



CRMHA Policies & Procedures

v.3.0

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1 CRMHA in General

A. Preamble

POLICY

These Operational Policies, Rules & Guidelines outline the regulations under which the CR Minor Hockey Association conducts hockey operations. Notwithstanding any item contained in these Operational Policies, Rules & Guidelines, and the Tryout/Evaluation and Team Selection Guidelines of the CR Minor Hockey Association, all participants (individual and teams) in the CR Minor Hockey, all members of the Association, including player, parent, coach, team official, or team, follower and fan, are bound by the By-laws, Operational Policies, Rules & Guidelines and regulations of the Association, Hockey Alberta and Hockey Canada. The following interpretations apply. Policy is a definite course or method of action selected from among alternatives and in light of given conditions guide and determines present and future actions. Rules are guides for conduct or action. Guidelines are an indication or outline of policy or conduct.

B. Vision

POLICY

The vision of the CR Minor Hockey Association is to be an Association with, community spirit, honor, volunteers, and is respected by other Associations for competitiveness and fair play. The Association recognizes Hockey Canada and Hockey Alberta as governing bodies of the sport of hockey, and abides by all rules and regulations instituted by these bodies.

C. Mission Statement

POLICY

The mission of the CR Minor Hockey Association shall be to provide a hockey program to enhance the abilities of all participants. This program's focus is on accessibility to all children, uses a team approach, encompasses and supports all levels of skill while still developing individual players, is fair, affordable, and safe. This program is made possible through the volunteer time of parents, coaches, managers, and directors and board members. Volunteering is the root of this program and without it the fundamentals noted above will not be possible.

D. Philosophy

POLICY

The philosophy of the CR Minor Hockey Association shall be to provide a hockey program which encompasses fun, development, competitiveness and challenge for all participants.

E. Values

POLICY

The CR Minor Hockey Association shall value the game of hockey and strive to operate under a set of bylaws, rules and policies which ensures a fair, equitable and enjoyable hockey program that provides for the development of all participants. The CR Minor Hockey Association shall value its volunteers. The Association shall value a Team approach to the operation of the Association and value open communication to members. Decisions shall be made by teams of individuals subject to executive approval under the current by-laws, rules and policies of the Association. CR Minor Hockey Association shall apply the bylaws, rules and policies of the Association consistently.

F. CRMHA Information

POLICY

The CR Minor Hockey Association shall be referred to in this document as CRMHA or the Association.

RULES & GUIDELINES

CRMHA's mailing address is:
CR Minor Hockey Association
145B-26500 HWY 44
Sturgeon County, Alberta
T8R 0Z5
CRMHA web site is www.crknights.ca

i. Hockey Alberta is the governing body of hockey in Alberta. Hockey Alberta has a web site at www.hockeyalberta.ca

ii. The Canadian Hockey Association is the governing body of hockey in Canada and will be referred to in this document as HC and has a web site at www.hockeycanada.ca

G. By-Laws

POLICY

The Bylaws of CRMHA shall be available for review by any member of the Association. By-laws are available on the CRMHA website. Bylaws can only be changed or amended by vote as outlined in the Bylaws at the annual general meeting of the Association.

H. Manuals

POLICY

CRMHA shall make available the following aides to coaches, managers, and all parents:

- Managers handbook
- Links to HA website
- Contact information for Directors and Executives
- All information distributed from HA during the season

2. EXECUTIVE COMMITTEE

POLICY

The current positions on the Executive Committee of CRMHA (also referred to as the Board of Directors) and the responsibilities of the positions shall be described in the By-laws, the positions are

The CRMHA Executive Committee will consist of the following positions:

- a. President
- b. Past President
- c. Vice-President
- d. Secretary
- e. Treasurer
- f. Registrar

i. Executive Committee Operations

POLICY

Executive Committee shall ensure that the business and issues of the Association are conducted in accordance with the Association Bylaws, and the Operational Policies, Rules & Guidelines that may be enacted by the Executive Committee from time to time. In general, the Executive Committee supports a position of open access by its members and shall give full consideration to the affairs brought to its attention by any officer or member.

RULES & GUIDELINES

a. Administrative Powers and Duties:

Executive Committee shall:

1. Determine the general policies with respect to the organization, administration and operation of the Association
2. Operate the hockey programs at all levels, provided that there are sufficient players according to the Association to effectively field a team.
3. Encourage the development of players, coaches and officials, and monitor the status of all required certification.
4. Make policy rules & guidelines respecting the enrolment of players and their access to programs operated by the Association.
5. Consider questions brought before it, with respect, and with due consideration of the opinions of members.

b. CRMHA Executive Responsibilities

1. The responsibilities of the positions of the Executive of CRMHA are described in the Bylaws.

c. Conduct of Meetings

1. Order of Business

The items of Business at any regular meeting of the Executive Committee shall be as follows:

- A. Reception of visitors
- B. Approval of Agenda
- C. Minutes of previous, regular or special meetings
- D. Correspondence
- E. Treasurers Report
- F. Directors Reports
- G. Old Business
- H. New Business
- I. Team Updates
- J. Committee Reports
- K. Adjournment

Agenda items which require specific members to be present, but they are not present, the President shall immediately have those items tabled to the end of the meeting. If at the end of all other business, those members are still not present, those items shall be tabled until the next meeting.

2. Guests

Executive Meetings are open to any CRMHA Member.

3. Minutes

A. The minutes of Executive Committee meetings shall include a record of those in attendance, motions considered and their disposition, reports received either explicitly or as attachments and shall be distributed to members prior to the onset of the next regular meeting.

B. Minutes shall be presented for ratification at the next scheduled executive meeting, but shall not be made public until ratified. Minutes shall be reviewed for individual names of members and any information of sensitive nature will be removed before making the minutes public.

4. Voting

A. Every member of the Executive Committee present, excluding the President, shall vote on every matter unless excused by resolution of the Committee from voting on a specific motion, or unless disqualified from voting by reason of a conflict of interest as contemplated pursuant to subsection 3.4.3 below.

B. At all meetings of the Executive Committee every question shall be decided by a majority of the votes cast on the question, except in the cases where the CRMHA By-Laws supersede.

C. Members of Executive Committee shall not vote on any question:

- a) Affecting a private company of which they are shareholders
- b) Affecting a public company in which they hold more than one percent of the number of shares.
- c) Affecting a partnership of firm or which they are members
- d) A contract for the sale of goods, merchandise, or services to which they are a party.
- e) On any question in which they have direct or indirect pecuniary interest, except questions of general benefit to a class of which they are by statute necessarily members
- f) Any question directly affecting the placement or discipline of any player to who they are directly related.

Any member excluded by virtue of the above, shall so declare before discussion of the question and shall not participate in the debate, and shall be deemed absent for the specific question.

D. Absentee voting by means of proxy will not be accepted. Voting of the Executive or Quorum after a complete discussion via email or other recordable media will be allowed as long as the decision is needed before the next scheduled board meeting and the Secretary will document the decision for the next scheduled Board Meeting

Agenda.

E. Recording: a member may request his vote to be recorded in the minutes.

5. Motions

A. Each member shall have the privilege of proposing motions for consideration by the Executive Committee with no requirement of a seconder.

B. Chairman shall rule on the validity of any question in terms of order. If a motion is ruled "out-of-order" by the Chairman, it shall be so recorded in the minutes along with the reasons stated for the ruling.

C. On any questions, members shall observe parliamentary courtesy. The proposer of any motion shall have the right to open and close debate; however, closure shall not take place until every member choosing to speak has had an opportunity to do so once.

D. Where the right to speak on a question is itself a matter for debate, the Chairman shall poll each member to ensure opportunity has been granted.

E. A proposer has the right to withdraw the motion at any time, in which case it shall not be recorded in the minutes and business shall proceed as if the motion had never been proposed.

6. Amendments

A. Each member shall have the right to propose amendments to a question under consideration, providing the amendment enhances the intent of the original motion, and does not attempt to contradict its application.

B. An amendment, if accepted by the proposer of the original motion, becomes part of the motion, and is not recorded separately in the minutes.

C. When the proposer of the original motion does not accept an amendment, all debates shall be confined to the merits of the amendment, unless it is of such nature that its determination practically decides the main question.

D. Decorum

E. In debate, a member shall confine comment to the question, and shall not reflect on any act of the Committee, unless to give notice of intent to rescind a previous motion.

F. The nature or consequences of a motion may be stated or condemned in strong terms. However, a member shall not arraign the motives of a proposer or other member during debate.

G. A speaking member shall respect the Chairman's right to speak or recognize a point of order or information. The speaking member shall defer to the Chairman on such points.

H. Calling for the previous question may be ruled out of order by the Chairman if, in his opinion, the motion is being made in a frivolous manner, or in an attempt to suppress normal debate.

D. Signed Resolution

A resolution signed by all members of the Executive Committee, as such, shall be as validated effectual as if it has been passed at a meeting of the Committee, duly called and constituted, and shall be held to relate back to any date therein stated to be the date thereof.

E. Expenses

A. All members of the Committee shall be entitled to reimbursement for reasonable expenses incurred while engaging in business approved by the Committee. The President and Treasurer shall countersign all expense claims and ensure their validity.

B. Expense claims for the Treasurer or President shall be approved by the Executive Committee.

C. An individual having a cheque issued to them personally cannot sign the cheque, unless the expenses have been approved by the Executive Committee

D. CRMHA cheques will not be issued without a detailed receipt.

E. All officers are authorized to make purchases in an amount not to exceed \$500.00 or not to exceed \$1000.00 per month for miscellaneous items required for the operations of their respective program not covered by the budget. Purchases in the excess of that amount require approval of the Executive Committee at a regular meeting.

ii. Executive Committee Standards of Conduct

POLICY

These standards of conduct shall apply to all officers of the Association, whether elected or appointed, and shall specifically apply to Members of Executive Committee. This statement does not attempt to define all items of acceptable conduct. These items are minimum standards of behavior which officers are expected to observe. Violation of the standards by an officer may lead to a review by the executive Committee and/or the Discipline Committee for subsequent exoneration, reprimand or expulsion.

RULES & GUIDELINES

a. In relation to the Association

1. Officers shall adhere to Association policy and seek to change such policy through the proper channels of the Association.
2. Officers shall maintain the integrity of the Association at all times, and do not initiate or participate in any activity that will place the Association in ill repute.
3. Officers shall honor commitments made on behalf of the Association.
4. Officers shall not divulge to members of the general public any item raised at Executive Committee while in Committee of the Whole.
5. Officers shall resign from their position immediately if they become unable to fulfil the duties or obligations of the position.

b. In relation to colleagues (other Officers):

1. Officers shall not criticize the sphere of operation of another officer except to that officer or the President. Criticism or reports to the President shall only be made after the officer has been made aware of the nature of the criticism to be leveled.
2. Officers shall not comment, render opinion or decisions, with respect to operations not under their control, to members of the general public.
3. Officers shall refer to appropriate Association officer's issues arising in the community with respect to their sphere of operation.
4. Officers shall not undermine the confidence of Association members in other offices.

c. In relation to the membership

1. Officers shall fulfil the duties and obligations of their position to the best of their ability, always serving the best interest of all participants registered with the Association.
2. Officers shall treat members with dignity and respect and are considerate of their circumstances.
3. Officers shall not use their position for personal profit, or for the profit of immediate family members.
4. Officers shall not use their position to influence the placement of any players.
5. Officers shall not use their position to influence the selection of any coach or team official.

3 ASSOCIATION OPERATIONS

A. Player Eligibility and Boundaries

POLICY

The Association will endeavor to provide programs for players, aged 5 to 18 years of age, residing within the

boundaries of the CRMHA. Non-resident players are only admitted to the program under special rules established by leagues and under specific direction of the Executive Committee. CRMHA will endeavor to offer programs that coincide with the programs outlined in HA and HC but with an understanding that insufficient players or team officials may determine the feasibility of offering a specific program.

RULES AND GUIDELINES

i. Resident Player:

ii. As per the rules set forth by HC only eligible players will be allowed to register as a member of CRMHA, play or practice with a team or participate in tryouts.

iii. All Players: all players MUST have a copy of their Alberta Health Care card or proof of other acceptable medical coverage – as well as a copy of their birth certificate on file.

iv. All players registering within CRMHA for the first time – proof of age in the form of an official, legally recognized birth certificate is required. In situations where it is not possible to obtain a birth certificate – the following may be accepted:

a) a valid passport

b) a duly certified baptismal certificate issued before the age of ten (10) years or the age at the date of entry into this country as certified by the form filled out at the port of entry or other suitable documents.

i. Residential status: Residential status of a player's parents must be established at time of registration. A player may not establish residency for the principal purpose for playing or practicing hockey. Registration is undertaken with the understanding that additional team fees and/or fundraising may be required. No registration will be approved until all CRMHA fees are paid and required documentation is received. **All registrations are subject to review by the Registrar.**

ii. Legal Guardianship of a player exists where the parents are not deceased and whose principle residence lies outside the CRMHA boundaries, and a petition to and the endorsement of a court of law exists transferring responsibility for the players care and protection to a third party, who meets the above residential requirements. Any player with a parent whose principle residence lies outside of the CRMHA boundaries must provide the Registrar with the following information in writing:

a) the name(s) of that person's legal guardian(s)

b) copies of legal guardianship papers

c) the address at which the player will reside during the current hockey season and a signed declaration of residency.

iii. Violation of residence regulations could result in ramifications outlined by HA.

iv. Final date for player registration will follow the regulations outlined by HA

v. Players who move within the borders of the province after the acceptable dates set out by HA may apply to the President for special permission to register if they or their family have been transferred by their employer or for any other extenuating reason acceptable to Hockey Alberta. Application for permission and reasoning must be made in writing. Such players are NOT eligible for Provincials

vi Any imports applying to enter the association shall follow the guidelines set out by HA.

B. Boundaries of CRMHA

Boundaries are as follows

CR Minor Hockey Association boundaries are defined as follows:

North boundary: Adjacent to Westlock MHA boundary

Commencing at the NE corner of 15-57-1-W5M proceed East 10 miles on TWP 573 to the Sturgeon/Westlock County boundary at NW corner of NE 16-57-26-W4M. Proceed North 1 mile to NW corner of NE 21-57-26-W4M (Hwy 651).

North boundary and East boundary adjacent to Sturgeon MHA boundary

Commencing at the NW corner of NE 21-57-26-W4M proceed East 3½ miles on Hwy 651 to NE corner of 24-57-26-W4M. Proceed South 16 miles on RGE RD 260 (Egg Lake Rd.) to the SE corner of 1-55-26-W4M (Hwy 37). Proceed East ¼ mile on Hwy 37 to the NE corner of 35-54-26-W4M.

East boundary and South boundary adjacent to St. Albert MHA boundary

Commencing at the NE corner of 35-54-26-W4M, proceed South 4 miles to the NE corner of 11-54-26-W4M (Hwy 633). Proceed West 4 miles on Hwy 633 to Hwy 44.

East and South boundary: Adjacent to Spruce Grove

Commencing at Hwy 44 and Hwy 633 interchange proceed South 2 miles on Hwy 44 to the NE Corner of 31-53-26-W4M. Proceed West 12 3/4 miles to the NE corner of 31-53-1-W5M.

West and South boundary: Adjacent to Onoway MHA

Commencing at the NE corner of 31-53-1-W5M Proceed North 2 miles to the NE corner of 7-54-1-W5M. Proceed East 3 miles to the NE corner of 10-54-1-W5M. Proceed North 13 ½ miles to the SE of NE 22-56-1-W5M.

West boundary: Adjacent to Barrhead MHA

Commencing at the SE of NE 22-56-1-W5M proceed North 5 ½ miles to the NE corner of 15-57-1-W5M.

Alexander First Nation Lies Completely with in the CRMHA boundaries.

(Residence must be on the inside of boundary line)

C Registration and Payment of Fees/Withdrawal & Refund Policy/Release

POLICY

The Association shall provide for membership on the basis of registering one or more children in the hockey program. Formal fees administered by the Association are general in nature and categorized into three areas, namely, general registration fees, special program fees and league surcharges. The Association endorses in principle that the responsibility for financial planning rests entirely with the family unit, but also recognizes certain family circumstances may exist that can produce undue financial hardship. Such hardship can be alleviated by the co-operation of a number of community organizations and agencies.

RULES AND GUIDELINES

- i. All players must be registered with CRMHA before participating in any on ice activity.
- ii. General registration fees, special program fees and league surcharges will be established annually, including any late payment penalties.
- iii Payment of the full registration fee is required at the time of final registration.
- iv The Executive Committee may, at their discretion, accept a registration without full payment of fees where extenuating circumstances prevail and a payment plan is defined.
- v. A family revoking payment plan shall have all registrations declared immediately null and void. Registration will then be viewed as a registration of new or past members of CRMHA Late fees will be in effect (if applicable).
- vi The prime responsibility for counselling family units experiencing hardships as to the availability of special funding from sponsoring organizations or agencies resides with the Registrar and President. Benevolent requests are to be made in writing to the Registrar.
- vii Payment Plans shall be approved by the Registrar and Treasurer and submitted to the President. The Treasurer shall submit a report after the first payment period with the number of payment plans that are not "in good standing".

A decision will be made by the executive if the payment plan will be allowed to continue or to cancel the players registration

viii. NSF Cheques: The NSF fee for a returned cheque is \$25.00. On receipt of a NSF cheque, the treasurer has the option to:

ix. Players in arrears will not be allowed on the ice for evaluations unless a payment plan has been accepted by the Executive Committee.

x. Any players not paid in full prior to evaluations will be assessed a \$200 late fee unless otherwise decided by the Executive Committee.

D. Reimbursement of player fees

i. If a player withdraws prior to evaluations all paid fees will be returned without penalty.

ii. If a player withdraws prior to Jan 10 for either medical reasons, with a substantiated Doctor's note, or for family relocation the reimbursement in the table below applies. For a full refund players have 48 hours after the completion of evaluations to produce a Doctor's note excusing the player from playing for the season. Should a Doctor's note not be obtainable in 48 hours a written request via email may be sent Evaluation Director to remove the players name from any team until a Doctor's note can be obtained. A Maximum of 1 additional week will be allowed to produce a Doctor's note or the player will move to the lowest level team or be released. The player will be restricted from any CRMHA sanctioned activities until the note can be produced or the player commits to play. After the Players is placed on a roster no refund will be possible without a Doctor's note.

Fee Reimbursement Formula		SAMPLES	
		Withdrawn Oct.15	Withdrawn Nov.30
	Division Fee ¹	\$630	\$630
<i>minus</i>	League fees	\$20	\$20
<i>minus</i>	Insurance	\$10	\$10
<i>minus</i>		\$60	\$60
<i>equals</i>	BASE fee ³	\$540	\$540
<i>divided by</i>		/	/
⁶	BASE fee per month	= 6	= 6
(total	months in season) ⁴ equals times <u>Number of months</u>	x	x
		= \$90	= \$90
		+ 5	+ 4
	Prorated BASE fee Reimbursement	\$450	\$360
<i>remaining in season</i> ⁵		= \$40	= \$0
<i>equals</i>		(\$60/6)x4	(\$60/6)x0
<i>plus</i>	Prorated Power Skating Reimbursement (total cost/total sessions) x remaining sessions		
	TOTAL REIMBURSEMENT	\$490	\$360

1. Division Fee paid does NOT include additional fees for Volunteer, Raffle Tickets, etc.
2. Total cost for all sessions of power skating for the season
3. Base fee is for hockey only
4. Based on a hockey season of 6 months - Oct. to Mar.
5. Rounded down to nearest whole month

iii. Players withdrawing after Jan 10 for any reason will not be reimbursed any fees.

iv. Players registering with the CRMHA association after evaluations are complete fees will be calculated based on the table below.

New Player Fee Formula		SAMPLES	
		Start Nov. 1	Start Jan. 15
	Division Fee ¹	\$630	\$630
<i>minus</i>	Power Skating total ² equals = divided by 6 (total months in season)	\$60	\$60
⁴ / equals =	BASE fee ³	\$540	\$540
<i>times</i>		6	6
Number of	BASE fee per month	\$90	\$90
months			
remaining		5	3
in season ⁵	Prorated BASE fee	\$450	\$270
x equals =			
<i>plus</i>	Prorated Power Skating Fee + (total cost/total sessions) x remaining sessions	\$20 (\$60/6)x2	\$0 (\$60/6)x0
	TOTAL FEE	\$490	\$270

6. Division Fee paid does NOT include additional fees for Volunteer, Raffle Tickets, etc.
7. Total cost for all sessions of power skating for the season
8. Base fee is for hockey only
9. Based on a hockey season of 6 months - Oct. to Mar.
10. Rounded up to nearest whole month

E. Purchasing

POLICY

The Executive Committee is charged with the responsibility to ensure the proper expenditure of Association funds and to achieve the best possible cost in relation to such expenditures. All Officers shall adhere to Purchasing Policy Rules and Guidelines. Any Officer found to be in violation of such Guidelines shall be subject to suspension or removal by vote of the Executive Committee.

RULES AND GUIDELINES

i. Authority to Purchase

Authority to Purchase shall be by vote of the Executive Committee following outlined procedures and policies.

ii. Major Purchases

All major purchases (major purchases consist of items valued at \$1000.00 and above) shall be authorized by vote (majority) of the Executive Committee

iii. Advertising in the media

POLICY

The Association shall endorse the use of local media for disseminating information to its membership and recognizing significant achievement. The responsibility for all advertising activity is vested in the office of the Communications Administrator with accountability to Executive Committee. This policy and associated guidelines and procedures shall be binding upon any member, group, subcommittee or official purporting to represent the committee. Any

transgression is subject to disciplinary action.

RULES AND GUIDELINES

- a. Through the Communications Administrator, the Association shall establish:
 - b. Liaison contact with the local media setting criteria for the submission of advertising material, processing and checking of accounts and transmitting accounts payable to the Treasurer.
 - c. Standards for advertising formats utilizing Association logo
 - d. That the official logo shall be used on all advertising material relating to Association business or operations
 - e. That all advertising material receives the endorsement of the Executive Committee
 - f. That all advertising material is worded to represent the Association and not give the impression of representing any member, group, sub-committee or official
 - g. That multiplicity of material on the same activity is consolidated
 - h. That material of a sensitive or controversial nature is referred to the President or Executive Committee for approval prior to publication
 - i. A reporting procedure to the Executive Committee, for persons transgressing these guidelines

iv. Logo, Colours, Supplementary Clothing

POLICY

The Association recognizes that a standard set of colours 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, explicit specifications for products bearing the Association logo are designed to provide season-to-season continuity and reduce costs to parents.

RULES & GUIDELINES

a. Logo

The Association Logo shall be as shown below. Use of the CRMHA Logo is restricted to official material authorized and approved by the Executive Committee only. No team may use the logo without written consent of the Executive Committee and must purchase apparel bearing the logo from approved suppliers. The president or his delegate must approve all correspondence bearing the logo.



b. Colours

Association colours shall be Orange and Black.

c. Supplementary Clothing

1. 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.
2. Coaches and other team officials are encouraged to participate in the purchase of supplementary clothing on an equal basis with all parents.
3. Supplementary clothing, purchased as team wear, shall comply with Association Colours and specifications to qualify to bear the Association logo.
4. CRMHA teams are encouraged to avail themselves of the standard clothing, however, should a team elect to

purchase supplementary clothing which does not meet the specifications, the only penalty is that it may not bear the Association logo.

v. EQUIPMENT

POLICY

CRMHA will provide equipment including jerseys within set guidelines.

RULES AND GUIDELINES

- a. Parents shall have the responsibility to ensure their child has all necessary equipment and that it is worn properly in accordance with HC requirements. Full safety equipment including approved helmet, face guard and neck guard must be worn and properly secured by all players when on the ice for try-outs, practices, warm-ups, power skating or games.
- b. The Association shall provide each team with numbered jerseys. In most cases teams will be given two sets of Jerseys away and home. It is required that teams assign a parent(s) to be responsible for collecting and washing jerseys after each game and bringing team Jerseys to games as a method of preserving the team jerseys. Jerseys are to be used only for games. **Once jerseys are assigned by the Equipment Co-ordinator alterations to any part of the jersey ie: Numbers, cresting, etc is prohibited without written consent of the President.**
- c. Team jerseys are the property of the Association and shall be cared for accordingly. Socks and Pant shells shall be purchased by parents from the Association and deemed as necessary equipment
- d. Sew on name bars are not permitted on jerseys.
- e. Jerseys sets will be allocated to Divisions by the Equipment Director.
- f. The Association provides goaltending equipment listed below for all Initiation, Novice, and Atom league play. The equipment must be signed out from the Equipment Director and returned at the end of the playing season, any loss of equipment or exceptional wear shall be added to the player's next season fees.
 - a. Helmet
 - b. Throat guard
 - c. Chest protector
 - d. Blocker and Glove
 - e. Goalie Pants and Pads
 - f. Goalie Stick
- g. Full safety equipment including approved helmet, face guard, and neck guard, must be worn and properly secured by all players when on the ice for evaluation, practices, warm-ups, or games, e.g. no sweat pant at practices are allowed. This applies even to players who may be assisting in on ice sessions or practices for teams of a lower category.
- h. Team officials shall ensure all team equipment (including jersey sets) is returned to the Equipment Director at the end of the season.

vi. SPONSORS

POLICY

CRMHA shall seek the support of local businesses and individuals to sponsor teams and other activities.

RULES & GUIDELINES

- a. CRMHA encourages members, players, and parents to support these fine Businesses and individuals who support CRMHA.
- b. Team officials are expressly prohibited, without written consent from the Promotions and Publicity Director in advance, from soliciting additional financial support from sponsors recruited by the CRMHA Communications Administrator.

vii. FUNDRAISING

POLICY

Fundraising activities shall be a team activity and responsibility. The Association does recognize the desirability for

individual teams to participate in fundraising activities to defray the costs of tournaments, additional ice rentals, etc. Teams and individuals that undertake such activities are representing the Association (intentionally or not) and are therefore subject to the Association guidelines and accountable for their actions.

RULES & GUIDELINES

- a. Fundraising is to be kept to a reasonable level for justifiable hockey team expenses.
- b. All fundraising activity is to be documented, collected, disbursed and recorded as outlined under the policies for Team Financial Accounts.
- c. Any refunds to parents or players are not to exceed the amount of cash contributed to the team by the individual parent or player. In other words, there is to be absolutely no fundraising for individual gain.
- d. Excess fundraising is to be turned over to the Association at the end of the playing year. These funds may be designated for specific purposes.
- e. Fundraising and additional sponsorship from the team sponsor, other Association sponsors, and local businesses is not allowed unless the sponsor approaches the team. Interest in this type of sponsorship should be referred to the Communication Administrator.
- f. Sale or resale of Association scheduled ice is strictly prohibited.
- g. Teams are encouraged to fully utilize the fundraising opportunities which benefit the Association.
- h. Certain activities, such as raffles, 50/50, or events require approval and licensing by the Alberta Gaming and Liquor Commission. It is the responsibility of the individuals obtaining such approval to ensure that all requirements are met and the Association is not penalized. These activities require advance approval from the Treasurer or the Fundraising Director.
- i. Use of the name, logo or other property of the Association for fundraising purposes requires the prior approval of the Executive.
- j. These guidelines apply to groups of teams (e.g. tournament committees) and their constituents as well as individual teams and their members.
- k. Families wishing to purchase additional "TV Raffle Tickets" will receive a credit of 50% of the proceeds towards their next year's fees.

4. HOCKEY OPERATIONS

A. Divisional Organization (Categorization)

POLICY

The Association shall support a comprehensive program for all players resident within established boundaries, irrespective of talent or ability. Access to the program is via registration with the Association and is non-restrictive. Program organization is based on criteria, which supports recreational endeavor while pursuing excellence and personal development. Segregation of players in each age division is generally based on demonstrated skills in the sport of ice hockey.

RULES & GUIDELINES

i. The above categorization levels reflect CRMHA's view that all players registered in the Association play at the level consistent with their skills and abilities and that as players move from level to level the emphases is on developmental hockey. The difference between levels of hockey within a Division simply reflects varying abilities and skill level of groups of hockey players for that particular year, who are at various levels of development. It in no way reflects any negative connotation on any child's future ability, because as we all know each year is different and children grow and develop from year to year. For hockey to be fun and developmental all players need to play at the level consistent with their skills and abilities.

ii. Organization: the league is split into major divisions for the purpose of administration.

- Midget Division
- Bantam Division

- Pee Wee Division
- Atom Division
- Novice Division
- Initiation Division

iii Each division may be further split into subdivisions to support the objective of providing a competitive experience for players at a variety of skill and commitment levels.

iv Development: Player development will take place through the efforts of coaching, team play, and the Associations provision of outside programs.

B. Leagues

POLICY

Teams participate in leagues in which the teams are competitive. Historical precedence has established current participation levels, and shall be under annual review by the Executive Committee, and any change in league participation requires the endorsement of the Executive Committee.

RULES & GUIDELINES

i. Team Teiring

a. Teams will be required to participate in the League Tiering games to determine the best level at which the team can be competitive. Based on past performance of teams and players the League Director with the assistance of the Executive Committee will submit the level of each team to the league for the purpose of initial tiering placement. Tiering games will then determine the final placement of each team. If at the end of tiering the Head Coach feels the team has been inappropriately tiered, either lower or higher, the Director of Leagues will submit a letter to the League. The final decision of Team Tiering is made by the League.

b. Affiliations will be submitted to the league and will adhere to league rules and guidelines. Care will be take not to affiliate "impact players" from lower age groups.

ii. Team Fees

a Additional Team fees shall be set by the team Treasurer and agreed upon by all parents. Team fees should be provided by means of fundraising and should not create undue financial burden on families. No player shall feel they are being excluded from team events, apparel, or functions based on the inability to provide additional team funds unless they are unwilling to participate in fundraising activities. If players are not able to contribute to the team fees they should not be excluded form team functions or events, but if fundraising opportunities are available and parents do not take advantage of such opportunities then the team may enter events without that player.

iii. Team Roster/Player Participation

a. Rosters on teams from Initiation to Peewee shall follow the HA guidelines. Number of players on Bantam and Midget teams will be decided upon a year by year basis through discussions of the Executive Committee, It shall be noted that it may not be safe for Bantam and Midget teams not operate with less than 12 players and 1 goalie.

b. Player movement will be based on the rules set forth by HA.

c. Registration of players is the responsibility of the Registrar, and is controlled by the Registrar. All players must be registered with the Association before participating in any on-ice activity. All players or affiliate must be placed on an official roster before participating in League Play.

iv. Games - League/Exhibition/Tournament/Provincials

POLICY

All games shall follow the rules set forth by the governing body of that game. If Head Coaches or Managers are not clear on rules set forth by the governing body for their game it is their responsibility to contact a member of the Executive Committee or the HA website to ensure all rules are being followed. Disregard for these rules can result in disciplinary actions to both the Head Coach and the Association by HA.

RULES AND GUIDELINES

a. All games will end at the scheduled time regardless of the time started, unless rink attendants indicate otherwise. All games shall follow the time limits set forth by either the league or HA. It is strongly recommended that team officials document the "Game Run Time" on the top of the game sheet prior to the game sheet being signed by the

opposing team. As the "Game Run Time" is not approved by the officials it is left to be negotiated by the coach of each team and should be established prior to the start of the game.

b. Game Officials: Each home team will be responsible to supply a scorekeeper and time keeper for each home game. No person other than those invited by Game Officials working the game will be allowed in the Games Officials room at any time.

c. Player Boxes: Maximum five (5) team officials allowed in player's box at any time.

d. Precedence of all games will follow the rules and guidelines set forth by HA

e. No player shall participate in regular league games with other than his designated or affiliated team. If a goaltender is injured and no back up goal tender is available the guidelines of HA will be followed.

f. Any officials shall report all incidents that may result in disciplinary action to the President, as soon as reasonably possible after they occur. Head Coach failing to report promptly may be subject to suspension. Incident that may be reported and may warrant disciplinary action are as follows:

g. A player who receives a game misconduct, gross or match penalty

h. A team assessed two or more bench minors in one game

i. A Head Coach, or bench assistant who is ejected from a game

j. A team member or a team follower who repeatedly brings discredit to the team and the Association, through violent, abusive or gross behavior, on or off the ice.

k. Away Games

l. Players, team representatives and team followers are expected to conduct themselves in a fashion consistent with their status as ambassadors of the Association and the community. In order to enhance this image the following apply;

1. Team members shall dress smartly at all times
2. Behavior in billets or hotels shall be the team's responsibility
3. The use of tobacco, alcohol, or illegal substances by team members is not condoned and may be subject to disciplinary action
4. The consumption of alcohol on team buses by adult team followers is prohibited.
5. The team will be held accountable for any charges.
6. Team Standings and Awards. Coaches/Managers are encouraged to publish team standings in local press and on the CRMHA website.

v. Playoffs

Ice Time and Referee costs will be covered by the Association.

vi. Provincials

a. Registration of Players

b. All teams in CRMHA shall be registered on team sheets.

c. Head Coaches will be required to notify the President of intentions of Provincials participation prior to the date set forth by HA. All teams are encouraged to participate in Provincials

d. Ice time, Referees and Provincial fees for such participation shall be paid by CRMHA. All other expenses concerning Provincial play downs or final tournament shall be covered by the Team or Parents.

vii. Ice Allocation

POLICY

The CRMHA Ice Allocator shall assign all ice for the Association. Teams are granted 1 practice slot per week with an additional game slot on the weekend. It is recognized that once league play begins every second weekend the team

should have an away game scheduled reducing the need for the "Home" ice slot. It is expected that teams will return the ice to the Ice Allocator. The ice will either be returned to the AG or redistributed to other CRMHA hockey teams rescheduling Home games.

RULES AND GUIDELINES

a. The CRMHA Ice Allocator allocates ice to the teams as required by the external leagues to which they belong. The Ice Allocator then assigns practice ice to all teams. Practice ice slots are normally 45 min for Initiation, one hour, for Novice, one hour fifteen minutes for Atom and Pee Wee and Bantam and one hour thirty minutes for Midget. Teams from Novice to Midget will be allotted two practice slots and one game slot for each two weeks of the season hockey schedule. Additional ices will be given for playoffs and provincials as deemed necessary.

b. Ice is allocated to teams as fairly and equitably as possible on a basis of ice availability;

c. Ice Allocator may make direct contact with team officials with respect to ice schedules.

d. Managers are required to give a minimum of 7 days notice of non-used ice during regular season and 5 days notice during tiering, playoffs, or provincial play downs.

viii. Game Sheets

POLICY

Completion and submission of all game sheets shall follow the rules set forth by HA. Rules will be listed in the Managers hand book but should be validated by the HA rules at the beginning of each season.

ix Tournaments

POLICY

Teams shall only participate in a Hockey Alberta sanctioned tournaments. It should be acknowledged that the entry fee to a distant tournament represents a minimal cost to the overall event. Head Coaches and Managers will be sensitive to the financial burden away tournaments can place on players and their families and even though the tournament entry fee may be covered by fundraising all players may not be able to attend.

RULES AND GUIDELINES

a. Number of tournaments and location should be voted on at the parent meeting. Even though a majority vote will allow participation in a distant tournament all players may not be able to attend due to financial concerns.

b. The Association will support hosting a minimum of one tournament per year.

c. Divisions may, on approval of the President, and subject to ice availability as determined by Ice Allocator, organize other tournaments, above and beyond the regular season.

d. Requests for ice scheduling for tournaments shall be provided to the Ice Allocator at the time of final registration to ensure the ice can be blocked off.

e. Request for tournament sanctions must be submitted 4 weeks prior to tournament date. Allowing 10 days for approval. Amendments to sanctioned tournament must allow for a 10 day turnaround prior to tournament start for approval.

x. Travel Permits

POLICY

Travel permits shall be required by teams travelling to tournaments or exhibition games outside of Zone 3.

RULES & GUIDELINES

a. Travel permits must be acquired for all games as set out in HA minor regulations section 11 and 12

b. CRMHA teams must have a copy of their Travel Permit with team at the game or tournament and place the Travel Permit number on the /each game sheet. Permits are obtained from the Travel Permit Coordinator using procedures outlined in the Managers Hand Book.

- c. CRMHA Travel Permits will ONLY be available through the Travel Permit Coordinator.
- d. CRMHA President WILL NOT give out emergency Travel Permits.
- e. The Travel Permit Coordinator in cooperation with the Zone 3 Executive will be responsible for the administration of Travel Permits.
- f. Game sheets for exhibition games or tournament games MUST be forwarded to the Zone 3 Discipline Coordinator within twenty-four (24) hours of the completion of the exhibition game or tournament.
- g. Failure to comply with the Travel Permit regulations may result in a complete suspension of Travel Permits for the entire Association.
- h. CRMHA Teams are responsible to ensure that any exhibition or tournament games played outside of Zone 3 is accompanied with a Travel Permit.
- i. Teams MUST also ensure that their opponent has the appropriate Travel Permit if required and that they have place the Travel Permit number on the game sheet.
- j. If the Coach cannot confirm if his opponent has the appropriate documentation, THE GAME MUST NOT BE PLAYED.
- k. THERE ARE NO EXCEPTIONS to the Travel Permit Regulations.
CRMHA teams wishing to play Exhibition and Tournament games outside of Zone 3 must have an authorized Travel Permit before participating in these games. The process to request and secure a Travel Permit is as follows:

Standard Procedure –

- Complete all the information on the “Travel Permit Request Form” and submit the request to the Travel Permit Coordinator. Allow 5 days for response time. The form must include Team Level, Contact info, type of game, date of games, location, number of games,
- Travel Permit Coordinator to give copy of Travel Permit to Coach/Manger.
- Bring a copy to the game(s) for the Tournament Chairman/Coordinator or the Opposing Team Head Coach. You may wish to keep a copy for your file as well.
- See the Managers Hand Book for the current CRMHA Travel Permit Coordination contact information.
- Failure to abide by the above instructions and rules will result in the following penalties to be determined by HA

xi Team Officials and Positions

POLICY

Head Coach shall have the ultimate responsibility for all team operations.

a. Duties of the Head Coach

POLICY

Association Head Coaches, as chief team officials, shall be fully responsible for all activities of their team. Delegation of responsibilities to assist coaches, managers and parents is necessary, desirable and encouraged; however, ultimate responsibility for these activities rests with the Head Coach. Supervision over delegated responsibilities is a necessary function of the Head Coach.

RULES & GUIDELINES

1. Coaches and team management are expected to;
2. Be responsive to directives of Executive Committee and operate the team within established policy and guidelines.
3. Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop his potential.

4. Recognize their responsibilities as leaders, educators and role models for young players. Conduct towards players, parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse, or profanity is not condoned.
5. Be sensitive to parent concerns, and be prepared to respond cordially when warranted. Coaches reserve the right not to communicate with a parent regarding a player or parent concerns for a period of 24 hours after the event creating the concern.
6. Take attendance for Practices and Games, the Head Coach may delegate this task to another team official
7. Establish regular communication with parents on games, practices, schedules, fund raising, etc.
8. Recognize that while hockey may be the major winter activity of the player, it is not the only activity. In priority it comes after family and educational responsibilities, and reasonable accommodation to these other factors is expected.
9. Commit to the continued development of all players for the full season, once players are selected to a team.
10. Deal fairly with players at all times. Rewards or considerations to players or parents should be those reasonably available to all members of the team. Coaches should not accept gifts, favours or other considerations from players or parents or place themselves in a situation where their actions may be viewed as a conflict of interest.
11. Ensure proper supervision of the team, before, during, and after all games and practices and accept reasonable responsibility for the conduct, safety and well being of their players. Also ensure proper supervision and take responsibility of the team during all team functions whether they are at home or away.
12. Develop a set of rules for the team, which are clearly communicated and enforce equally on all players.
13. Have a development plan for the season.
14. Encourage and motivate their players towards enjoyment of the game, team concept and skill development.
15. Pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or Association.
16. Comply with normal administrative directives by holding a beginning of season parent meeting.
17. All coaches shall hold a Parent Meeting prior to November 15 of each season. Items to be covered should include but not be limited to:
 - a) Proposed Fundraising or team fees
 - b) Number of Tournaments the team would like to participate in and timing
 - c) Consult parents to determine hockey practices or games over the Christmas season.
 - b) Number of games and practices planned.
 - c) Relevant items of Association policy.
 - d) All activities above and beyond Association planned program, i.e. Exhibition games, tournaments, practices, etc. is a team decision.
 - e) All new HA rules created over the off season
18. Coaches are encouraged to foster an environment between parent, player and themselves that communicate continued development throughout the season.
19. All coaches are encouraged to have a practice plan prepared for their practices.
20. The coach is also to abide by the team rules that are agreed to with the team, which includes arrival times for games and practices.
21. The coach or designate is required to attend Executive Committee meetings. Failure to attend two meetings in a row may result in discipline consequences which could include suspension of coaching privileges.

22. Upon accepting a coaching position, the coach is provided with the policies listed above and understand his responsibilities.

23. The coach is responsible to ensure that the team manager and treasurer also know their responsibilities and CRMHA policies, rules and guideline.

b. Duties of Manager

POLICY

Association Team Managers shall be directly responsible to the Head Coach who shall be responsible for delegating specific duties.

RULES AND GUIDELINES

1. In general, team managers should assume responsibility for most of the off-ice organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development.

2. Team managers are expected to:

Be responsive to directives of the Executive Committee and operate the teams within established policy, guidelines and regulations.

- Ensure financial requirements of the Association are fulfilled.
- Assist the Head Coach in monitoring off-ice conduct by team members and team followers, to ensure that the team's role as community and Association ambassador is maintained
- Establish, maintain and enhance communication with other Association team managers at the appropriate level.
- Establish, maintain and enhance communication with League representatives and participants.
- For a list of specific duties please see the Managers Hand Book.

3. The CRMHA strongly recommends that managers should not be the spouse of the Head Coach.

4. The manger, upon accepting his or her position as team manager is provided with these policies, agrees to and understands them.

c. Duties of Treasures/Managing Team Financial Accounts

POLICY

Team financial accounts shall be a team activity and responsibility. CRMHA assumes no liability or responsibility in the management of team accounts. Team budgets shall be a team responsibility. The Association recognizes that local team officials, by whatever name: coach, assistant coach, manager, treasurers, etc., are placed in a position of trust with respect to the Association, parents and players. As such, individuals appointed to these positions shall accept the responsibility for operating within Association guidelines and the accounting of their actions and will ensure all parents are aware of the following rules and guidelines before team budgets are finalized. Coaches will ensure parents are encouraged to ask questions.

RULES AND GUIDELINES

1. The normal line of communication is through the team coach, who acts as the chief team official. Specific duties may be delegated by the coach to other team officials. However, the final responsibility for the team's financial affairs resides with the head coach.

2. One team official, other than the coach, will be designated for the collection, receipting and disbursement of team funds and the maintenance of appropriate records and accounts.

3. Prepare financial statements for team parents at a minimum of once per year, and are available at any time upon request.

4. Prepare financial statements for submission to CRMHA Executive Committee at the year end.

- Open a bank account at the appropriate Association sanctioned bank
- Provides, under their immediate supervision, any parent or team member to review the team's financial operation. Any parent or team member who requests to review the team's financial is to be provided, without questions, within three business days of making the request, full access to the team's financial records including original bank statements any records, original expense receipts and any other related financial items of the team's financial

operation so as to perform a full and complete audit of the team's accounts an financial operation.

5. Any person becoming aware of discrepancies in accounting or reporting is charged with the responsibility of reporting the facts of the case to the coach, or a member of Executive Committee immediately.

6. Coaches or Executive Committee members becoming aware of such a problem will immediately report the matter to the President.

7. The President upon receiving a report, shall initiate corrective action, in an attempt to solve the problem internally and with minimum embarrassment to the individual and team involved. Such action may include a range of activities as follows:

- Meetings with team officials and affected parties
- General meeting of team parents
- Meeting of the disciplinary committee
- Involvement of other Executive committee members
- Should the above informal activity not bring the problem to resolution, the matter will be reported to Executive Committee who may elect to take other action as deemed necessary.

8. The treasurer, upon accepting his/her position as team treasurer is provided with these policies, agrees to them and understands them.

d. Duties of Players

POLICY

Players shall recognize that coaches, managers and other team officials are placed in a position of "loco parentis" (acting as responsible and reasonable parent) by the Association. As such they are charged with controlling and directing player behavior both on and off the ice, at all hockey or team activities, while representing the Association. Players are therefore, subject to disciplinary action at the team, league or Association level, should they exhibit behavior that transgresses these guideline/expectations.

RULES & GUIDELINES

Players shall:

1. Comply and obey all reasonable direction of the coach, manager, and team officials, providing such direction does not transgress normal moral, ethical or religious standards;
2. Protest unreasonable direction in a respectful, courteous fashion.
3. Comply with all HC, HA, League, Association, and Team rules.
4. Demonstrate a positive attitude to the game, practice and learning in general.
5. Arrive for games, practice and other team functions at the time specified by the team.
6. Have all equipment maintained in good repair and ready for use prior to games and practice; returning team or Association property to appropriate officials in a condition similar to that when issued other than normal wear and tear.
7. Advise the appropriate team official if unable to attend a game or practice due to illness, injury or other commitment, well in advance of the activity.
8. Demonstrate respect for the game officials, team mates, opposing players and officials by refraining from profane, verbal, physical or other abuse (including physical gestures) at all times.
9. Maintain dressing rooms in a clean and orderly fashion. Vandalism of any sort is expressly prohibited.
10. Dress cleanly and smartly for all team activities, recognizing that teams may specify a dress code (Normally agreed at a team meeting, which does not place excessive financial burden on the player or parent).

11. Strictly refrain from the use of; or associating with those (excluding parent or guardian) who use; alcohol, tobacco, chewing tobacco or other banned or illegal substances, while participating in a team activity.

12. Recognize that they are subject to the authority of the team and the Association for the time spent in the arena before during and after any game or practice, and for the full extent of any road trip from the time the bus leaves - Riviere Qui Barre or Calahoo until its time of return Road trips are, therefore, a fully functioning team activity and behavior in hotels, restaurants and other arenas is to be consistent with these guideline/expectations.

e. Parent and Fan Responsibilities

POLICY

Parent and fan responsibilities shall be centered on commitment and support. Registering in CRMHA means not only a commitment to your child, but a commitment to the coaching staff and other players on a team that are counting on your child's commitment to that team.

RULES & GUIDELINES

1. Parents shall ensure their child attends all practices and games for the team unless family or educational responsibilities dictate that the player cannot attend. In which case, the appropriate team official would be notified in advance, as laid out in the team rules. It is difficult for a coach to develop a team when some players miss practice. Remember hockey is a TEAM sport; each player is a valuable member and contributes to the team and to the development and enjoyment of each other player on the team. The team comprises and operates as a total unit. The team relies on parent volunteer to assist the team throughout the season in role such as managers, assistant coaches, phoning and most importantly support at games. As total unit in this game is important; parent must do their part and be there.

2. THE ASSOCIATION WILL NOT TOLERATE LOUD, OSCENE, OBNOXIUS Coaches, Managers, Assistant, Players, Parents or Fans. Such individuals will be subject to discipline. (Refer to Shared respect policies)

3. Conduct of Fans and Team Followers: Parents or hockey fans who are abusive to referees, games officials, player, team officials or other fans will be dealt with in the following manner:

Any member of Executive Committee at the game taking place, upon properly identifying himself, will instruct the referee to stop the hockey game.

This person will then identify himself to the offending person or persons and inform them that the hockey game will not continue until the offending person or persons have left the arena.

In the event that the offending person or persons do not leave the arena within 10 minutes of the game being stopped, the team to which the offender(s) belongs will be declared the loser of the hockey game, regardless of the score at the time the game was stopped.

The incident shall be reported to the President who will call a meeting of the Disciplinary committee to decide if any further action is necessary.

xii. CRMHA Dress Code & Team Rules

PLAYERS ARE REPRESENTATIVES OF THEIR TEAM AND CR MINOR HOCKEY AT ALL TIMES AND ARE EXPECTED TO CONDUCT THEMSELVES IN AN EXEMPLARY MANNER BOTH ON AND OFF THE ICE. THE FOLLOWING RULES APPLY TO ALL TEAM ACTIVITIES INCLUDING TEAM FUNCTIONS. PLAYERS MAY BE SUSPENDED INDEFINITELY FOR VIOLATION OF THESE RULES.

a. All athletes bear the sole responsibility of ensuring that they comply with all rules, regulations, laws, policies and guidelines regarding the teams operations.

b. Alcohol, smoking, sunflower seeds and chewing tobacco, will not be tolerated under any circumstances. These rules apply to parents on busses during road trips.

c. Players will refrain from using profanity at all times.

d. Road trips are a team activity for the purpose of playing hockey. The focus is the game. Players on road trips will stay under the supervision of the team manager and the coaching staff and/or delegated parents. Players on road trips wanting to leave the motel or arena on their own or with relatives or friends will only be allowed to do so with the permission of the Team manager or a member of the coaching staff.

e. Curfews will be established by the coaching staff and must be strictly adhered to.

- f. All players are expected to be on time for all activities. Check regularly with a member of the team staff for any changes in schedules.
- g. Proper conduct is expected at all times. Treating other groups and opponent with respect and courtesy is a normal expectation.
- h. Dressing rooms will be left clean and tidy after every game. All players are expected to do their part in cleaning up the dressing room after the game.
- i. Fighting will not be tolerated off the ice. Anyone involved in fighting will be assessed a game misconduct penalty and may face additional discipline action.
- j. It is the sole responsibility of the players and parents to ensure they know, understand and obey all HC, HA, CRMHA AND LEAGUE rules, regulation, policies and guidelines.
We want to provide you with the opportunity to showcase your skills with and against the best hockey players in Alberta. We have established these rules for your benefit and to ensure your Team is the "Class" of the league.

xii EVALUATIONS POLICY

The association shall create teams based on a combination of outside evaluators as well as age level director's inputs on player selections supported by the inputs of past coaches and managers. Evaluations will be implemented without bias and with the best interest of the player in consideration. Notwithstanding the association maintains the right to release returning players who have shown a lack of commitment to the program via either attendance or lack of team respect. The association will endeavor to release players as early as possible to ensure the player may find a position at a neighboring association.

RULES & GUIDELINES

- a. Players who in previous seasons have shown significant lack of commitment, detailed by written attendance records, may be released at the discretion of the Executive Committee prior to Evaluations.
- b. The age of the player as of Jan 1 determines the category in which players can play.
- c. Initiation and Novice will be evaluated on skill based by either coaches, members of the Executive or appointed people with no direct involvement of any evaluated players.
- d. The evaluation committee will be comprised of an Evaluation director as well as a director appointed for each level from Initiation through Midget. A director should be a member but will not have any direct relative participating the subsequent level.
- e. Evaluations will be conducted over at least two ice sessions for Atom through Midget. The ice sessions will be divided between a skills portion and game portion. The goal of the evaluations is for the evaluators to see the players exhibiting skills in a drill situation as well as a game situation. Players will be given a score of 1-5 based on a set of drills. The level Director, with the assistance of past coaches, will endeavor to create equal teams for the purpose of evaluations
- f. The director of each age level will work with coaches to derive at least 4 plays to be evaluated. The Association will provide up to three ice slots to the division to practice the given plays. All players at each level will practice together until evaluations are conducted to ensure equal instruction is given to each child. The selected drills are to include expected skills for that age level. Drills should include but not be limited to:
- Forward and Backward Skating
 - Elements of proper Skating technique i.e. forward and backward cross overs
 - Stick handling, puck control, sending and receiving a pass
 - Shot accuracy Checking skills appropriate to the age level. (Body contact should be encouraged at the Bantam and Midget level)

For Game Evaluations preparation should include but not be limited to

- Intensity of play
- Positioning
- Breakout
- Forechecking and Back Checking

- Power Play and Penalty Kill
- Checking for the appropriate age levels

g. For the purpose of evaluations players will be given an arbitrary jersey number. Their number on the evaluation score card will remain anonymous to everyone except the Evaluation Director.

h. Players will participate in the evaluation process to the best of their ability with fair play and sportsmanship

i. Players ratings will be tallied and ranked based on the number of players in their division. The numbers to be placed on each team will be based on the decision of the Executive Committee prior to Evaluations.

xiv Assignment of Players to Teams

POLICY

In divisions Initiation and above, players are selected to Teams using the Evaluation Process. It is the responsibility of the Executive Committee and the Evaluation Committee to ensure that the Rules and Guidelines are adhered to.

RULES & GUIDELINES

a. Team selection will be based on player ranking by the evaluators as well as two supplementary player choices by the Age Level Director for all teams but the lowest level team. Age Level Directors will invite a maximum of two past coaches or managers to assist with the two supplementary choices to finalize the roster of each team. In addition to ranking, in deciding which players to release or team placement the following includes but is not limited to:

- Development of a player,
- players requesting releases in the past,
- disciplinary issues from previous years,
- input from previous years coaching staff,
- attitudes toward team mates, coaching staff, association members
- Attendance at practice and games
- Parent or Gaurdian involvement at the Association Level
- Parent of Guardian involvement at the Team Level
- Number of Years in the Association
- Potential Number of years remaining in the association.

b. Teams will be posted on the website within 72 hours of the completion of Evaluations. Players and parents will be provided a list of team mates and an interim Head Coach.

c. Players unable to attend Evaluations for medical reason supported by a Doctor's note, a death in the family, or extenuating circumstances deemed by the Evaluation Committee will be placed on a team based on the judgment of the Evaluation Committee. Players missing Evaluations for personal reasons will be placed on the lowest age group level and monitored by coaches to assess if upward player movement is required. Limited movement may occur if play is not possible prior to league rosters being set. Players joining the association as a new player or transferring from another association will be placed on the lowest age group level and assessed by coaches for upward movement. Limited movement may occur if play is not possible prior to league rosters being set.

d. Upon request parents will be able to review their child's ranking and individual scores compared to other players by their anonymous numbers. Parents will not be allowed to request other player's scores or ranking. All parent requests will submit questions or concerns to the Age Level Director notwithstanding the understanding that all rosters were finalized by the Evaluation Director. Should the parent not be satisfied with the resolution provided by either the Age Level Director or the Evaluation director they may submit their concerns in writing to the Executive Committee for review at the next scheduled Board Meeting.

e. Parents with multiple players in the same age group may elect to have both children play on the same team with the understanding that the higher level player will be placed with the lower ranked player team. The Evaluation Director will discuss the possible situation with the parent prior to the Evaluation Committee meeting.

xv Affiliation

POLICY

CRMHA shall establish affiliations annually as deemed necessary for hockey operations within Hockey Alberta and Hockey Canada regulations

RULES & GUIDELINES

- a. Affiliation is the process by which teams may pickup or have players from other teams play on their team.
- b. Only teams Novice and above may affiliate.
- c. All Affiliations will follow the rules and guidelines in section 8 of HA. The coach of the requesting team will contact the sending coach regarding any player movement. Should the sending team coach approve the parents will be contacted for the final consent of the player movement. The sending coach will be notified if the affiliated player will be attending the requesting team's game.
- d. The Executive Committee will establish affiliations annually. They will be mindful to not affiliate players that will be considered "Impact Players" by the League

xvi Player ReleasesPOLICY

Players may request a "Permission to Try Out Form" from CRMHA in effort to play Female Hockey, Peewee AA, Bantam AA, Midget AA Bantam AAA, Minor Midget (15's) or Midget AAA for another Association. If said player makes the other Association's Program, CRMHA will complete and forward the "Player Movement" forms in accordance with section 7 of HA rules and guidelines.

RULES & GUIDELINES

- a. Only female players, Peewee, Bantam, or Midget age players may apply for releases.
- b. Players requesting release will need to follow the guidelines set forth in section 7 of HA minor regulations.
- c. Should the player **not** make the designated team, they must immediately report back to CRMHA for re-assignment. Notwithstanding that if the age group is full at 17 skaters and 2 goalies the player will be granted a release to neighboring association to play for the remainder of the season.
- d. Players may request additional "Player Movement Forms" providing that they have met the Hockey Alberta conditions for Player Releases, under the Minor Hockey section 7.
- e. The "**Player Movement Form**" may only be signed by the CRMHA President or his/her delegate.
- f. Player Releases other than for Player Movement (i.e. player is moving outside of CRMHA boundaries) are to be requested by the player's new minor hockey Association along with a completed Hockey Alberta Parent Declaration form.
- g. Release forms must be signed by the President or acting designate and the Registrar.
- h. A player must sign only one (1) team sheet per season. Players signing without a release may be subjected to discipline by HA.

xvii. Players Ice TimePOLICY

Coaches shall within reason give equal playing time to all team members. There may be variations on the implementation of this in terms of discipline issues, suspensions and other matters.

RULES & GUIDELINES

- a. The intended goal of the association is to develop players, the competitiveness of the team shall be derived from the development of all players not the overutilization of more developed players. While participation on a team gives the player the right to equal ice time to any other team mate, player or parent attitude or behavior can negatively impact the amount of ice time a player receives.

xviii Coach SelectionPOLICY

- a. CRMHA shall use formal coach selection process should there be more than 1 coach wishing to be the Head Coach. Should there be multiple coaches vying for the Head coach position the following process will be vetted to determine who is awarded the position.

b. People wishing to Head Coach in CRMHA must submit a coaching application. The objective of the Head Coach selection process is to select the best possible Head Coach. The Executive Committee will review all applications and appoint a head coach for the year. One of the criteria for the coach's selection will include the parent and player evaluations from the previous years.

c. All team officials will be required to complete a criminal record check prior to assuming a team position. Completed forms are to be given to the President prior to on ice activities. These Criminal Checks will be retained on file and valid for a period of Three years. At the close of each season the check shall be reviewed and all officials needing renewal will be contacted by the Secretary.

xix. Coach Development

POLICY

CRMHA shall strive to develop coaches to HC coaching levels and shall cover the cost of registration at all coaching, training and coaching related clinics form CRMHA members.

5 RISK MANAGEMENT

POLICY

CRMHA shall adhere to the risk management policies outlined by Hockey Canada and the Alberta Hockey Association.

RULES & GUIDELINES

Risk Management in Alberta amateur hockey refers to Insurance, Safety, and Abuse Issues.

i. Insurance

a. Insurance is purchased by CRMHA through Hockey Alberta for the protection of coaches, assistant coaches, managers, and players on a team.

b. Only coaches, managers, and players registered on the HCR are allowed on the ice for practices and games. Under no circumstances will players not registered or affiliated be allowed to play any game sanctioned by HA.

c. Violation of this policy puts the coach, parents and players of the team and the Association at a high level of personal financial risk.

ii. Abuse

a. The Canadian Hockey Association has adopted a zero tolerance policy on abuse. CRMHA supports this policy.

b. The HC provides extensive definitions and examples of abuse and harassment which should be reviewed. It is mandatory that all parents or guardians gave completed the respect in sports offered by HA. All new parents or guardians must complete the Respect in Sports by November 1 of the of the current season. It is mandatory that all Team Officials complete the Coaches Respect in sport offered by HA by November 1 of the current season if they do not already hold a certificate. Further educational material may be found at; www.canadianhockey.ca and Hockey Alberta site; www.hockeyalberta.ca.

c. It is the policy of HC that any member who has reasonable grounds to believe abuse is occurring should report the abuse immediately to the local child protection agency and/or local police service. CRMHA and its members will follow this policy. The reporting member shall advise the CRMHA administrator if such reports occur.

iii. Injury Reports

POLICY

The INJURY REPORT FORM found on the HA website shall be used to report injury accidents.

RULES & GUIDELINES

a. All Persons registered in the HCR are insured under the HA program. For a detailed understanding of coverage provided by the Insurance Program please refer to the HA website under "Who is Eligible/What is Covered".

- b. Should a HCR registered person sustain an injury during an HA sanctioned event and the nature of the injury is covered under the Insurance Program the "Injury Reporting Form" will be used to report the injury. The Executive Committee shall be copied on all forms and correspondence related to the injury and the claim process.
- c. If assistance is needed in completing the forms please contact your team manager.

iv. Code of Conduct, Zero Tolerance Policy

POLICY

- a. Membership and participation in the Association's activities is a privilege not a right. Members, Players and participants are required to abide by the Bylaws, Rules and Policies of the Association, and their behavior is expected to mirror the spirit of the Bylaws, Rules and Policies and this Code.
- b. All members and participants of the Association shall respect other members, officials, parents, players, fans, team officials, volunteers, Executive Committee members, employees and property of the Association. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parents, players, fans, volunteers, Executive Committee members, employee or damage to the property of the Association or of another Association will not be tolerated.
- c. All members, fans and participants of the Association shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
- d. The Association will not tolerate loud, obscene, obnoxious Coaches, Managers, Assistants, Players, Parents, or Fans. Such individuals will be subject to disciplinary action as outlined in the disciplinary section of this handbook.
- e. Parents and fans are not permitted in the dressing rooms except as expressly permitted by the respective Head Coach to assist their child in changing before or after a game.
- f. In no circumstances is a parent or fan to enter the opposing team's dressing room.
- g. Coaches and other team officials, players, parents and fans are not permitted in the official's dressing room, nor are they permitted to confront game officials about the game.
- h. Under no circumstance shall a Team Official, Parent, or Guardian, be alone with a single player, unless that player is their own child, in a HA sanctioned facility.

v. Incident Reports

POLICY

All incidents shall be reported through the Head Coach who in turn will report to the Disciplinary Committee. Should the incident pertain to the head coach the Manager will then report the incident to the Disciplinary Committee

RULES & GUIDELINES

All incidents should be reported in writing with details surrounding the event. For the best possible investigation to be conducted the incident should be submitted to the Disciplinary Committee within 72 hours of the occurrence.

vi. Officiating Incident Reporting

POLICY

A team may report on incidents or games where officiating is deemed to be less than satisfactory and shall receive a response to the report.

RULES & GUIDELINES

- a. Complaints or incident reports about referees must be made in writing by team management to the President. If it is felt by the President that a complaint is warranted, it will be passed on to the Referee-in-Chief.
- b. Reporting process:
- i. Team members and team representatives SHALL NOT speak to the officials about officiating concerns during or after the game, now contact the Referee-in-Chief or assignor.

- ii. The complaint shall be provided in writing to the President signed by the Head Coach within 48 hours. The incident reporting form may be used for this purpose.
- iii. The complainant shall include specific details of teams playing, game date, time, interpretations or conduct incidents giving rise to the complaint.
- iv. Upon receipt of the complaint the President shall forth with bring the matter to the attention of the Referee-in-Chief.
- v. The Referee-in-Chief will investigate complaints and incident reports received about referees and respond to the complaint.

vii. Issues, Concerns and Grievances

POLICY

All issues, concerns and grievances must be dealt with in a spirit of shared mutual respect.

a. General Issues, Concerns and Grievances

1. Unless otherwise specified, the procedure for resolving Issues, Concerns and Grievances in CRMHA is to take the Issue, Concern and Grievance through the following levels in order:

- Manager
- Head Coach
- President
- Discipline Committee

2. CRMHA will not entertain lawyers present at Executive meetings, with the exception of a lawyer representing CRMHA.

b. Team Issues, Concerns and Grievances

1. At the first parent's meeting for the team each Head Coach will outline their manner of dealing with parent's Issues, Concerns and Grievances. If there is a Team Issue, Concern or Grievance, the matter should first be addressed by the Parent Liaison who will in turn discuss the matter with the Head Coach. Parents will follow the 24 hour rule when discussing concerns with the Parent Liaison

2. The Head Coach exercises a high level of integrity and confidentiality in dealing with Issues, Concerns and Grievances. They want to do the best job they can for the child, parent and team. Raising an Issue, Concern or Grievance cannot be held against your child. The coach and team management need to know about the Issues, Concerns or Grievances so they can be dealt with effectively and in a timely manner.

viii. Discipline

POLICY

All members, players, participants and fans are expected to abide by CRMHA's code of Conduct. Violation of the Code of Conduct may result in disciplinary action being taken.

The Association expects members to exhibit qualities of leadership, which promotes in player's sportsmanship and decorum, consistent with acceptable levels of propriety towards opponents, game officials and spectators.

ix. Standards of Behavior/Discipline Issued

As such, standards of behavior should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, that behavior may breach acceptable standards and disciplinary action may be required. Such discipline may be applied to any member of the Association including Executive, Team Officials (Coaches, Assistants, Trainers, Managers etc.) Players, Parents and Spectators and may take the form of, but are not limited to:

- a verbal reprimand
- a written reprimand
- a demand for an apology, either written or verbal, to any affected party
- a suspension from participation in or at Association activities
- a recommendation for an expulsion from the Association
- a combination of two or more of the above

ix. Complaint Procedure

- a. A complaint may be raised by any member of the Association, by members of another Association (through their Association's executive), by league officials or by members of the Association's Executive acting in response to a report from game officials or by any other party.
- b. A Complaint must be in writing, must identify the Discipline Issue by providing a summary of the incident and must identify the Complainant.
- c. Complaints or other Discipline Issues forwarded in writing to the Executive Committee will be separated into one of the two categories:
- d. If the issue requires assessment of discipline for conduct matters, the item is turned over to the Discipline Committee.
- e. If the issue is policy or program related, it will be turned over to the Executive Committee.
- f. Examples of incidents which may warrant disciplinary action are as follows:
 - Profanity by any member of the Association.
 - A player or team official who receives a game misconduct, grow or match penalty.
 - A team assessed two or more bench minors in one game.
 - A coach, who in the opinion of the Executive Committee, is being assessed too many penalties of a serious nature.
 - Any member of the Association who repeatedly brings discredit to the team and the Association, through violent, abusive or gross behavior, on or off the ice.
 - Use of alcohol, or other illegal substances, while representing the Association, through participation in a team activity.
 - Any other inappropriate incident.

x. Complaints Involving a Breach of the Code of Conduct

- a. The By-laws of the Association stipulate that issues involving a breach of any conduct matter by any member of the Association shall be directed to the Discipline Committee
- b. The President, on receipt of a written complaint, shall forward such a complaint or report to the Disciplinary Committee.
- c. The Disciplinary Committee shall review the complaint of report and determine if a hearing is required and shall set a date for such hearing.
- d. Informal Process, If the members of the Discipline Committee believe that the matter can be dealt with on an informal basis without the necessity of hearing, such a committee may investigate the complaint, accept submission in writing or verbal submissions from the Complainant, person being investigated, and such other persons as may be required to ensure a fair and reasonable decision is rendered. The Discipline Committee shall provide a written notice of its decision to the Complainant and party being investigated. Should either the Complainant or part being investigated feel that the informal process has not satisfactorily resolved the issue, either may request in writing, that the Discipline Committee undertake a formal hearing.
- e. Formal Hearing - The Discipline Committee shall establish a date and time for the formal hearing.
- f. At least 5 days prior to the hearing, both the Complainant and the Respondent (accused party) shall be issued a Notice of Discipline Hearing which shall set out the date, location and time of the hearing, the nature of the charge of misconduct and any information to be provided to the Discipline Committee prior to the hearing.
- g. The Respondent and the Complainant shall provide the requested information prior to the hearing.
- h. At least 2 days prior to the hearing the Respondent and the Complainant shall provide the Discipline Committee with a list of the witnesses they intend to request appear at the hearing.
- i. The Discipline Committee shall also request the attendance by any other party whom the Committee believes should appear by delivering to each such witness a "Notice of Discipline Hearing" which shall set out the date, location and time of the hearing, the nature of the charge of misconduct and any information to be provided by the witness to the Discipline Committee prior to the hearing.

j. If either the Complainant or the Respondent shall fail to appear at the Hearing, the Hearing shall be conducted with the available witnesses and information available to the Discipline Committee.

xi. Conduct of the Hearing:

a. Prior to the hearing, any member of the Discipline Committee who is in or could be perceived to be in, a conflict of interest shall declare such conflict and leave the Hearing.

b. The President of the Discipline Committee shall chair the Hearing and be responsible for the orderly conduct of the Hearing. If the President is not available, the remaining members of the Discipline Committee shall appoint a President for the hearing who shall be responsible for the orderly conduct of the hearing.

c. Prior to the commencement of the hearing, the President may either provide each witness with an information sheet on the hearing process of, alternatively, may hold a briefing session immediately prior to the commencement of the hearing to ensure all parties understand the hearing process.

d. The witnesses will not be sworn nor will there be a transcript taken of the proceedings. Neither the Respondent nor the Complainant may make a tape recording of the proceedings.

e. The Respondent and the Complainant must appear in person and may not be represented at the hearing by another individual. The only exception to this rule is that minors must be accompanied by a parent or guardian.

f. The Discipline Committee comprises volunteers who are not versed in the application of law. Accordingly, neither the Respondent nor the Complainant may have legal counsel representing them at the hearing.

g. The Complainant and the Complainant's witnesses shall appear before the Discipline Committee first. Each witness will appear individually and will not be present in the hearing room during the presentation by other witnesses. The Respondent shall be present during these presentations and shall have the right to ask questions of each witness through the Committee President.

h. The Committee President may determine if a question asked by the Respondent is irrelevant to the investigation. The President may then instruct the witness not to reply to the question and inform the Respondent of the reason why the question is not relevant. The question will be documented and remain part of the file for future reference.

i. The Respondent will then be asked to present their version of the events, which led to the complaint, and to respond to the information provided by the complainant and their witnesses.

j. The Discipline Committee shall, with all dispatch, render a decision, and communicate that decision to both the Complainant and the Respondent. Such communication may be verbal, at the outset, but shall be confirmed in writing.

k. The Discipline Committee shall maintain a file on each matter referred to it, comprising the original complaint or report, copies of all "Notices of Discipline Hearing", copies of the witness lists, the notes made by each member of the Discipline Committee during the hearing, and a copy of the written decision of the Committee. The Discipline Committee maintains such files in a locked filing cabinet accessible solely by the Discipline Committee.

l. The Discipline Committee President shall provide a written report of the outcome of the hearing to the Vice-president.

xii. Complaints Against GAME OFFICIALS

a. The Association does not have the authority to conduct hearings into the conduct of game officials acting in their capacity as such. Rather, Hockey Alberta governs the referees and other officials.

b. Written complaints about game officials must be reported in writing, setting out the particulars of the incident and must be signed by the individual making the complaint, to the Referee-in-Chief through the CRMHA

c. If the complainant is not satisfied by the decision of the Referee-in-Chief of CRMHA, the decision can be appealed to the North Zone Director of Referees for Hockey Alberta.

xiii. The Appeal Process

a. Right to Appeal:

b. Should either the Complainant or Respondent feel that a decision of the Discipline Committee, has not satisfactorily resolved the issue, the decision of the Discipline Committee may be appealed to the Appeal Committee by filing written application to appeal, within three (3) days of the verbal rendering of the decision of the Discipline Committee.

c. The Appeals Committee shall convene a meeting to hear the appeal within a reasonable period of time.

d. The Appeals Committee shall determine whether the appeal shall be in the form of a new hearing or whether it can be dealt with based upon the written material and summaries before the Discipline Committee. The Appeals Committee may request further written material from the Complainant and/or Respondent or their witnesses. The Appeals Committee may also undertake the appeal hearing in the form of a new hearing wherein the Appeals Committee shall allow adequate time for each of the Complainant and Respondent to state their case as to why the appeal should be allowed or dismissed, or some variation of the decision of the Discipline Committee should be undertaken.

e. The Appeals Committee may dismiss the appeal, grant the appeal, or vary the decision of the Discipline Committee to lessen or increase the discipline imposed to ensure that such discipline is fair and reasonable in all of the circumstances.

f. The decision of Appeals Committee shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta, the Canadian Hockey Association or legislation.

g. Any member who feels that the discipline levied by the Appeals Committee is excessive may appeal to Hockey Alberta in accordance with the regulations and policies in place by Hockey Alberta in respect to the filing of appeals.

h. Appeal Committee will formed by three (3) members of the Association separate from the Discipline Committee.