

CLAIRMONT MINOR HOCKEY CLUB



CLUB HANDBOOK

October 3, 2018

**CLAIRMONT MINOR HOCKEY CLUB HANDBOOK
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INTRODUCTION

The writing of this document began during the summer of 2018 season and was introduced to the membership for the 2018 season. Beginning in June of 2018, the Board of Directors of Clairmont Minor Hockey Club discussed with Rick Polutnik of TEAMWORKS CANADA INC to review Policy and Procedures. A decision was made in July to proceed with a rewrite of this document.

PURPOSE AND OBJECTIVES OF CLAIRMONT MINOR HOCKEY CLUB (CMHC)

The purpose and objectives of Clairmont Minor Hockey Club are:

1. To foster among the members, supporters and team's community spirit.
2. To promote, maintain and increase the interest in minor hockey in the community.
3. To establish procedures, policies and rules for achieving the aims and objectives of the CMHC.
4. To provide adequate playing facilities and equipment to operate the program.
5. To ensure the financial well-being of the CMHC.
6. To have and exercise a general care, supervision and direction of all teams, players and members in the CMHC.

CMHC ORGANIZATION AND STRUCTURE

The Executive of the club consists of a minimum of six directors who are elected at the annual general meeting of the association. Elected officers include the President, Vice President, Secretary, Treasurer, Registrar and three Directors at Large. Additional appointment members may include Team Managers, Equipment Manager, a minimum of one and a maximum of two All Peace representatives, Ice Scheduler and Past President.

ROLES AND RESPONSIBILITIES

The roles and responsibilities along with detailed job descriptions are being developed for Directors and Committees. On-going development will occur each season.

Discipline & Grievance Committee

- Ensure that discipline within the association is handled fairly and consistently and in accordance with the Rules and Regulations of CMHC
- The Discipline Committee handles all discipline, complaints & grievances as required
- This committee consists of a Chairperson who is also the Vice President of the association and may also include up to two other executive members and/or persons not on the board of directors of the association, if the President approves.

Coach Selection Committee

- Ensure that all coaches and team staff complete the application process including a Police Record and Vulnerable Sector check.
- Make recommendations to the CMHC executive for coaching positions at the start of the year.
- The Chairperson of the committee is an elected director and the committee may also include two other directors or members appointed to the committee by the President.
- Online applications are provided via the association website and are completed each year by interested coaches.



PROGRAM OPERATIONS & EXPECTATIONS FOR MINOR HOCKEY

Starting in the 2018 - 19 season, the Executive of Clairmont Minor Hockey Club will be working hard to ensure that all parents, coaches and players are aware of the CMHC program including expectations for participation at all levels. This will help guide both coaches and executives, and parents in their efforts to make minor sports a very positive and enjoyable experience for all.

CMHC believes that good coaching is necessary for our youth to enjoy their sport experience and to learn and develop their skills in a fun environment. The following statements reflect CMHC's commitment to ensuring quality coaching and a good safe and fun experience for all youth involved in our programs.

- a. The careful scrutiny of all coaching applications to ensure the aims and objectives of the association are fulfilled.
- b. Ensure that all coaches have the required certifications and courses as identified by our sport governing bodies.
- c. Encourage the use of teaching aids, such as video, to provide balanced delivery of instruction and to assist in using actual practice time to its maximum potential.
- d. Coaches will provide instruction that is suited to the level of ability, age and capability of our youth.
- e. CMHC will incorporate coach mentorship initiatives where wanted and supported. This may include coach meetings, workshops, and training sessions.
- f. All coaches are required to complete a coach application each year. Part of this application process is a RCMP Security Check including Vulnerable Sector check, which must be submitted with the application.
- g. All team staff must provide an up to date RCMP Security Check each year.

General Outcome Expectations

- ✓ That all will have a fun and enjoyable experiences with lasting, positive memories.
- ✓ Skill development for all athletes is a priority over games and competitions.
- ✓ That all participants will learn Team Work and learn how to play as a team.
- ✓ That all will learn and demonstrate respect towards coaches, officials, parents, and other players.
- ✓ Participants develop life & social skills that lead to success in life.
- ✓ Coaches will demonstrate and model behaviors of Fair Play and Respect. They will ensure that players learn and demonstrate these behaviors on and off the ice.
- ✓ That all learn to work hard to do their best at all levels.
- ✓ Coaches will be fair to every player; not playing favorites.
- ✓ Coach responses to discipline situations will be consistent.
- ✓ Written rules will be established and followed consistently.

Player Registration

CMHC conducts a pre-registration each year in June for hockey. This is an important date as it gives the Executive as well as the town of Clairmont a clear idea of anticipated numbers of players, teams, and ice requirements. Registration forms are available via our web site www.clairmonthockey.com

The Executive of CMHC reserves the right to refuse an application for registration should the applicant not fulfill the requirements as outlined below, or if a member is not in good standing with the association.

Fees & Deadlines

The Executive of CMHC determines the appropriate fees each year. The registration fee will be indicated on the registration forms. All fees must be paid no later than September 1st of the current season. If fees are unpaid by September 1st, any players involved will not be allowed to participate in practices or games until fees are paid in full, unless a payment plan has been approved by the Executive. A notice of unpaid fees will be sent no later than September 15th of the current hockey season indicating the amount outstanding and due.

Anyone with unpaid fees is not entitled to discounts. Player registrations received after the announced deadline may be subject to additional fees as determined by the executive of CMHC.



NSF Cheques

Upon receiving an NSF Notice, the Treasurer will contact the parent/guardian and determine when payment can be made. Applicable bank service charges will be charged to the member. If payment is not received, the Treasurer will contact the coach/manager to advise them that the player is not eligible to participate in team activities, including practices and games, until payment is made. Following an incident of a NSF cheque postdated cheques will not be accepted unless pre-authorization is approved by the Board of Directors.

Refund Policy

Refunds will generally not be provided. Any refund provided for will be at the discretion of the Board of Directors. Monies may be held back to cover the various applicable fees from provincial sport bodies, including insurance, ice time, referee costs, equipment and sweater costs.

Divisions & Ages

Initiation	4 – 6 year olds
Novice	7 – 8 year olds
Atom	9 – 10 year olds
PeeWee	11 – 12 year olds
Bantam	13 – 14 year olds
Midget	15, 16, & 17 year olds

Age is determined by the child's age as of December 31st in the playing year and as per Hockey Alberta and Hockey Canada guidelines.

Player Releases, Try-Outs and Conditioning Camps

- All releases must conform to Hockey Alberta and Hockey Canada Rules and Regulations.
- Levels refer to Hockey Alberta provincial categorization as opposed to league play levels
- Players will only be released out of CMHC to a team at a "AA" level or higher that does not exist in Clairmont.
- The President of CMHC or designate and the Registrar will sign all player releases.

Female Players

In accordance with Hockey Alberta regulations for the purposes of permission to try-out (PTO) in an association outside Clairmont, the following situations are generally provided for by the PTO process:

1. For a team at a higher provincial rated level than is provided for in Clairmont.
2. To try out for a competitive team in another association when the players team in Clairmont has not provided for participation in provincial play.
3. The player wishes to be considered for movement from a recreational category to a competitive category.

NOTE: For Hockey Alberta regulations and additional registration information please go to Hockey Alberta website. www.hockeyalberta.ca



Fundraising

General

Annual membership fees generally fund the Club; however, other fundraising schemes play an integral part in providing operating funds to fulfill the Club's commitments.

To raise additional operational dollars the CMHC is involved in the following opportunities:

- Casino Fundraising and 50 – 50 Draws; Raffles

Sponsorships

The following guidelines apply to all CMHC sponsorship activities:

1. It is the intent of CMHC to monitor all fund-raising and projects of CMHC teams at all levels.
2. It is the responsibility of the Fund-Raising Coordinator (Executive Member) to either approve and endorse fund-raising projects or deny requests if they could be detrimental to the CMHC teams.
3. No one is permitted to approach a team sponsor for additional funds or contributions. IF the Executive is of the opinion more funds are required, a member of the Executive may, with permission of the Executive approach the sponsor for additional funds.
4. Some sponsors may volunteer extra funds for a wind-up banquet etc. which may be accepted by the team with CMHC approval.
5. All monies collected must be deposited to the CMHC. No other bank accounts will be allowed for individual teams.
6. All deposits will be made by the Executive Treasurer.
7. Each CMHC team must inform the Treasurer when they receive team specific sponsorships.

KidSport Youth Assistance Program

Kids Sport is a national children's charity dedicated to assisting children of families facing financial obstacles to participate in community sport programs. The KidSport goal is to provide these children with the opportunity to achieve, physical, social, intellectual and moral development through participation in Sport. Applications are available from KidSport at www.kidsport.ca

Canadian Tire Jumpstart Program

Jumpstart provides funding support to minor hockey specifically through its Big Play Funding program that provides support for registration and/or equipment costs associated with child or youth participation. Many other activities and sports are supported. Go to their website at www.jumpstart.canadiantire.ca for additional information including application information.

ICE ALLOTMENTS

This is an indication of the amount of ice time that is provided to each category and is paid for through registration fees. This is a guideline to assist CMHC in planning the financial needs of our Club. The number of players and teams registering in Clairmont each year determines the quantity of ice time available.

Practices & Games

TEAM	PRACTICE ICE	GAME ICE
Tom Thumb	1 – 2 hours / week	1 – 1.5 hours / week
Initiation	1 – 2 hours / week	1 – 1.5 hours / week
Novice	1 – 2 hours / week	1 – 1.5 hours / week
Atom	1 – 2 hours / week	1 game slot / week
Peewee	1 – 2 hours / week	1 game slot / week

- If a team participates in Provincial Competition, CMHC will provide for ice time.
- When canceling ice bookings, the coach or manager must contact the Ice Scheduler 10 – 14 days in advance unless unforeseen circumstances like weather. All contact should be via email.



Number of Tournaments

The Board of Directors of CMHC believes in the following principles when making decisions about how much hockey is adequate for minor hockey.

- That players should practice more than they play competitive games & competitions
- That minor hockey should be teaching individual skills and tactics before team skills

In accordance with the above principles, the Board has identified a maximum number of tournaments that teams will be allowed to travel to. Teams shall be limited to one (1) away tournament and one (1) home tournament. The rationale for this decision is that the cost of playing in tournaments can be excessive given the cost of travel, accommodations etc. If teams desire additional tournaments, a written request must be submitted for Executive approval. This written request must have had a parent vote of 80% approval before sending the request to the Board of Directors. The Club will only provide financial support for the registration fees of tournaments.

Where a team may want to attend more than two tournaments, a written request along with the rationale must be submitted to the executive of CMHC. The Executive will have the final decision in approving any additional tournament participation.

PLAYER SELECTION PROCESS

If Tiering is required in Clairmont Minor Hockey the following will apply.

Tiering

Tiering in CMHC will start at the Atom category subject to the number of players registering each year. In most cases, each team will be given up to four (4) ice slots to conduct player evaluations to determine teams. All players must be given a fair opportunity to try out for the team, participating in a minimum of three ice sessions before he or she can be released from the evaluation process.

Team Selections

Tom Thumb – Initiation - Novice

- a. Teams are divided to ensure as close to equal teams as is possible.
- b. Consideration may occur for friendship, family situations, travel etc.
- c. Up to two ice sessions to evaluate

Atom / PeeWee

- a. Up to four (4) ice sessions may be used to evaluate and select players.
- b. 2 – 4 independent evaluators should be used.
- c. Coaches will have the final say on the last four players picked to the team.

The CMHC, in consultation with Hockey Alberta determines the minimum number of players required to form a team not withstanding that Hockey Canada and Hockey Alberta regulations state the following:

- a. For teams participating in minor provincial competition a minimum of ten players are required with one being identified as a goaltender.
- b. For all other minor teams, a minimum of eight players must be identified and a goaltender does not have to be identified.

Player Acceleration & Movement

The club reserves the right to move players, as required, to ensure teams can be formed. This may occur where players are moved downwards based on physical size and skill levels. The criteria by which someone may be considered for acceleration to a category above where he normally would play, is as follows:

- a. The youth must be initially registered in the proper category.
- b. A written request is submitted by the player's parents to the Executive of CMHC and approved by the same Executive.
- c. The youth must be evaluated and placed, according to skill level; in the top 25% of players on the team, they have requested a move up to.



- d. Advancement should not result in the elimination of a position held by a youth playing in the proper category.
- e. The advancement of the player will have no detrimental effects to either the team the player would normally play on or the team the player is seeking to advance to.
- f. Coaches from both teams must make a recommendation to the Executive of CMHC where the final decision will be made.
- g. The Executive of CMHC must approve all player movements.
- h. Player movement/acceleration will not be permitted beyond December 15th of each year.

TEAM & PLAYER AFFILIATIONS

The Executive of the Clairmont Minor Hockey Club will determine the affiliation process each year as required, and within Hockey Alberta rules & regulations. The following statements provide direction regarding player and team affiliations.

- 1) Affiliations serve two purposes:
 - a) To supplement a team that is deficient in numbers due to lack of registration, injury, or sickness.
 - b) To recognize or reward players at a lower level. Player movement upwards is a privilege and not a right. Affiliation to reward should only be encouraged when the player exhibits strong individual skills and play, team commitment and dedication.
- 2) A hockey team can affiliate with another team as follows:
 - a) A team from a lower division or category within their minor hockey association.
 - b) With up to 19 named players from a lower division or category within their minor hockey association.
- 3) The process of affiliation includes:
 - a) Affiliation must be declared and filed in writing as per Hockey Alberta process by December 15th of the playing season.
 - b) The coach or manager of the team wishing to use affiliated players must first contact the coach or manager of the team an affiliated player might come from and request a player.
 - c) A player's first commitment must be to the team he is registered on.
 - d) The coach of the affiliated player has the right to determine which player is used or rewarded by playing on an upper team.
 - e) Should the coaches disagree on which players should be used by an upper team, the matter shall be referred to the President for discussion and decision.
 - f) If the coaches & team reps fail to agree, the matter will then be referred to the President whose decision will be final.
 - g) The player can only play the number of games allowed by Hockey Canada and Hockey Alberta rules and regulations.
 - i) A maximum of ten (10) games, not including exhibition and tournament games.
 - ii) If the primary team (the team the player is signed up with) has completed the season the player who is affiliated with a higher team may complete the season with the higher team.
 - iii) It is the responsibility of both coaches to ensure the maximum number of games is not exceeded.
 - h) Any player participating in a game as an affiliate without proper permission and approval shall be considered an "ineligible player". The player and team officials of the offending team will be subject to discipline by Hockey Alberta and Hockey Canada.

Additional information can be gained from the Hockey Alberta Bylaws and Regulations on the Hockey Alberta web site. <http://www.hockeyalberta.ca>



COACH SELECTION PROCESS

All coaches and team staff must complete an application form for each year they wish to coach or be a part of the team staff. The application process includes submission of a completed RCMP Security Check including Vulnerable Sector check. Applications will not be accepted without this check. A RCMP Security Check including vulnerable sector must be completed every year by every team staff member.

All coach applications must be submitted prior to the registration date. Generally, coach applications for hockey are accepted between June and September 15th of the season in question. The final date for applications is September 15th.

If more than one application for a head coach position is received and approved, the board may incorporate the following process:

- a. A meeting of the team's parents will be called.
- b. All potential coaches will be asked to present their coaching philosophy and rationale for coaching.
- c. The parents will then complete a secret ballot vote to determine the head coach.
- d. Only one vote per child is allowed.
- e. The Board of Directors has the final decision authority and approval for all coaches.

EXPECTATIONS OF COACHES

Coaches of CMHC teams may only be registered with one team. In extenuating circumstances, a coach may seek board approval to be registered with a 2nd team. Generally, this will occur only when no other qualified coaching personnel is available to coach the team in question.

Where a CMHC team has one or more girls on the team, we recommend that an adult female be registered with the team. This person does not have to be a coach with the team but is registered as a coach or team staff member.

All teams are expected to conduct a team building and parent meeting within two weeks of the team being assigned or picked after evaluations.

All coaches are always required by Hockey Alberta to wear a non-expired CSA certified helmet while on the ice. Coaches are expected to coach to work towards the general and identified program expectations.

CERTIFICATION REQUIREMENTS FOR COACHES AND TRAINERS

The certification requirements set out in this document are based upon the rules and regulations of Hockey Alberta and Hockey Canada. All coaches requiring certification must complete their training and prior to November 15 of the current season to be eligible for sanctioned competition. Hockey Alberta requirements state that if a team or group misses the required coach certifications for their team officials they will be notified that they are ineligible to participate until they have obtained the required certification.

Where coaches are required to pay a fee, they may be reimbursed for that expense upon successful completion of any course requirements including coach certification.

Please visit the web site of Hockey Alberta for more detailed information on the NCCP and other certification requirements for team staff. <http://www.hockeyalberta.ca>



	COACH 1	COACH 2	DEV. 1	DEV. 2	HP1	CHECKING SKILLS	RESPECT IN SPORT	SAFETY
INITIATION	1 Instructor Per ten players						All Team Officials	1 Instructor Per Ten Players
NOVICE	1 Instructor Per ten players						All Team Officials	1 Instructor Per Ten Players
ATOM ATOM FEMALE		Head Coach				Head Coach	All Team Officials	1 Team Official
PEEWEE A, B, C, D, FEMALE		Head Coach				Head Coach	All Team Officials	1 Team Official
PEEWEE AA			Head Coach			Head Coach	All Team Officials	1 Team Official
BANTAM ALL EXCEPT AA & ELITE FEMALE		Head Coach				Head Coach	All Team Officials	1 Team Official

CODES OF CONDUCT AND CONTRACTS

All participants of CMHC will be required to read and sign a Code of Conduct Agreement indicating their understanding of and commitment to, the accepted behaviors of the association. It is expected that all agreements will be signed at the 1st coach's team meeting. Copies of the Codes of Conduct and Contracts are included in the Appendix of this document.

Zero Tolerance Statement

The CMHC will not tolerate the abuse of officials, coaches, players, parents, and volunteers. The Executive of CMHC reserves the right to remove any person from the arena facility whose behavior is detrimental to the association and its members. The Discipline Committee will deal with any behavior deemed inappropriate and abusive. The Executive of the Club also believes that all members have the responsibility to conduct themselves with high standards and to ensure that fellow members conduct themselves appropriately.

DISCIPLINE & DISPUTE RESOLUTION PROCESS

General Policy

The Clairmont Minor Hockey Club expects all team officials & members to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, and spectators.

As such, standards of behaviour should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, that from time to time, sanctions may be necessary, from an external source, for behaviour that transgresses acceptable standards. Such sanctions may be applied to any player, team official, team follower, parent or member, and may take the form of:

- a. A verbal reprimand from a Director or Executive member.
- b. A written reprimand from the Discipline Committee.
- c. A suspension from the Discipline Committee.
- d. An expulsion from the team or Club.
- e. A combination of the above.



Clairmont Minor Hockey Club through its elected or appointed officials has the authority to discipline any player, team official, team follower, parent or member. The CMHC Executive must ensure that written regulations exist that ensure each disciplinary incident is dealt with consistently within the process set out below.

Three different Discipline Stages are possible, namely:

- **The Informal Process**
- **The Formal Process**
- **The Appeal Process**

The Informal Process means that rules are automatic and based upon the playing rules of the game, Hockey Canada and Hockey Alberta regulations.

The Formal Process means that a more serious action has occurred and the Discipline Committee of CMHC is involved to make decisions that are consistent and in line with the Policies and Procedures of the Club.

The Appeal Process is the process members must follow to appeal decisions of the Discipline Committee.

Examples of incidents that may warrant disciplinary action:

- Profanity by players, team officials or club representatives.
- A player who receives a game misconduct, gross or match penalty.
- A team assessed two or more bench minors in one game.
- A coach or bench assistant who is ejected from a game.
- A team who, in the opinion of the President or Executive, is being assessed too many penalties of a serious nature.
- A team member or team follower who repeatedly brings discredit to the team and the Hockey Club, through violent, abusive, or gross behavior, on or off the ice.
- Use of alcohol or other illegal substances while representing CMHC through participation in any team activities.
- A parent or guardian who exhibits conduct unbecoming to the integrity of the CMHC program.
- A team that fails to utilize ice time without prior notification.
- A team that fails to show up for league and exhibition game commitments.

THE INFORMAL PROCESS

Standard Suspensions

Where the current Hockey Canada Playing Rules dictates a suspension for a player for a rule transgression, and game officials determine, by a write-up, that such a transgression took place, the coach in consultation with the Association Vice President, as a matter of routine will implement the suspension.

Non – Standard Suspensions

When incidents occur, which may warrant disciplinary action the coach(s) and/or member of the team staff shall report the incident as quickly as possible to the Discipline Chairperson who is also the Club's Vice-President, and at least prior to the next game, for action.

The Discipline Chair shall, investigate any incident, and determine any sanction or discipline to be applied. In investigating an incident, the Chair may consult such game officials, players, parents, or other observers that he may deem necessary to gain the relevant facts of the incident.

The Discipline Chair may, when appropriate, establish a Discipline Committee to assist in the investigation and discipline decisions. This committee must be approved by the President and can include executive members or other community members where appropriate.

For incidents of a very serious nature, the President may elect to suspend a player or coach indefinitely as he may determine.

The Discipline Chairperson with the coach(s) implements any sanctions with the players(s). A file must be created and established with the Discipline Chair (Vice President) until the end of the season when the file will be maintained with the Secretary of CMHC.



APPEAL OF DISCIPLINE

Should a coach, player, or parent feel that a decision was not conducted fairly or with good process they appeal by writing to the Secretary, requesting an Appeal to the decision. This appeal must occur seven days (7) of the decision being communicated and will be held by the full board of directors of CMHC.

THE APPEAL PROCESS

Two appeal processes exist at this stage.

1. Appeal of the decision of the Discipline Director or Discipline Committee.
 - a. An appeal made at this level must be heard by an Appeal Committee as identified by the president of CMHC.
2. Appeal of the Decision of the Appeal Committee
 - a. If the disciplined member disagrees with the decision of the Appeal Committee, their next avenue of appeal is directly to the Board of Directors of CMHC.
 - b. Only members of the Board not involved in the Discipline Committee or Appeal Committee decisions can participate in the appeal to the Board.
3. Following an appeal to the Board, a member then must proceed to Hockey Alberta processes to appeal any decisions.

The Secretary on receiving a written request for an appeal shall place the item on the agenda for the next regular meeting of the Executive, and inform the President, Vice President and Appeals Committee Chairperson.

The Executive may provide up to thirty minutes of meeting time for the person making the appeal to state their case. After the statement has been given, the executive will discuss the case in private.

The Executive shall render its decision by motion, and a simple majority of those members in attendance and eligible to vote shall suffice. Executive members who participated in any previous decisions may not participate in the discussion and final decision of the board.

The decision of the Board of Directors shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta and Hockey Canada. Without restricting the foregoing, the following general guidelines apply:

- a. First infractions by players will normally be addressed individually by the Vice President / Discipline Chair
- b. Second infractions by players could will likely be reviewed by a Discipline Committee.
- c. Infractions that involve coaches, team followers, or parents will also be reviewed by a Discipline Committee
- d. Suspensions when applied to players shall specify:
 - a. The number of games to which the suspension applies, both league and exhibition, or
 - b. The time-period for which the suspension applies
- e. Player suspension includes no activity in bench area, prior to or after the specified games, or during identified or specified time-periods.
- f. Suspensions when applied to parents, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly spectator areas of arenas.

GRIEVANCES

Fair Play Concerns

All issues should be dealt with through the Discipline & Grievance Committee.

Example: A complaint of inequitable ice time is outlined by CMHC Codes of Conduct.

- a. When a written or verbal complaint, substantiated by facts is brought to the attention of a board member, it shall be referred to the Discipline Committee. If the Discipline Committee Chair determines that action should be take, the following must occur:
- b. The Discipline Chair will immediately contact the coach involved and discuss the situation/complaint & provide appropriate direction to this coach. A report by the Discipline Chair is required for the next meeting of the Board.
- c. If unresolved, the coach will receive a letter from the Board asking him to attend the next available Board meeting.
- d. In the event, where a coach chooses to ignore the Board's request, he/she may suspension by the Board.



Other Grievance Statements

- a. Parental, player, or team problems not resolved by the Team Staff, will be addressed by the Discipline Chair or Committee.
- b. All Grievances shall be initiated in writing to the Grievance Committee.
- c. Upon receipt of written notification, a Grievance hearing date shall be set within 7 days.
- d. The Vice President will act as the Chair of the Discipline Committee. Members of the Grievance Committee shall be composed of the Chairperson, one other director and one other person identified by the Discipline Chair for that purpose.
- e. In the event of a conflict of interest, the Vice President will name another designate.
- f. The decision of the Grievance Committee shall be given in writing within 48 hours.
- g. All decisions have the right of appeal as per the process identified within this document.

All decisions shall be subject to appeal to Hockey Alberta as provided for in the Regulations of Hockey Alberta.

COURT ACTIONS

It is understood that membership in Clairmont Minor Hockey is voluntary. The Executive of the Club, including elected officials and team representatives and the membership, where the case may be, have exclusive jurisdiction to deal with all matters arising by virtue of membership in the association.

Any member bringing legal action against the Executive, Directors or appointed team representatives or the Club before all rights and remedies as provided by these regulations and the Club Bylaws, as well as those as provided for by Hockey Alberta and Hockey Canada, will be deemed by CMHC to be unsportsmanlike enabling the President to suspend and/or disqualify the person or persons bringing legal actions against the Club or its representatives.

Member Discipline Guidelines

All discipline situations in CMHC will be dealt with on an individual basis by the Discipline Committee and in accordance with the Discipline, Appeal and Grievance Procedures indicated previously in the is document.

General Guidelines for Players

- | | |
|--------------------------|--|
| 1 st Incident | Verbal reprimand and notification that a suspension could be given for a second incident. <ul style="list-style-type: none">➔ Create a file at CMHC office. |
| 2 nd Incident | Written warning and assignment to be completed:
Hit From Behind <ul style="list-style-type: none">➔ Watch NCCP Checking or Smart Hockey videos Fighting or an Injury Situation <ul style="list-style-type: none">➔ Write a note of explanation Why did I fight? Why did I cause injury to an opponent? <ul style="list-style-type: none">➔ What must change in terms of my behavior?➔ If not willing to watch videos or write a note of explanation, then immediate suspension is implemented and remains in effect until the assignment is completed. |
| 3 rd Incident | Immediate suspension for three games. |

Specific Situations

If a serious situation exists or where potential for serious injury occurs, the athlete, coach or parent may be asked to meet with the Discipline Committee to explain their side of the situation. Examples of serious situations include:

Players

Major Penalties

- Hit from Behind & Fighting

Match Penalties

- Intent to Injure or Abuse of Officials

Gross Misconducts

Poor Sportsmanship including Respect Issues

- Bullying and lack of respect to coaches, officials, facilities, or Volunteers of CMHC

Drug and Alcohol Concerns including Cannabis.



Coaches

Abuse and/or lack of respect shown towards CMHC volunteers or Executive
Abuse and/or lack of respect shown towards League Directors or officials
Not following Rules and Regulations of CMHC, Hockey Canada and Hockey Alberta

Drug & Alcohol Concerns - Adults (Coaches, Parents and Volunteers)

Zero Tolerance with coaches, managers, directors, staff, officials, and spectators / parents:

- | | |
|--------------------------|---|
| 1 st Incident | Asked to leave facility.
Written Notice and file created. |
| 2 nd Incident | Suspension for a time to be assigned by Discipline Committee. |
| 3 rd Incident | Suspension or Expulsion from Association. |

Players

Zero Tolerance for athletes with alcohol and drugs:

- | | |
|--------------------------|--|
| 1 st Incident | Suspension and Written Notice
Meeting with Parents Discipline Committee or Executive Committee. |
| 2 nd Incident | Suspension for remainder of season. |

Development Programs of the Association

Coach Mentorship

The long-term goals of CMHA are to have ongoing coach development and education programs available to our coaches. Any initiatives will be the responsibility of the Board of Directors each year and will be dependent on financial resources available.

Skill Development Clinics

Skill development sessions may be implemented each year as determined by the Board of Directors.

Development sessions may include:

- Initiation Program for Initiation & Novice
 - Hockey Canada Skills Program for all other levels as a guideline and resource
- Checking Clinics for players & coaches
- Goaltending Clinics

Where coaches are required to pay a fee, they may be reimbursed for that expense upon successful completion of any course requirements including coach certification.

Officials Development

Any player or adult may take the referee certification courses. The only requirement is that of a minimum age of thirteen (13) years. The Club will pay for any member wanting to become an official. Board approval is required for funding to be provided.

Minor Hockey Equipment

The Club will endeavor each year to provide, good quality equipment for use by each team.

- 2 complete sets of sweaters with 2 sweater bags
- 4 dozen pucks & puck bag
- First Aid kit

All equipment must be returned to the equipment manager at the end of each season. Any damaged or disfigured sweaters will be charged back to the offending player or parent. Alterations to sweaters are not permitted. At the Novice level one set of goaltender equipment may be provided as required. A security deposit will be required as determined

The Club will be responsible to purchase all equipment as required. The equipment manager ensures the up-to-date inventory of equipment, its condition, and location. He will make necessary purchases as approved by the Executive.



The colors of CMHC shall be black, white and orange. All purchases shall reflect these colors. Teams will not be permitted to wear colors that are contrary to this policy.

The Club is striving to ensure a consistent color and team dress while representing our community. This applies to team hats, jackets, and sweat suits or wind suits. The executive of the Club reserves the right to approve all use of CMHC logo.

Travel & Tournament Permits

Hockey Alberta requires that a travel permit be in place for travel situations. A travel permit must be taken out whenever a team travels outside their Zone to play an exhibition game or tournament.

- Travel permits are not required for league play.
- Contact the Registrar for information and permits.
- Travel permits must be in your possession when in an “out of province” tournament.

Provincial Participation

All provincial games overrule any league games, exhibition games, or other tournaments. Each coaching staff, along with the President and Registrar, will make provincial participation decisions.

Program Evaluations

Coach Evaluation

All coaches will be evaluated at the end of the season. Details of the evaluations are as follows:

- Evaluation will be based on Participation Outcomes and Expectations of Coaches. The coach’s rating will be set by how well he/she teaches/reinforces the outcomes and meets the coach expectations.
- The Coach Selection Committee coordinates the process and works with Team Staff to implement the program evaluation process.
- A summary of each coach evaluation will be kept on file.
- Atom & above categories will see players, parents and officials contribute to the evaluation process.
- Novice and younger will see parents and officials & executive members contribute to the evaluation.
- A summary will be provided to each coach as well as the executive or the association.

Recognition Programs

- **President’s Award** for “Significant Contribution” to the Club.
- **Long Term Service Award** for Volunteers and coaches who make a significant long-term contribution to the Club. At least five years of service is required to be eligible. Executive, coaches, officials, team reps, governors, and other volunteers are eligible.
- **Coach Recognition Awards** for those coaches who model the values of the Club, and who ensure that program objectives and expectations are met will be recognized.
- **Player Awards** provided for at CMHC awards night.



APPENDIX

Hockey Terminology & Definitions
General Program Evaluation Forms
Coach Evaluation by Player Form
Coach Evaluation by Parents Form
Codes of Conduct
Member Contracts
Incident Report Forms



Hockey Terminology and Definitions

Hockey Alberta

Hockey Alberta is the governing body for amateur hockey in the province of Alberta. CMHC is a member of Hockey Alberta and agrees to operate under the guidelines, policies, and direction of Hockey Alberta. Hockey Alberta members are minor hockey associations registered with Hockey Alberta.

Hockey Canada - HC

Hockey Canada is the governing body for amateur hockey in Canada. Hockey Alberta is a member of Hockey Canada. Hockey Canada is made up of member branches or the provinces.

Hockey Canada Mentorship Program

Following the 1999 Open Ice Summit, a major goal was to establish a program of coach mentorship across the country. Hockey Canada and Hockey Alberta have worked to implement a major mentorship program where experienced coaches are trained to work with younger, less experienced coaches. It is felt that new or inexperienced coaches will benefit from a supportive coach willing to mentor and assist in the coach's development.

Hockey Canada Initiation Program

The HC Initiation Program has a philosophy of fun participation for beginning hockey players up to age ten years. The philosophy emphasizes skating skills and fun vs competition and games. The program provides four sets of twenty lesson plans, one set for each year, that coaches can use to guide them in developing skating skills of young players. The sets are designed to be used in Year One through Year Four before a child enters the Atom level.

Hockey Canada Skills Program Curriculum

Hockey Canada has designed a package of progressive drill for every level of the game – Atom, PeeWee, Bantam, and Midget. The lesson plans have been designed with a “recipe” approach where coaches can see what is appropriate at each level and time of year. Many up-to-date drills are included in these programs and coaches will benefit significantly if they incorporate them into their coaching program.

Individual Tactics

Skills that individual players can use to gain an advantage or take away an advantage from an opponent. They are usually a combination of individual skills. An example would be the player using skating skills with puck handling skills to maintain puck control.

Team Tactics

Skills that two or more players use to gain or take away an advantage. These Tactics are usually a combination of individual skills and tactics. An example would be two or three players attacking on a 2 on 1 or 3 on 2



PROGRAM EVALUATION BY PLAYERS

This form is to help us evaluate our hockey program. Please fill it out completely.
All information will remain strictly confidential.

TEAM: _____ LEVEL: _____ Competitive/House League

NAME OF PERSON BEING EVALUATED: _____

Instructions

Please rate each item according to your level of satisfaction.
Number 1 means not satisfied, number 5 mean very satisfied.

PRACTICES

Were practices fun?	1 2 3 4 5	Was the coach prepared?	1 2 3 4 5
Did your skills improve?	1 2 3 4 5		
Did you learn about the Game?	1 2 3 4 5		

GAMES:

Coaches attitude towards players	1 2 3 4 5	Was ice time fair?	1 2 3 4 5
Coaches attitude towards officials	1 2 3 4 5	Did you enjoy games?	1 2 3 4 5
Did the team play its best?	1 2 3 4 5	Was the team disciplined?	1 2 3 4 5

OVERALL:

Did you have fun?	1 2 3 4 5	Was respect important to the coach?	
Were you treated fairly?	1 2 3 4 5		1 2 3 4 5
Was respect important to your team?	1 2 3 4 5		
Rate your own performance	1 2 3 4 5	Rate your team's performance	1 2 3 4 5
Was your experience positive?	1 2 3 4 5		
 The Manager Performance	 1 2 3 4 5	 The Assistant Coaches	 1 2 3 4 5

Would you want this head coach to coach you next year? Yes No
Why or why not?



PROGRAM EVALUATION
BY
PARENTS

This form is to help us evaluate our hockey program. Please fill it out completely.
All information will remain strictly confidential.

TEAM IDENTIFICATION

TEAM: _____ Competitive/House League
HEAD COACH: _____
ASS'T COACH: _____
MANAGER: _____ TRAINER: _____

Instructions

Please rate each item according to your level of satisfaction.
Number 1 means not satisfied, number 5 mean very satisfied.

COACHES PROGRAM:

Organization of practices	1 2 3 4 5	Attitude towards players	1 2 3 4 5
Conduct during games	1 2 3 4 5	Individual skill development	1 2 3 4 5
Keeps parents informed	1 2 3 4 5	Team play development	1 2 3 4 5
Discipline	1 2 3 4 5	Equal Ice time	1 2 3 4 5
Player motivation	1 2 3 4 5	Knowledge of hockey	1 2 3 4 5
Met General Expectations	1 2 3 4 5	Met Specific Expectations	1 2 3 4 5

GENERAL:

Head Coach	1 2 3 4 5	Assistant Coach	1 2 3 4 5
Manager	1 2 3 4 5	Trainer	1 2 3 4 5
Your child's performance	1 2 3 4 5	Other _____	1 2 3 4 5

How would you rate the coach's success in achieving a balance between team success and player development? (Mark on scale)

Too Competitive Well Balanced Not Competitive Enough

/-----/-----/-----/-----/-----/-----/-----/-----/-----/-----/-----/-----/-----/-----/-----/

Would you want this head coach to coach your child next year? Yes No

Please feel free to add comments on the back of this form. Thank you.



PLAY SMART
CLAIRMONT MINOR HOCKEY ASSOCIATION
PARENTS – FAIR PLAY PLEDGE

It is the intention of this pledge to promote fair play and respect for all participants within the Clairmont Minor Hockey Club. All parents must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

FAIR PLAY CODE FOR PARENTS

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning and that my child will never feel defeated by the outcome of the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at my child, or other players, for making a mistake or losing a game.
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.
8. I will never question the official's judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's hockey games.
10. I will respect and show appreciation for the volunteers who give their time to hockey for my child.

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and Hockey Alberta and supported by Clairmont Minor Hockey Club.

I also agree to abide by the rules, regulations and decisions of the Clairmont Minor Hockey Club.

PRINT

NAMES: _____ DATE: _____

PARENT/GUARDIAN SIGNATURES: _____



**PLAY SMART
CLAIRMONT MINOR HOCKEY CLUB**

FAIR PLAY PLEDGE

It is the intention of this pledge to promote fair play and respect for all participants within the Clairmont Minor Hockey Club. All players must sign this pledge stating that they will observe the principles of the Fair Play Code before being allowed to participate in hockey in the Clairmont Minor Hockey Club.

FAIR PLAY CODE FOR PLAYERS

1. I will play hockey because I want to, not because others or coaches want me to.
2. I will play by the rules of hockey and in the spirit of the Game.
3. I will control my temper – fighting to “mouthing-off” can spoil everyone’s enjoyment.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances – those of my team and my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada, Hockey Alberta and supported by the Clairmont Minor Hockey Club.

I also agree to abide by the rules, regulations and decisions of the Clairmont Minor Hockey Club.

PRINT

NAME: _____ DATE: _____

PLAYER SIGNATURE: _____



PLAY SMART
CLAIRMONT MINOR HOCKEY Club
COACHES – FAIR PLAY PLEDGE

It is the intention of this pledge to promote fair play and respect for all participants within the Clairmont Minor Hockey Club. All coaches must sign this pledge before being allowed to participate in hockey in the Clairmont Minor Hockey system and must continue to observe the principles of Fair Play.

FAIR PLAY CODE FOR COACHES

1. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
3. I will ensure that all athletes receive equal instruction, discipline, and appropriate and/or fair playing time.
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.
5. I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and Hockey Alberta and supported by Clairmont Minor Hockey Club.

I also agree to abide by the rules, regulations and decisions of the Clairmont Minor Hockey Club.

PRINT

NAME: _____ DATE: _____

COACH'S SIGNATURE: _____



**CLAIRMONT MINOR HOCKEY CLUB
BOARD OF DIRECTORS
CODE OF CONDUCT**

As an executive member of the Clairmont Minor Hockey Club I agree to:

- Make decisions for the good of all the players, parents and the Club.
- Help create an atmosphere where there is a high level of cooperation and trust.
- Put my personal differences aside so that I can work with others towards a common goal knowing that each person must support the group consensus;
- Respect the dignity of others and ensure that I am criticizing the ideas presented rather than the person presenting them. Personal attacks are unacceptable.
- Be knowledgeable, well organized and research facts, as well as listen to each person, before making a decision
- Carry out the duties assigned to the best of my abilities, with the experienced helping the inexperienced. I will ensure that the task is clearly understood, accepted and completed.
- Ensure that all decisions I make are consistent and within the scope of the Vision, Mission and Values of our Club.

Signature: _____ Date: _____

OATH OF CONFIDENTIALITY

When I am working with the Clairmont Minor Hockey Club, I realized that I might become privy to information relating to players or coaches that should not be repeated outside our organization. I, the undersigned, understand that the information that I encounter during my work is of a confidential nature.

this _____ day of _____ 20 _____.

Name: _____ Please Print

Signature: _____



**CLAIRMONT MINOR HOCKEY CLUB
INCIDENT REPORT FORM**

****This report must be submitted within 48 hours of the incident**
All Information is confidential****

Circle One: Injury Ejection/Misconduct Personal Conduct

Date Of Incident: _____ Location: _____

Submitted By: _____ Position: _____

Home Phone: _____ Work Phone: _____

INCIDENT DETAILS

Individuals Involved:

Name: _____ Team: _____ Phone: _____

Name: _____ Team: _____ Phone: _____

Name: _____ Team: _____ Phone: _____

Details of Incident: (Time of game; teams involved; factors involved in the incident; others)

Signature (required): _____ Date: _____

For CMHC use only: Investigate By: _____ Date: _____ Action (s) Taken: _____ _____ _____
No Action Required - Incident Closed - Date: _____

