regulations.

Any coach who plays an ineligible player will be suspended indefinitely (as per Hockey Alberta rules and regulations)

11. TEAM SELECTION

CMHA believes tiering teams should be selected in the Novice, Atom, Pee Wee, Bantam and Midget levels when available. The philosophy is these levels will enable players of a higher ability an opportunity to excel and will also enable players that are less developed to play at a competitive level and further advance their skills.

11.1. To select teams CMHA will strive to ensure the players with the highest ability, dedication, attitude and personal discipline will be selected to the team.

11.2. The selection process will be monitored by the Evaluation and Selection Committee.

11.3. The evaluation process is to be set each year by the Executive and Evaluation/Selection Committee. The following overriding guidelines must be included in the process.

11.4. All players (must participate in a minimum of one evaluation session at their designated age level) unless a doctors note is provided. The CMHA Executive will determine on an annual basis if a Try Out fee will be charged, and if so, at what rate. In the event that a player chooses not to participate in all of the evaluation ice slots an averaging of his/her evaluation will be used. Players registered shall be notified of their evaluation session times.

11.5. If a player is unable to participate in evaluations due to extreme circumstances, the Evaluation Coordinator must give the player the benefit of the doubt and add that name onto the list of players given to the highest tiered coach for a trial period.

11.6. In the event that the number of registrants received by October 15 of the current season, at a particular level is not viable for the operation of a team or teams because of:

- a) Fewer than eleven (11) players, or
- b) No player prepared to be a goaltender, or
- c) Between twenty (20) and twenty-three (23) players, being too many for one (1) team but too few for two (2) teams, or
- d) More than two (2) players per potential team, are only prepared to be goaltenders, or
- e) Less than one (1) full time goaltender per team

11.6.1. And that enough players and their parents/guardians from the immediately lower level are not prepared to move up, then the following will occur:

- a) Too many players - no further registrations will be accepted and then releases will be made based upon the desire, talent and attitude of the players as determined by a committee to be appointed by the

Executive, which will include the team's head coach, if available, to the maximum number permitted by Hockey Alberta. This is to be achieved by October 1 of the current year.

b) Too few players - all players are to be released except those that wish and can be accommodated at the immediately younger level subject to the approval of the CMHA executive, the pertinent leagues and Hockey Alberta or the immediately older level if level of play is suitable.

The executive is to make all reasonable efforts to find other minor hockey associations to accommodate released players. A full refund of the registration fee for the released player will be made.

12. COACH SELECTION

12.1. Prior to commencement of the hockey season, CMHA will invite applications for all coaching positions.

12.2. All applications for coaching positions will be reviewed by CMHA voting Executive.

12.3. In accordance with CMHA philosophy, the CMHA Executive will make every effort to ensure selected coaches have proper qualifications.

12.4. Coaching qualifications required will vary from one level to another. When CMHA selects a coach, the Executive will review all potential coach's experience, coaching certification, references and if available teaching philosophy.

12.5. Coaches and Managers who are selected for the current hockey season will be required to obtain a Police Record Check and a Child Welfare Check. Failure to do so will result in the offending person not being allowed to participate in Calmar Minor Hockey in the position they were chosen for.

13. COACH RULES

13.1. All team staff must be a minimum of 18 years of age unless a special exemption has been granted by the Executive.

13.2. The coaching staff must comply with CMHA rules.

13.3. The Head Coach shall be the person responsible for the team on and off the ice.

13.4. The Coach shall ensure that the Hockey Alberta and the applicable league rules & regulations are followed.

13.5. Coaches may only allow players that are properly registered with CMHA, to try-out, practice, and/or play.

13.6. Head coaches are responsible for ensuring that proper coaching staff is available for games and practices.

13.7. Carded players may help coaches at a level lower than their own but must follow the following criteria:

- a) Must be at least 12 years old by December 31st of that hockey season.
- b) Must be approved by the board.
- c) Must be an open opportunity for any player looking to help out.

14. DISCIPLINE, SUSPENSIONS & APPEALS

14.1. Any player, coach, manager, trainer, referee, linesman, volunteer, member, parent or spectator that is guilty of unacceptable conduct on or off the ice or violates or breaks a bylaw, rule, regulation or ruling of the Board is subject to discipline or suspension.

14.2. The CMHA executive has the power to impose suspensions and discipline as set out in the bylaws.

14.3. Any player, team or team official who knowingly supplies false information to a representative of the CMHA will be subject to being suspended or disciplined and the matter referred to the CMHA executive.

14.4. The CMHA President can suspend any CMHA member if the member is in serious violation of the CMHA Rules and Regulations.

14.5. CMHA will establish a "Discipline Committee" when required to review a serious violation. This committee will consist of three (3) CMHA Executive Members. Any suspension imposed by the Discipline Committee shall take effect immediately.

14.6. A suspended person may appeal to the CMHA Executive any suspension imposed by the President or the Discipline Committee by giving signed written notice within ten (10) days of the date of suspension. Such appeal shall be heard by the CMHA Executive within ten (10) days of receiving the appeal accompanied by payment of \$100.

14.7. CMHA Executive decision on appeals is final.

14.8. If a CMHA member is not satisfied with the CMHA executive decision, the member may appeal to Hockey Alberta. If a CMHA member appeals to Hockey Alberta, CMHA surrenders all authority regarding this appeal to Hockey Alberta. It is then the responsibility of Hockey Alberta to resolve the member's appeal as quickly as possible.

15. EQUIPMENT

All coaches shall make attempts to ensure that every player taking part in any game or practice is dressed in the proper equipment as stated by Hockey Alberta and Hockey Canada. The following applies with regards to CMHA equipment and uniforms:

15.1. Uniforms and CMHA equipment shall not be used for non-team functions or practices.

15.2. No name bars can be added to jerseys without permission of CMHA.

15.3. All jerseys must be washed and returned on hangers.

15.4. When equipment supplied by CMHA is lost or damaged, the person who signed for it MUST report the incident to the Equipment Coordinator immediately.

15.5. If jerseys are lost the bond of \$75.00 will be forfeited to pay for a new jersey.

16. REFEREES

16.1. To be a qualified referee, the individual must:

- a) Be thirteen (13) years of age or older by January of the current season.
- b) Have successfully completed a Level I Hockey Alberta Referee Clinic.
- c) Must be capable of handling the specific level of hockey.

16.2. Games will be refereed strictly in accordance with the rules.

16.3. To referee certain levels, the referee must successfully complete Level II or III.

16.4. For younger referees, the individual must be two (2) years older than the players (check with league rules).

16.5. All complaints must be written and forwarded to the Referee in Chief.

16.6. Written replies will follow all legitimate complaints at the Referee in Chief's discretion.

16.7. Local referees will receive a refund for their referee clinics after they have completed 10 games for CMHA.

16.7. CMHA will refund local referees that are still playing within Calmar \$100 of their CMHA registration fee after reffing 10 games for CMHA.

17 TOURNAMENTS

17.1 Association will support hosting tournaments as permitted. At the beginning of each season the board will decide on the various levels awarded to be able to host tournaments.

17.2 Entry Fees: Fees shall be established by Tournament Committee.

17.3 Requests for ice scheduling for tournaments shall be provided to the Ice Allocator by the Tournament Chairperson a minimum 6 weeks in advance of planned tournaments.

17.4 Request for tournament sanctions must be submitted 4 weeks prior to tournament date. (Allowing 10 days for approval).

17.5 The following schedule is the split of profits for a hosted tournament between CMHA and the hosting team:

Silent Auction-75% CMHA, 25% team

Players Board-100% team

Raffle Table-75% CMHA, 25% team

Loonie Stick-75% CMHA, 25% team

50/50-100% team

18.0 TRAVEL PERMITS

Travel permits shall be required by teams travelling to tournaments or exhibition games outside of Hockey Alberta Zone 4. Travel permits are obtained from the Registrar.

18.1 All Hockey Alberta sanctioned teams MUST be in possession of a Travel Permit when traveling outside their Zone for Exhibition Games or Tournaments.

18.2 Receipt of the Travel Permit MUST be confirmed at least twenty-four (24) hours prior to the exhibition game or first tournament game.

18.3 CMHA teams must have a copy for their Travel Permit with them at the game or tournament and place the Travel Permit number on the/each game sheet.

18.4 Game sheets for exhibition games or tournament games MUST be forwarded to the Hockey Alberta Zone Discipline Coordinator within forty-eight (48) hours of the completion of the exhibition game or tournament.

18.5 Failure to comply with the Travel Permit regulations may result in a complete suspension of Travel Permits for your team or the entire Association.

18.6 Teams MUST also ensure that their opponent has the appropriate Travel Permit if required and that they have placed the Travel Permit number on the game sheet.

18.7 If the Coach or Manager cannot confirm if his opponent has the appropriate documentation, THE GAME MUST NOT IS PLAYED.

18.8 THERE ARE NO EXCEPTIONS to the Travel Permit Regulations. CMHA teams wishing to play Exhibition and Tournament games (This rule does not apply to regular scheduled league regular season.) outside of Zone 4 must have an authorized Travel Permit before participating in these games.

19.0. Injury and Concussion Protocol

19.1. Anytime a player must go to the hospital via ambulance or car following an incident on the ice the Hockey Canada Injury report should be completed and a doctors note will be needed for the athlete to return to play.

19.1.2. If a claim is necessary, the proper paperwork must be submitted within 90 days.

19.2. If a concussion is suspected, the following symptoms may be present:

- a) Dizziness
- b) Feeling dazed
- c) Seeing stars, flashing lights
- d) Sleepiness
- e) loss of vision
- f) seeing double or blurry
- g) confusion
- h) headache

19.2.1 If one or more of these symptoms are present the player should sit out the rest of the game. An athlete should never go back on the ice with the possibility of a concussion.

19.2.2. If more than 1 of these symptoms are present, the athlete should go the the doctor and have a note before returning to play.

19.3. If the player becomes unconscious after impact call 911 immediately. Do not move the athlete or remove equipment; wait for the paramedics to arrive.