



CAMROSE MINOR HOCKEY POLICIES

1. PROGRAM OUTLINE

The Camrose Minor Hockey Association offers a full range of programs to meet the interests and requirements of a wide variety of participants. Programs are offered to meet the various levels of skill and commitment of our participants. Anyone interested in playing hockey must be registered with Camrose Minor Hockey by January 10th in order to be placed on a team.

a. Initiation Hockey Program

All participants must be registered with Camrose Minor Hockey. Camrose Minor Hockey offers an Initiation Hockey program for participants at the pre-Novice level. This is a developmental program designed to introduce participants to the basic skills and techniques of the game of hockey. This program is based upon the Canadian Hockey Initiation Program.

b. Girl's Hockey

All participants must be registered with Camrose Minor Hockey. Efforts continue to develop a Girl's Hockey Program as a part of Camrose Minor Hockey. At this time the program has grown to form 3 teams. Interested players should contact the Girl's Hockey Coordinator to discuss the options which are currently available for girls registering with Camrose Minor Hockey.

To assist CMHA with the formation of teams, female players must indicate at the time of registration, their intentions of participating in either the male or female program. Should a female player be released from a male team during the tryout process or decide to switch to the female program, all attempts will be made to accommodate her if no displacement of players initially registered within the female program occurs.

c. Local Hockey Program

All participants must be registered with Camrose Minor Hockey. This program is designed for the player who has lesser skills or is unable to make the commitment of time and resources which are required at the Representative level. The Local program is offered for players at the Novice through Pee Wee levels. The number of teams and players per team is dependant upon the number of registrants. Typically, the local program involves less commitment in terms of time, travel and cost, although the actual amount of time, travel and cost is left at the discretion of the particular coach, parents and participants. Viewed as a developmental and recreational program, the expectation is that all players receive approximately equal opportunity.

Placement on the Local teams occurs following a number of evaluation sessions in which all participants are rated and then drafted onto teams, with the intent to create teams of relatively similar abilities. Camrose Minor Hockey reserves the right to modify the actual placement of players where situations of significant inequality occur.

Teams in the Local program are entered in leagues which will provide a reasonable level of competition and a minimum of travel and expense. Involvement in out-of-town tournaments is at the discretion of coaches, parents, and participants.

d. Representative Hockey Program

All participants must be registered with Camrose Minor Hockey. The Representative Program is intended for the player with more advanced skills, who is willing and able to commit to a more intense hockey experience. The Representative Program is offered in the Novice through Midget age categories. Viewed as a more competitive program, participants should expect a greater amount of travel, cost, games and potential practices. There is a greater focus on team success and team structure and playing time may differ from tiered league programs. The Representative Program will include AA, A, B & Female Teams. Due to the increased cost of the Representative Program, participants may be levied an additional "**Level Adjustment**" fee.

To play for a Representative team, players must attend and be selected through the tryout process. Each participant is guaranteed at least two tryout sessions prior to any players being released. These tryout sessions will take place in September. Players interested in the Representative team tryouts are requested to complete and submit a tryout form at the time of Registration. Players interested in the Representative team tryouts must check the website at the end of August to find out when the tryout camps are.

- e. Teams in the Representative Program are entered in leagues which will provide a reasonable level of competition. Typically this means that these Representative teams will be doing significantly more traveling than the Local program, and participants and parents must be prepared for this commitment.
- f. Camrose Minor Hockey will provide the following teams with the opportunity to host their own "Home" Tournament as close to the suggested weeks but dates will depend on what the City of Camrose has scheduled as extra events i.e., curling, hockey programs or skating programs that may bump these tournament dates:
 - i. Bantam AA – Second week-end in October
 - ii. Peewee AA – Last week-end of October
 - iii. Atom AA – First week of November
 - iv. Midget A – Third week of November
 - v. Peewee A – Second week of December
 - vi. Atom A – Second week of January (Depending on where January 1 falls it could be the first week of January)
 - vii. Bantam A – Second week of January
 - viii. Female Teams – Atom and Peewee – First week of February (Depending on team registration, if there is a team lacking, it will be shared with the next level i.e. Atom and Bantam)
 - ix. All other Representative and Female, Novice & B teams can check with the Coordinator the availability of ice to determine if there is potential to host a tournament. Involvement in out-of-town tournaments is at the discretion of the coaches, parents and participants.

2. REGISTRATION

a. Conditions

All players belonging to Camrose Minor Hockey must be registered prior to going on the ice. Any local player wanting to try-out for another association (at the "AAA" level) must have a letter of permission to try-out. If they are successful in making the club, a request will come electronically through the HCR for a release which will be reviewed by the Camrose Minor Hockey Coordinator (s). Situations arise in which out of town players try out for Camrose Minor Hockey teams, with the understanding that if released, they will return to their home association. In these situations, players must pay the tryout fee and have a letter of permission to try-out from their home association and any other association they had to pass through prior to coming to Camrose before they can step on the ice. Should they make the team, they will be required to pay the Regular Registration Fee for CMHA.

b. Early Registration

Early registration is held for 2 evenings in June. On these dates, the early registration fees will be in effect.

c. Regular Registration

Regular registration is held for 2 evenings in late August. On these dates, the regular registration fees will be in effect.

d. Qualifications

It is the policy of Camrose Minor Hockey that all interested players are welcome in the Camrose Minor Hockey program provided that:

- I. All applicable fees are paid
- II. Participants reside in the City of Camrose
- III. Participants reside in the County of Camrose
- IV. Participants from outside the County of Camrose do not reside in or closer to an "AA" centre.
- V. The registration of participants from outside jurisdictions does not result in move to a higher status (i.e. "AAA") in accordance with Hockey Alberta Policy
- VI. In order to preserve order and fairness in our Association, Camrose Minor Hockey reserves the right to monitor the number of outside association players in our system, and to release non-association players in order to maintain our Associations current categorization.

e. Fee Structure

The Basic Registration Fee is calculated on a yearly basis by Camrose Minor Hockey Association. The Basic Registration Fee is calculated as the amount of cost incurred by Camrose Minor Hockey to offer the Basic Program at the particular age level of the registrant. This Basic Registration Fee is paid by all registrants at each level, and represents the basic number of ice sessions and cost at that particular level.

- I. Local Program – The registrants in the Local Program pay the Basic Registration Fee which covers the registrant's fees for that program.
- II. Representative Program – The registrants in the Representative Program pay the Basic Registration fee which covers the registrants fees for that program. In addition, participants in the Representative Program may be levied an additional fee (Level Adjustment fee) to cover the costs of the additional expenses incurred at the Representative level.

The cost of the program (hrs. used X per hour cost of operation), minus rent paid by the program, divided by the number of participants = the deficit per participant.

f. Registration Refunds

It shall be the policy of the Camrose Minor Hockey Association that requests for registration refunds are to be in writing and shall be as follows:

- | | | |
|------|--|------------------------------|
| I. | By October 15 th of the Registration year
processing fee | 100% refund minus a \$ 75.00 |
| II. | By November 15 th of the Registration year | 50 % refund |
| III. | By December 15 th of the Registration year | 25% refund |
| IV. | After December 15 th of the Registration year | 0 % refund |

Anything regarding an injury shall be dealt with on a case by case nature prior to the December 15th refund deadline.

3. TEAM PERSONNEL

Camrose Minor Hockey passed a motion (June 21/04) that states:

“No Alcohol is allowed on the Bus, Arena, Dressing Room and Bench.”

a. Coaches

I. Application and Selection Process

Applications are accepted on an annual basis by the Camrose Minor Hockey Association from individuals interested in coaching one of the Camrose Minor Hockey teams. Application forms may be obtained from the website – www.camrosehockey.com or from the Minor Hockey Coordinator. Coaches may be asked to attend an interview session with the Coaches Selection Committee.

All applicants will be notified personally by a member of the Coaches Selection Committee as to the outcome of their Application.

II. Responsibilities of the Coach

- Oversee all team operations
- Follow Camrose Minor Hockey Association Policies and Guidelines
- Explain philosophy and plans to parents and players prior to tryouts and hold team and parent meetings as required during the year
- Selection of team
- Release of players
- Attend games and practices
- Conduct properly prepared practices (Refer to manuals obtained from Hockey Alberta)
- Ensure that all players are given the opportunity to develop in a non-threatening environment
- Ensure that no hazing of players is tolerated
- Develop and administer all team rules
- Follow all Hockey Canada and Hockey Alberta rules
- Report to Camrose Minor Hockey as required
- Ensure proper use, care and return of all Camrose Minor Hockey equipment and sweaters
- Ensure that all players are properly and fully equipped when practicing and/or playing
- Show respect to all players, parents, competitors and officials and encourage all those associated with your team to act in similar fashion
- Represent Camrose Minor Hockey in a respectable fashion
- Be a positive role model for all those you encounter

Any member of the Camrose Minor Hockey Committee, Camrose Minor Sports Association, and the City of Camrose Leisure Services Department have the authority to enforce any of these rules at any time. Camrose Minor Hockey reserves the right to suspend any coaches or team officials for violation of rules.

III. Expectations and Qualifications

Local League Coaches

Local League Coaches are encouraged to attain a minimum of the "Initiation" Level Coaches Certification. "Coach" Level Certification is recommended. Camrose Minor Hockey will pay the registration fee for any coach wishing to attain either the "Initiation" or "Coach" Level Certification. Local League Coaches are reminded that this is primarily a developmental program, with the focus on participation rather than a win at all costs approach. All players should receive equitable amounts of ice time. Local League Coaches will be required to assist in the pre-season evaluation and drafting process.

Representative Coaches

Representative Level Coaches must obtain the "Coaches" Level Certification in order to coach at the Provincial level. Hockey Alberta continues to increase the level of certification required to coach at a Zone or Provincial level. Coaches are strongly encouraged to continually update their qualifications. Camrose Minor Hockey will pay the registration fee for any coach wishing to attain a provincially mandated level of coaching certification. While the Representative Program is by nature a highly competitive program, coaches are reminded of their responsibility to develop all of their players. Coaches are expected to personally speak to players being released as outlined in the Evaluation Policy, conveying to them the areas which need improvement. As well, the coach of the next level is to be notified by the Evaluation Director of all players who have been released. Each player is to receive evaluation skates as outlined in the Evaluation Policy.

CMH will pay for Development I if it is a requirement for the coach at that time. If any member wishes to take a course and it is not needed at the time they are coaching, they have up to two years from the date the course is taken to present receipts if they obtain a coaching position where it is a requirement.

4. Try-Out and Evaluation Camps

GOAL

Camrose Minor Hockey Association goal is to ensure that try-outs are as transparent as possible and acknowledge that this process can be very stressful on both participants and parents. Evaluator objectivity, clear and concise lines of communication, effectively run ice sessions, and appropriate player selection criteria, is essential for conducting evaluation camps at all levels.

Objectives of Player Evaluation

- a) To provide a fair and impartial assessment of a player's total hockey skills during the skating and scrimmage sessions.
- b) To ensure that players have a reasonable opportunity of being selected to a team appropriate to their skill levels as determined during the on-ice evaluations of the current year.
- c) To provide coaches with the opportunity and flexibility to build a team based in- part on their own coaching philosophy and knowledge of player skills and attitude.
- d) To provide uniformity and consistency in the evaluation process such that a player and parent expectations are consistent from year to year as players move through the various levels of Camrose Minor Hockey.
- e) To further develop players by providing high quality descriptive feedback.

Player Evaluation, Selection and Release Process

- a) Camrose Minor Hockey Association will set a schedule and inform parents via the website and registration nights the initial ice sessions dedicated for try-outs for each level, and when further ice sessions may occur pending the results of the initial assessments. Every parent and player should be aware prior to evaluations that there will be a minimum of 2 evaluation sessions before being released from a given team.

b) Players will be assigned a jersey and number upon their arrival at the rink. The evaluators will only know the players number, not their name. It is highly recommended that any branding must be taken off helmets prior to going on the ice. The Evaluation Director will help with this process and will keep the master copy of jersey numbers and corresponding names. They will also ensure that all equipment including pucks, pylons and other ice time equipment are present for the beginning of the session and deal with any late arriving registrations or players who have attended the incorrect ice session.

c) An information meeting will be run by the Evaluation Director prior to the first try-outs informing the parents of the following:

- How the selection process will work
- Number of ice sessions
- Sample outline of year i.e. travel, tournaments, league games
- Approximate financial commitment
- Expectations of players and parents
- Procedure for release of players

d) In order to give each and every player a fair opportunity to exhibit the range of skills that they possess they will be evaluated in a game and skill/compete type environment. At the younger age levels a greater emphasis will be placed on the evaluation of skills- as the players get older the game or scrimmage sessions will have a greater overall impact on the player's placement within the minor hockey program.

e) All Camrose Minor Hockey representative teams including (Novice-Midget A) including the levels from B,A, AA, in addition to the female teams (as their numbers warrant) will use an Independent Team of Evaluators (ITof E) to conduct try-outs and run the ice sessions. The ITofE may be from Camrose or the surrounding community, but are to have no direct ties to any of the teams they are evaluating. Please note that if numbers warrant, the B team and A team tryouts will be run together to help streamline the process and prevent unnecessary release of players.

f) In addition, the ITofE team will also assist all local level (house league) evaluations for the purpose of running the ice sessions and helping rank each player for the purpose of equally dividing players into teams. For the purposes of ranking all of the players at this level, 2 skates are recommended. Once all the house league coaches have been appointed, they will help place players on their respective house teams, based upon the rankings from the ITofE team. This process will be overseen by the appropriate Division Director or the Camrose Minor Hockey Coordinators.

g) The ITofE will also conduct 1 extra goaltender evaluation ice session for all Goalies intending on trying out for any AA, A or B Team. Goalie specific drills will be used to obtain a skill ranking for each of the goalies at each level. It is mandatory for all goalies wishing to play AA, A or B level hockey attend this specific ice session, in addition to their other scheduled tryout sessions. Should numbers warrant a goaltender evaluation for any Goalies playing on a female team, then these Goalies will also be required to attend this specific ice session.

h) The ITofE will run 3 sessions for each team based upon the recommended try-out guidelines and criteria set out by Hockey Canada. The first session will include some skill/compete drills followed by modified game situation drills and scrimmage. The bulk of the remaining tryouts will consist of compete drills and scrimmages. After each on-ice session, the ITofE will provide an overall score for each player and rank the players accordingly.

The following guidelines will be used by the ITofE to help select the representative teams:

Tryout Session #1- No releases will be made

Tryout Session #2- After 2 ice sessions, the ITofE will reduce the roster to 24 players and 4 goaltenders (if available). The ITofE will discuss the rankings of each player based upon the criteria, and report to the Evaluation Director the successful players moving to the next tryout session. This list of players will be posted on the CMHA website and it is the responsibility of the players/parents to check the website to seen when their next tryout session will occur.

Tryout Session #3- After the third session, the ITofE will once again reduce the roster to 20 players and 3 goaltenders (if available) and will report to the Evaluation Director the successful players moving to the next tryout session. Once again, this list of players will be posted on the CMHA website and it is **the responsibility of the players/parents to check the website to see when their next tryout session will occur.**

At this time, the Head Coach will be named and the team will be turned over to him/her to complete evaluations and releases.

Tryout Session #4- The Head Coach will now take over the evaluation process and will have the ability to select players from the bottom 10 rated players & bottom 2 rated goalies. (The top 6 forwards, 4 defensemen (if available) and 1 goalie, as selected by the ITofE cannot be released by the coach).

Before the team can be finalized, the Head Coach will consult with the ITofE and the Evaluation Director to ensure higher level teams have completed releases and that only players from the bottom 10 rated players & bottom 2 rated goalies will be released.

The ITofE and the Evaluation Director will not be involved with the evaluation of players during Tryout Session #4, however the Evaluation Team will be used to run the on-ice session for the coach.

Additional Tryout sessions:

Each team may need more evaluation skates before making their final decisions. The coach may consider playing an exhibition game before determining the final roster. However, consideration needs to be given to other levels as to not hold up the evaluation process.

Coach Releases after tryout session #4 or additional skates will be in the following manner:

- Players are expected to remain in their dressing rooms and coaches are expected to personally communicate to all players being released, conveying to them whether or not they are moving on to the next tryout out (or have made the team) or if they are being released to the next level. This will be done by a face-to-face interview with the player by the head coach in another dressing room.
- Players are to leave the interview room by a pre-selected route in which they do not have to pass those players remaining to be interviewed. For the sensitivity of our players it is strongly encouraged that players/parents do not loiter in the lobby of the arenas.
- **At the Novice Rep Level, the Head Coach will have a meeting with the player and parent or may choose to call all players when doing the releases.**

i) There may be special circumstances where positional players are chosen for the team that are not rated in the top 20 by the evaluators if mutually agreed upon by the Evaluation Director and the ITofE. An example may include a team that is short defensemen. In these situations the coach (if known) may be consulted by the Evaluation Director and the ITofE for their input.

j) Under no circumstances will evaluation results be released to parents. The evaluation rankings will only be made available to the Evaluation Director.

k) Players registered for tryouts must attend all sessions; however, consideration may be given for sick or injured players or other extenuating circumstances. This will be evaluated on a case by case basis by the Minor Hockey Board. If a player joins an organization after the team has been selected, the Evaluation Director will have that player evaluated at a practice by the ITofE and will do their best to place that player at the appropriate skill level, or on a team that can accommodate with roster space. That player is still expected to pay the appropriate tryout fee.

l) It is recognized that in certain situations that players will be released late from higher-level teams and unable to attend some or all of the tryout sessions of the team they have been released to. These situations will be reviewed case by case by the Evaluation Director in consultation with the ITofE and the affected Coaches to identify the best procedure to have the player properly placed.

Evaluator Guidelines:

As much as possible there should be a consistency of evaluators for a given age group or division. This continuity ensures that the players are being observed by a group of evaluators who have a benchmark for performance and knowledge of the overall ability of the group that they are observing.

The evaluators must:

- ◆ Review all of the drills and skills to be observed so that you are clear on the on-ice process
- ◆ Review the evaluation criteria prior to the process to ensure that all evaluators are evaluating the same skill with the same intent.
- ◆ Sit separate from the other evaluators and the spectators during the entire on-ice process. It is crucial that they don't engage in any discussion with parents as evaluations are a confidential process that must be respected.
- ◆ Make sure that all evaluators have the same evaluation page with the same jersey numbers and colors
- ◆ Review your marks at the end of the session to ensure you have not made any entry errors
- ◆ Evaluation documents should be gathered by the Evaluation Director at the completion of each ice session
- ◆ Do not share your comments or opinions with any players/ parents or other interested observers
- ◆ Refer questions, comments or concerns that you may receive to the Evaluation Director without offering comment on the question or concern.

On-ice Coaches

During the ice sessions there should be a minimum of one lead instructor and 1 assistant for the duration of the session. The responsibilities of the on-ice staff include:

- ◆ Making sure all branding is removed from helmets and evaluation crew can easily view numbers.
- ◆ Keep up the pace and flow of the drills to finish within the allotted period. In order to accomplish this it is imperative the lead is aware of the time for each drill and the order that the drills occur.
- ◆ Drills should be kept in the same order for each session.
- ◆ If possible pre-ice the players prior to the session so that they are aware of the drills and the order that they will go through them.
- ◆ Ensure the players understand the drill - it is the lead coach's responsibility to put the players in a situation where they can show their skill and not struggle with understanding the drill.
- ◆ If a player has their performance affected by items out of their control it is the coaches discretion to allow the player to perform the skill a 2nd time.
- ◆ During scrimmage play, ensure that all players have equal ice time and the opportunity to play their desired position.
- ◆ Check that all players have the proper protective equipment.
- ◆ Encourage the players to perform to the best of their ability.
- ◆ Do not share any of your personal insight with parents/players/other observers that may appear to bias or alter the process.
- ◆ Verify with evaluators that they have had ample time and opportunity to review players in the given drill.
- ◆ Pop through dressing rooms at conclusion of skates to help with supervision of players.

Coach Responsibilities

Parent Meeting

Communication with players and parents cannot be over-emphasized. Hockey involves a very significant commitment, and parents have the right to have input and be informed of the operations of the team. Open lines of communication will improve the hockey experience for all concerned. The following is a list of suggested times and agendas for parent meetings.

Post-Selection

- Program outline
- Collect start-up fees
- Team goals and philosophy
- Solicit team officials
- Questions & Answers

Mid-Season

- Review of program
- Team official's reports
- Play-off information
- Questions and answers

Post-Season

- Overview of season
- Post-Season evaluations
- Appreciation to players, team officials and parents
- Questions and answers

As Coach, you will be very busy preparing your team. Access your parent's assistance. You will have a more enjoyable experience and so will your parents and players.

5. Assistant Coaches

- I. Selection Process – The selection of Assistant Coaches is the responsibility of the Coach. In the selection of Assistant Coaches, Coaches are reminded that they are responsible to Camrose Minor Hockey for the operation of their team. When selecting Assistant Coaches please ensure that their conduct with the players, other teams, and officials is of a professional nature.
- II. Responsibilities – The responsibilities of the Assistant Coach (es) will be as decided upon by the Coach. Coaches are encouraged to choose who will complement the on-ice efforts of the team.

Coaches Code of Conduct

1. Understand that you have an obligation to abide by the policies of CMHA and failure to do so could result in a loss of coaching privileges or disciplinary action.
2. Make sure that our players understand and abide by the PLAYER'S CODE.
3. Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests and being able to pursue these interests, as well as hockey, will help them maintain their enthusiasm and make them better hockey players.
4. Teach your players that the rules of the game are mutual agreements which no one should evade or break. Without them, there would be no game.
5. Remember that participants play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the player for making a mistake or losing a competition.
6. Develop team respect for the ability of the opponents, as well as for the judgment of officials and opposing coaches.
7. Follow the advice of a physician when determining when an injured player is ready to play. Player must obtain a letter from physician authorizing play.
8. Remember that players need a coach they can respect and look up to. Be generous with your praise when it is deserved and set a good example.
9. Make a personal commitment to keep yourself informed on sound coaching principles and principles of growth and development in children. Attend all clinics and functions that the CMHA may hold from time to time.
10. Treat the players as you would like to be treated.
11. Do not lower yourself to the level of the fans or other coaches who throw tantrums, use profanity, make a spectacle of themselves by abusing the game officials, and in general degrade themselves and the game.
12. Coaches are responsible for the conduct of his/her players and team officials during practices, games and team functions.
13. Coaches are responsible for supervision of dressing rooms.
14. Appropriate use of Social Media related to Minor Hockey activities.

6. Managers

- II. Role and Responsibilities – Coaches are urged to appoint a Team Manager to assist in the day to day operations of the hockey team. Team Managers can be invaluable in the organization of fund-raising initiative, scheduling of travel arrangements, booking of tournaments, scheduling time etc. All teams should maintain a team file. This should include:
 - Ensure the Team Roster is correct once received from the CMH Coordinator (s)
 - Sweater number of each player
 - Player information sheets (See Appendices)
 - Proposed budget (See Appendices)
 - Financial reports
 - Year-end reports of banking information, etc
 - Contact information of teams that you will playing in your league

- **Refer to the Managers Manual for a more detailed description**

d. **Team Treasurer**

- I. Budgets and Financial Accountability – Whenever a Camrose Minor Hockey team is generating income (fund-raising, 50/50 sales, team fees, tournament income, etc) accurate and detailed financial records must be maintained. Parents must have access to these records, and Camrose Minor Hockey may request accurate and detailed financial statements from all teams. It is recommended that the team Treasurer and Manager assist and share in all financial activities of the team.
- II. Fund-Raising and Disbursement of Funds – Treasurers should make themselves familiar with Camrose Minor Hockey Policy in regards to fund-raising and canvassing of local businesses. It is the belief of Camrose Minor Hockey that any fundraising initiatives be directed toward the sole purpose of providing for the hockey experience of the players. It is recommended that disbursement of team funds be jointly handled by the Treasurer and another of the team personnel.

e. **Team Trainers**

- I. Role and Responsibilities – In an effort to reduce the number and severity of hockey injuries, Hockey Canada has instituted a Risk Management Initiative. An integral component of this Initiative is the involvement of a qualified trainer with every hockey team. The role of the trainer is to monitor the risk level, be prepared to access emergency assistance, and to ensure that in the event of an injury, the player is maintained in a safe state until emergency help arrives.
- II. Training and Certification – To this end, Hockey Canada will be conducting Hockey Trainer seminars which Camrose Minor Hockey will be making available to interested parties. At this point in time, trainers are recommended to assist in the care of minor injuries, monitoring facilities to maintain a safe environment, and to be prepared to summon medical aid. It is recommended that all teams appoint a trainer to fulfill these functions. **It is not expected that team trainers deal with serious injuries.**
- III. Injury Reporting – In the event of injury to a player or any registered team personnel, please complete and submit a Canadian Hockey Injury Report. Forms and directions are included on the following pages. Note that all claims must go through the individuals own plan before Hockey Alberta will make any compensations.
- IV. First Aid Kit – Many minor injuries can be dealt with quickly and effectively if an adequately equipped first aid kit is available. It is recommended that the team purchase a First Aid Kit to be used throughout the year.
- V. Medical Information Sheets – All minor hockey teams must carry up-to-date Medical Information Sheets. The information contained on these forms may be necessary in the event that emergency care is required. A sample Medical Information Form is available on the Camrose Minor Hockey Website and on the Hockey Alberta website.

f. **Tournament Chairperson**

- I. Assist in tournament organization
- II. Organize volunteers
- III. Organize draws and raffles
- IV. Prepare trophies
- V. Supervise tournament operations
- VI. 50/50 Chairperson

VII. Other positions as necessary

g. **Players**

Code of Conduct – Players

1. Players are responsible for cleaning, maintaining and returning all equipment and sweaters which are the property of Camrose Minor Hockey. Name bars must be removed prior to the return of sweaters.
2. Players must supply all of their own equipment which must be C.S.A. certified and in satisfactory condition. Goaltenders will be provided with pads, blockers, trappers and monkey suits.
3. Must obey all team rules.
4. Must conduct themselves in a respectable manner at all times.
5. Must remain off ice surface until flooding is complete and ice surface has been fully prepared.
6. The following **will not** be tolerated by Camrose Minor Hockey:
 - I. Abuse of referees
 - II. Abuse of team officials
 - III. Abuse of off-ice officials
 - IV. Abuse of facilities
 - V. Abuse of uniforms and equipment
 - VI. Abuse of players
 - VII. Abuse of fans
 - VIII. Use of drugs, alcohol and tobacco at any function associated with Camrose Minor Hockey and/or the player's team
 - IX. Swearing
 - X. Disruptive behavior
 - XI. Any form of Bullying or Harassment or Misconduct that is deemed to be inappropriate (this will include all forms of cyberbullying)
 - XII. Inappropriate use of social media, related to Minor Hockey activities
 - XIII. The use of any device in a dressing room to capture a photograph or video (including but not limited to cameras, cell phones and other electronic devices)

Any Division Director of the Camrose Minor Hockey Board has the authority to enforce any of these rules at any time. Camrose Minor Hockey Association reserves the right to suspend players for violation of these rules.

h. Parents

Code of Conduct - Parents

1. Cooperate with Coaches, Managers, etc.
2. Help Coaches as necessary. Where problems arise, deal with them in a mature manner. Bring problems which cannot be resolved to the Executive of Camrose Minor Hockey through the formal complaint process, and we will help to resolve the problem.
3. Do your share with fund-raising, committee work, driving etc.
4. Ensure that your child has proper and adequate equipment. Hockey is a physical game and quality equipment is necessary to avoid injury.
5. Encourage and support players of all ability levels.
6. Reinforce the "team" concept.
7. Take an active part in your child's hockey experience. Attend practices and games and be supportive of their efforts.
8. Be patient with and support the officials. They have a difficult task and we need them.
9. Travel with care. Do not allow children to drive. Parents are expected to drive.
10. Participate in the activities of your team and your minor hockey program. Volunteers are always needed and appreciated.
11. Help your child have fun in hockey.
12. Reinforce positive lifestyle qualities.
13. Be a parent that your child is proud of.
14. Represent the City of Camrose and the Camrose Minor Hockey Association with class and dignity.
15. The following **will not** be tolerated by Camrose Minor Hockey:
 - i. Abuse of referees
 - ii. Abuse of team officials
 - iii. Abuse of off-ice officials
 - iv. Abuse of facilities
 - v. Abuse of uniforms and equipment
 - vi. Abuse of players
 - vii. Abuse of other spectators or fans
 - viii. Disruptive behavior
 - ix. Any form of Bullying or Harassment or Misconduct that is deemed to be inappropriate (this will include all forms of cyberbullying)
 - x. Inappropriate use of social media, related to Minor Hockey activities.

Any member of the Camrose Minor Hockey Board has the authority to enforce any of these rules at any time. Camrose Minor Hockey Association reserves the right to suspend or take disciplinary action against parents for violation of these rules.

5. PLAYER MOVEMENT

a. Policy and Guidelines

Those players wishing to register for a category older than their age as of December 31st of the current playing season must meet the following criteria, as outlined:

- All players wishing to move up to a level higher than their age group must notify the Board by completing the "Player Acceleration Request form" prior to August 15th of the year intending to be moved up. The Board will review all requests and provide approval prior to any player / goalie being allowed to try out or move up to a higher level age group.

PLAYER ACCELERATION – AA HOCKEY MODEL

The objective of the "AA" Hockey Model is to develop players within their specific age group, and not to displace the players from their age Division by facilitating the movement of underage players. All underage players will only be considered as an exception.

Underage players will only be considered if they are one year younger than the age Division they are applying to participate in;

- a. A formal application must be submitted prior to the Evaluation Camp beginning. The player's Resident LMHA must support the request for Underage Player Exception by providing the necessary Player Movement Form;
- b. Along with the Player Movement Form, the Player must submit a letter outlining the rationale for being considered as an Underage Player;
- c. No underage players will be granted a second try-out;
- d. An underage player approved for participation in the Evaluation Camp, must evaluate in the top third of skaters by position;

i.e. The player must evaluate as a top three forward, top two defenseman, or the top goaltender, to make the "AA" team in question.
- e. The underage player's participation with the "AA" team must be determined within the first seven days of the Evaluation Camp, through a minimum of two ice times.

FEMALE TEAM PLAYER MOVEMENT

- Female players wishing to move up to a level higher than their age group must have an on ice evaluation (Female Director and two independents) before a decision is made. If a player does not grade into the top four, top two for goalies, and is unsuccessful making the higher female age division team they must return to their appropriate age category. Consideration will also be made in relation to the number of registered players within each of the two age groups the player wishes to move up to or is eligible to play in. At no time, can the movement of a player, either up or down affect the minimum number of players required to form a team.

INITIATION PLAYER MOVEMENT (Novice House League)

- After a Player Acceleration Request form is received from an Initiation aged player to move up to Novice House League, it will be reviewed by the Board. Once reviewed the request will be forwarded to the Novice Director. The Novice Director in consultation with the affected coaches and CMHA Coordinator will take into consideration the playing ability, safety issues, maturity level of the player along with the number of registered players within each of the two age groups the player wishes to move up to or is eligible to play in. All placements into the higher age division must be approved by the Board.

ALL DIVISION PLAYER MOVEMENT CONSIDERATIONS

- Players can be moved up at the discretion of the Board of Directors to supplement rosters when numbers warrant.
- Special circumstances may warrant review by the Board to approve or deny requests to move up to a higher age group. These requests will be reviewed on a case by case basis as required. The Board will only consider player movement under exceptional circumstances, not on a routine basis.
- The decision of the Board will be final and not subject to appeal.
- It is the position of Camrose Minor Hockey that, in situations in which a player is invited to move up and play with a higher level team, this opportunity be granted to that player, unless the team to which that player is sheeted/carded, has previously scheduled games.
- Any Coach requesting a player from another team must first make a request from the affected Coach, then the affected player's parents, and finally the player.
- This policy has the following conditions:
 - Prior to the submission of team rosters to Hockey Alberta, there is no stipulation on player movement.
 - After December 15th, player movement is restricted to affiliates.
 - An affiliated player can only play a total of 10 games throughout the season. This excludes exhibition and tournament games.
- Questions regarding the interpretation of this policy should be addressed to the Camrose Minor Hockey Board or the Minor Hockey Coordinators.

6. AFFILIATION

a. Policy and Guidelines

- Affiliation was created to assist the system by allowing teams relief when illness or injury occurs.
- The Affiliation works as such:
 - Hockey Alberta will only recognize Named Affiliates which **allows a team** to name up to 19 players from lower divisions who would serve as affiliates for that particular team.
- Deadlines have been set as follows for teams to complete their affiliation to allow lower teams to affiliate within Camrose Minor Hockey:
 - AAA and AA teams have until October 15th
 - A teams will have until October 31 and after this date, all lower teams may affiliate
- Affiliation must be declared and filed in writing no later than December 15th of each season with Hockey Alberta. The player must be affiliated to the team prior to playing a

game. At the end of a playing season, affiliations cease to be recognized. For the use of an affiliated player, both Coaches must agree that he can move up to play in the higher category.

- b. As noted in Player Movement, a property affiliated player may play a total of 10 games total which includes any game sanctioned by Hockey Alberta which excludes exhibition and tournament games. If that affiliated player plays that "11th" game, he goes back to his team and the coach of the team will have an indefinite suspension from Hockey Alberta.
- c. Novice Affiliation is per Hockey Alberta regulations and differs from the Atom division and higher.

"The principle of affiliation at the Novice Division is to provide for replacement players when regular team players are sick, injured or otherwise unavailable." The following rules will apply:

- i) Affiliated players will only be allowed in situations where registered team player are unavailable to the team because of
 - a) Sickness;
 - b) Injury;
 - c) Inadequate number of registered team players to play a game.
 - ii) When a Team has less than twelve (12) registered players, Affiliated Players may be used to increase the number of players on a game sheet to a maximum of twelve (12) players (i.e. – when Affiliated players are used in a game the maximum number of players allowed to be placed on a game sheet is twelve (12)). The maximum number of twelve (12) includes the total of both registered players and Affiliated Players.
 - iii) A Player Affiliated to or within the Division of Novice may not play more than five (5) games with the affiliated team in the current Hockey Season, excluding exhibition and tournament games. Note: after five (5) games, such player will be an ineligible player and HA rules respecting playing an ineligible player will be enforced.
- d. There will be no affiliation allowed within the Division of Initiation.

Once the lower team has completed the hockey season, the affiliated player is allowed to play unlimited number of games with his affiliated team.

The Affiliation structure of Camrose Minor Hockey is submitted to Hockey Alberta by the Camrose Minor Hockey Coordinator (s) and therefore does not require any action on the part of individual Coaches.

- Further questions regarding Affiliation should be directed to Camrose Minor Hockey.

7. FUND-RAISING AND FINANCIAL ACCOUNTABILITY

a. Fund-Raising and Financial Accountability

The Camrose Minor Hockey Association understands the need for team fund-raising and support the efforts of our teams to provide their players with quality hockey experiences. Camrose Minor Hockey makes the following requests of all teams that engage in fund-raising.

Maintain complete accurate financial records of all activities which involve the generation and/or disbursement of any and all funds associated with your team. Copies of these financial records must be available to all parents. As well, Camrose Minor Hockey may request financial records.

b. Insurance Coverage and Registration

All fund-raising activities MUST be confirmed with our Minor Hockey Coordinator

There are a number of reasons for this:

- Unless your fund-raising activity has been properly registered as such through the Minor Hockey Coordinator and Hockey Alberta, you have NO insurance coverage. Should an accident occur as part of an unregistered fund-raising activity, the team officials are liable.
- Many teams have traditional fund-raising activities. Camrose Minor Hockey is supportive of these traditional fund-raising activities and wishes to avoid conflicts among our teams as a result of an overlap.
- Timing of fund-raising activities is important. Bottle drives are to be booked directly with the Bottle Depot. Any further fundraising activities are to be forwarded to the Camrose Minor Hockey Coordinators to be passed on to the Board for review.

c. **Canvassing of Businesses**

Camrose Minor Hockey request that canvassing of our Business Community be kept to a minimum. Many of these businesses are already supporting our program through sponsorships and their taxes.

It is expected that the revenues generated through team fund-raising are for the purpose of financing hockey experiences for the players.

8. **TOURNAMENTS**

a. **Policies and Guidelines, Sanctions and Travel Permits**

- Camrose Minor Hockey are supportive of involvement of our teams and players in the experience of tournament hockey.
- Camrose Minor Hockey will provide the opportunity for select Camrose Minor Hockey teams as per Section 1 (f) to participate in a Camrose tournament each year. All other teams will consult on an annual basis with the CMHA Coordinator on the availability of ice to determine feasibility in hosting a tournament.
- Any Camrose Minor Hockey team which desires to participate in an out-of-town tournament may do so providing that the following conditions are satisfied:
 - i. All Policies and Guideline of Camrose Minor Hockey are followed
 - ii. **The tournament has been officially sanctioned by Hockey Alberta** (See Appendices for sample Sanction)
 - iii. **All necessary travel permits have been completed and filed with the Minor Hockey Coordinator** (See Appendices for sample travel permit)
 - iv. The involvement and support of players and parents has been received
 - v. The tournament does not interfere with the completion of regular league or playoff games

9. **TRAVEL**

It is the policy of Camrose Minor Hockey, that no player shall be in control of a vehicle in which other players are passengers. Parents are requested to ensure that they drive to all team-related activities.

When traveling to out-of-town games, teams are encouraged to make use of bus services. A number of charter agencies are available locally.

Travel permits must be completed whenever a team travels outside of our Zone. Travel permits will be completed by the Minor Hockey Coordinator upon notification by the team of the sanction number and dates of where they are going 7 days prior to travel date.

10. FORMAL COMPLAINT, SUSPENSION AND APPEAL PROCESS

Camrose Minor Hockey request that all concerns and complaints be forwarded in written form to any member of the Board. Concerns and complaints will not be acted upon unless received in written form. All formal concerns and complaints will be dealt with at the next regularly scheduled meeting of the Camrose Minor Hockey Association unless the concern is of an emergency nature at which point a meeting will be arranged at the earliest possible date.

In situations where it is deemed necessary, Camrose Minor Hockey reserves the right to implement disciplinary action. In such situations, the party in question will be invited to appear before the Camrose Minor Hockey Executive to provide information.

Appeals must be submitted in writing to any member of the Board along with a written cheque for \$100.00 made out to Camrose Minor Hockey Association. Appeals will be dealt with at the next regularly scheduled meeting of the Camrose Minor Hockey Association unless the Appeal is of an emergency nature at which point a meeting will be arranged at the earliest possible date.

Concerns and/or Complaints involving Referees or Linesmen should be submitted in writing to:

- Referee in Chief (or designate)
- Camrose Minor Hockey President
- Camrose Minor Hockey Coordinator (s)

11. GUIDE FOR HANDLING COMPLAINTS AGAINST MINOR HOCKEY COACHES

Prior to the Board considering a complaint, the complainant must confirm that they have had a discussion with the coach concerning the complaint.

Once there has been a discussion and if no resolution has occurred, the following procedure will be followed:

- a. The complaint must be in writing. It must include sufficient detail for the reader to understand the issue. Please refer to the Complaint/Concerns Form.
- b. The complainant must give a written consent for the complaint to be released to anyone required to deal with the complaint, which may result in the complaint being public.
- c. The complaint, once authorized, will be forwarded to the Coaches Committee, who in their absolute discretion will assess the merit of the complaint, usually through consultation with the complainant.
- d. If it is decided that the complaint has merit, the Coaches Committee shall have a meeting with the affected coach, sharing with the coach the written complaint.
- e. At the conclusion of the meetings outlined in (c) and (d), the Coaches Committee shall form a decision relative to the complaint.
- f. The Coaches Committee shall forward a recommendation to the Board.
- g. The Board shall communicate their decision to the complainant in writing.
- h. In the event that the procedure is terminated at the conclusion of (c), which would indicate that the written complaint has not been shared with anyone but the Coaches Committee, the written complaint shall be returned to the complainant, or destroyed. It is only after a complaint has been handled by the Board that the complaint would be kept on file.

12. ICE SCHEDULING

It shall be the policy of the Camrose Minor Hockey Association that any ice that cannot be used by a team is to be returned to the Camrose Minor Hockey Coordinators as soon as possible in order for redistribution of that ice slot to occur.

PROCEDURE:

- a. Any team which finds that it cannot use an ice slot that has been designated for their use will notify the Camrose Minor Hockey Coordinator (s) as soon as possible.
- b. All coaches and managers will be notified of unused ice slots by Tuesday of each week.
- c. Priority to distribution of ice slots will be as follows:
 - I. Make up of regular league games shall come before exhibition games. *The cost of any exhibition game will not be covered by CMHA but will be at the expense of the team and invoiced accordingly.*
 - II. Any team that has missed a regularly scheduled practice due to a scheduled league game shall be given priority for an open practice slot prior to 11 (a) or (b) coming into effect.
- d. Distribution of the ice slots shall be designated as follows:
 - I. Representative Teams from the Midget Level down to the lowest representative level shall have first choice at the open ice slot (s). Once a team has been given an ice slot, they will go to the bottom of the list for the next ice slot that comes open. If a AA team has requested the open practice ice time, it will be considered a low priority as they already have two practice ice slots. It will only be considered if no other team has spoken for the open ice slot.
 - II. If none of the Representative Teams want the open ice slot, it shall then go to the House League Teams starting at Midget level and working down to the lowest level.
- e. Requests for additional practice ice slots are to be submitted by email stating dates and times required to the Camrose Minor Hockey Coordinator (s) and will be dealt with as soon as regularly scheduled games are assigned. No general requests will be accepted.
- f. Any Minor Hockey ice unclaimed by Wednesday will be returned to the city.

13. ICE SCHEDULING – END DATES FOR TEAMS

It shall be the policy of the Camrose Minor Hockey Association that once the hockey team has completed their playoff rounds, Camrose Minor Hockey will cover the cost of one ice time for a team wrap up. Any teams wanting ice times beyond this will be charged for it accordingly. If a team has made it into provincials and they have finished their playoff rounds, CMHA will cover one ice session per week up to the first provincial game and anything additional will be covered by the team.

14. RESIDENT AND NON – RESIDENT PLAYERS

Camrose Minor Hockey recognizes the importance of developing a competitive and rewarding program at all levels. The following policy serves to further develop local players at all levels.

Definitions of Camrose Minor Hockey Resident Player and Non-Resident Player

- a. A **Resident Player** to Camrose Minor Hockey Association is any player residing inside of the CMHA Boundaries (Hockey Alberta - Zone 7 – Boundary Project).
- b. A **Non-Resident Player** to Camrose Minor Hockey Association is any player residing outside of the CMHA Boundaries (Hockey Alberta - Zone 7 – Boundary Project).

PLEASE NOTE:

Over-riding all these provisions, if the player is considered a **non-resident player** according to Hockey Alberta player verification process, then the player will be considered a **non-resident player** by CMHA.

Non Resident players will be allowed to tryout at the A or B level provided they do not have a team to go back to with their home association at the applicable level.

That Camrose Minor Hockey will allow a maximum of two (2) non- residents at the Atom AA level without consideration of provincial numbers as long as the player is within the AA recruitment area and/or Elite Draw Zone area and comes with the necessary "Minor Hockey Player Movement Form". (Approved at the 28 AUG 2017 Meeting)

If the Atom AA team requests **more** than the allotted **non-resident players**, the coach must appeal to the Camrose Minor Hockey Board. Extra **non-resident player** requests will be reviewed at the discretion of the board on a case-by-case and year-by-year basis.

15. SUPPLEMENTARY CLOTHING, LOGOS, COLORS

Camrose Minor Hockey recognizes that a standard set of colors may provide for recognition of teams when participating in provincial competition or league play; cost benefits for equipment purchase and a unifying influence for players, team officials and followers. Supplementary clothing is entirely optional, however, specifications for products bearing the association logos are designed to provide season to season continuity and reduce costs to parents.

SUPPLEMENTARY CLOTHING

All supplementary clothing is purchased by parents as a matter of personal choice. No stipulation shall be made by team officials or others requiring the purchase of supplementary clothing and no player shall be penalized for not participating in a purchase plan.

LOGOS:

CMHA Logo:



JERSEYS:

All team jerseys for local and representative teams are provided by CMHA and remain the property of CMHA, under direction of the Equipment Director. They are to be used for all league, playoff and exhibition games. These are not to be used for practice.

The official uniform for all representative and travelling teams shall be the Ottawa Senators colors with appropriate sponsor bars.

Player name bars are not to be sewn over top of the sponsor's names.

16. ZERO TOLERANCE

Zero tolerance is a policy developed by the Canadian Hockey Association and endorsed by the Camrose Minor Hockey Association. It deals with players and coaches who show disrespect to all on ice officials.

Any verbal abuse or physical gestures designed to intimidate or embarrass officials will be penalized. To curb abuse, officials will penalize team officials and players who, through words or gestures, make an obvious attempt to:

- Intimidate an official
- Challenge the authority or competence of an official
- Incite abuse or disrespect of an official by others
- Embarrass an official
- Direct personal comments or gestures at an official

Penalty will be a “game” or “gross” misconduct and a review by the Division Coordinator or Zone Disciplinary person for further action if necessary.

The CMHA has endorsed a third component of this policy. It deals with fans and or parents who abuse on or off ice officials. Any abuse directed towards these officials will result in immediate stoppage of the game by the referee. The individual (s) will be ejected from the rink and failing to do so within 1 minute, cause the forfeiture of the game by the team he/she is associated with, the police will be called and charges laid.

That any destruction of CMHA property and/or equipment, or any facility will result in an automatic suspension of 5 games for that player (s) and an automatic 1 game suspension of the head coach. All damages will be the responsibility of the player or parent/guardian and must be paid in full before the player will be allowed to return to the ice (practice or game).