



**Central Alberta Hockey League**  
**Supplemental U9**  
**Game Regulations**

July 25, 2020 draft version 1

# TABLE OF CONTENTS

<b>1.</b>	<b>REGISTRATION COMMITMENTS</b> .....	<b>3</b>
<b>2.</b>	<b>CLASSIFICATION OF TEAMS</b> .....	<b>4</b>
<b>3.</b>	<b>TIER ALIGNMENT and REQUESTS</b> .....	<b>5</b>
<b>4.</b>	<b>OFFICIALS</b> .....	<b>5</b>
<b>5.</b>	<b>LEAGUE GAMES</b> .....	<b>8</b>
<b>6.</b>	<b>GAMESHEETS</b> .....	<b>9</b>
<b>7.</b>	<b>LEAGUE PARTICIPANT CODE OF CONDUCT</b> .....	<b>10</b>
<b>8.</b>	<b>LEAGUE RULES AND PROCEDURES</b> .....	<b>10</b>
a)	GENERAL.....	10
b)	COMMITMENTS .....	11
c)	CONTROL OF TEAMS AND THEIR MEMBERS.....	11
d)	FAN CONTROL .....	11
e)	SHAKING HANDS .....	11
f)	OVER-AGE PLAYERS.....	11
g)	NON-SHOW TEAMS / FAILURE TO PLAY A SCHEDULED GAME .....	12
(h)	POSTPONED GAMES .....	12
(i)	TEAM COLORS .....	13
(j)	ACCESS TO ON-ICE OFFICIALS ROOM.....	13
<b>9.</b>	<b>LEAGUE COMPLAINTS PROCESS</b> .....	<b>14</b>
<b>10.</b>	<b>Document History</b> .....	<b>17</b>

## Special Notes:

- CAHL Game Regulations sections will also apply to this division
- All Hockey Alberta Intro to Hockey non-negotiables must be followed.  
<https://www.hockeyalberta.ca/players/intro-hockey/>
- Maximum ice surface area for U9 games is 8,500 sq. ft. (100' x 85')
- No standings or stats kept.
- No scores is to be kept.
- All non-CAHL scheduled games, Jamboree, tournaments and exhibition games outside of league play will require a Game Sanction and Travel Permit from Hockey Alberta.

## 1. REGISTRATION COMMITMENTS

- (a) This will follow the requirements stated in the CAHL Game Regulations section 1. Each team may register the number of players as set out by Hockey Alberta.

Hockey Alberta recommends that teams are comprised of 9 to 13 players. Consideration must be given to size your team roster to be close to your opponents to allow for both sides of the ice to be utilized. The CAHL will Schedule multiple teams to one ;location to match up teams sizes if necessary.

- (b) Affiliated players must be participating in the CAHL. No affiliation is allowed with teams or players who are not playing in the CAHL without special permission from the CAHL President and then reported to the U9 Vice president prior to them playing. The appropriate forms and approvals must be completed before the players are approved to play in the CAHL.

It should be noted that Hockey Alberta has specific rules which apply to U9 affiliation and number of games played which must also be followed.

### (c) GAME ICE SUBMISSION REQUIREMENTS

- (a) All member Local Minor Hockey Associations must provide a minimum of 12 ice times for the season per team declaration on the provided league form. Preference would be 4 to 6 games between November 1st and December 15<sup>th</sup> and an additional 6 to 8 games between January 5<sup>th</sup> and March 15<sup>th</sup> each season.
- (b) The submitted ice times must be a minimum of 1-hour duration and setup and tear down time cannot be included in the 1 hour of game time.
- (c) Associations must not submit ice times on dates that their associations are hosting tournaments as this is not usable ice for scheduling purposes or at any time the team is unavailable due to tournaments or jamborees.
- (d) Ice submitted for the November and February Long Weekends will not be accepted, those are blackout weekends where no games will be scheduled.

### (d) ROSTER SUBMISSION REQUIREMENTS

- (a) All member Local Minor Hockey Associations must submit on league provided form the following information for each team declared by the posted League start date.
- All associations must submit Hockey Canada Team Rosters to League Administrator by declared season start date. LMHA Registrars are expected to verify information in system once League Administrator has imported. Failure to do so could result in team suspension from league. Any changes to roster throughout season must be submitted to League Administrator to update in system. At all times rosters in CAHL system should match Hockey Canada Roster. Failure to notify CAHL League Administrator of roster changes immediately, and before player/coaching staff appears in a game, may result in a fifty dollar (\$50.00) per roster change.
  - All teams are required to have an HCR, however, U9 division associations will be allowed to register all players of that age division to one team on the HCR as this will allow them to move players around for games, tournaments, jamborees, or to allow better competition between players. The CAHL will also accept a team rosters created from the HCR roster if the Association wishes for individual teams.
  - Players and Team Management contact information
  - Players and Team Management assigned to teams. Coaches must be assigned to teams as per the Hockey Canada Guidelines. Each 10 players in the Intro to Hockey Program must have 1 Coach certified by Hockey Alberta and 1 team safety person certified by the Hockey Canada Safety program. Additionally, all Team Leaders must have Respect in Sport Leader certification

- ❑ Affiliate Players assigned to teams by the league declared season start date (An extension may be requested to the President for permission to declare affiliate players late, if granted the minor hockey association may be responsible for any costs associated with the manual data entry.)
- ❑ All players Hockey Canada Registry Numbers, home and away jersey numbers must be submitted

Failure to meet these dates as specified in the Table of Deadlines of the current year, will result in a Two Hundred Dollar (\$200.00) fine and any association later than a week may result in the Local Minor Hockey Association being suspended for the current season.

## 2. CLASSIFICATION OF TEAMS

- (a) In an effort to maximize like team placement each member will declare their teams into set skill level sets. The sets or groupings will be designated as either group letters or numbered tiers (example NG1 or NGA). Where skill level or geography or both will be considered.
  - "A" will be Tier 1 or 2 like skill level players
  - "B" will be Tier 2, 3 or 4 like skill level players
  - "C" will be Tier 5 or 6 like skill level players
- (b) The CAHL Executive reserves the right to increase or decrease the number of tiers or splits to more geographic separations that will allow for competitive balance and then geographic benefit for the teams.
- (c) For the purpose of proper team declaration and tiering of teams in the League:
  - i) Member Associations must submit prior to the first CAHL meeting in September, an initial team summary with the approximate number of teams they will have in each age category.
  - ii) A maximum of four (4) Tiers shall be established for the U9 Age Category of Hockey in the CAHL. This shall be comprised of Tier designations of numbers 1 to 4 as needed. Additional numbers and/or Letters, Colours or geographic labels may be used to separate or to split tiers as approved by the Governor in Chief and President.
  - iii) As identified, the three skill groups will play the levels immediately above or below them to allow for a variety teams and skill levels to be experienced by the teams and to reduce the travel distances needed to provide an adequate number of games.

NOTE: If a segregated tier is identified for competitive reasons (Pure "A" or Tier 1) they will not play adjacent level teams and only ones in their tier group.
- (d) Each Member Association must declare their team placements in the League prior to the deadline before the October CAHL Directors Meeting.
- (e) Goaltenders
  - Goaltenders are not designated at the Novice Division. Teams may have players that prefer to play this position; however, it would be recommended to rotate this position amongst all those players that are interested.
  - Full goalie gear is mandatory.

### 3. TIER ALIGNMENT and REQUESTS

- (a) Realignment will only take place after the assigned breaks as directed by the BOARD of the CAHL.
- (b) If a team refuses to play any games assigned, then that association may be fined \$100.00 and the team may be suspended from the CAHL play for a specified duration, unless the Governor-In-Chief and/or the President approve that the scheduled tiering game does not have to be played.
- (c) There will be an unbalanced schedule for the season with each team in a division will not play equal amount of games against each other.

This will need to be coordinated with available ice to allow for travel reductions of 1 hour and 20 minutes. This will not apply to the Tier 1 like skilled groups of teams as assigned by the CAHL President.

It may be necessary for TBA (to be announced) games to be scheduled if reasonable options are not present at the time of schedule creation. Under those circumstances the home team will be selected and they are responsible for securing and providing ice for this TBA game(s) with their guest.

Each CAHL Director may submit to the CAHL requests for each of their teams to have one or two weekends off to attend tournaments during the CAHL regular season. These requests must be submitted to the CAHL Executive no later than November 1<sup>st</sup> of the current season. If desired, a single day community event may be requested to be scheduled.

### 4. OFFICIALS

- (a) A one (1) or two (2) man system of game officials will be used as assigned by Hockey Alberta.
- (b) The referees for the U9 category must hold a Level 1 or higher card (see 4(g)).
- (c) The local association is responsible for all officials for all CAHL games.
- (d) The President may choose to assign all or some of the officials for any games if issues have been encountered previously in any game.
- (e) In the event that a Referee(s) are not available to officiate a game, the following process will be used and the game will continue. Both coaches must agree on the Referee(s) to be used. Should the coaches be unable to come to an agreement, then the assigned Captains will officiate this game in question and the game will continue as scheduled.

This will be documented by the Team Head Coaches sign off the front of the game sheet before the game starts agreeing to this arrangement.

Should the Coach of a team refuse this alternative arrangement and sign off, they must provide the Vice President of the Division with details of why they are refusing, however the game is still directed to continue following the above recommendation.

All Instances of these events will be forwarded to the Division Vice President to review with the President of the League.

NOTE: Penalties may be assessed against the offending Member Association and the Guests at the discretion of the Executive and/or Board for failing to comply with this policy.

- (f) Complaints against officials must be made in writing and sent to the CAHL Vice-President. All complaints must come from the Associations Director.
- (g) Any complaint against an official will be forwarded to the chairman of the appropriate Referee Association for action.
- (h) Any major penalties assessed in a game will have an official game report completed and forwarded to the tier Governor.

(i) PENALTIES / SUSPENSIONS / OFFICIALS

- Minor penalties will result in a missed shift for the offending player, but it will remain 4 on 4 play. This means that should a player receive a penalty; the player will have to sit out their next scheduled shift of play. It is a coach's role to provide instant feedback to the player so they know what they did wrong and what can be done to prevent the penalty in the future.
- Should an infraction occur that would normally require a player to be ejected from the game (game misconduct, Match penalty, or a gross misconduct), the offending player will be removed for the remainder of the game. Officials will be required to fill out proper documentation about the incident. The paperwork will then be forward to the Appropriate League Official(s).
- Penalties shall be called in accordance with the Hockey Canada Officiating Standard of Play, with the understanding that the officials are within a learning environment.
- Should there be a penalty, Officials will raise their arm and only blow the whistle when the offending team touches the puck. The official will blow the whistle and make the signal of the penalty. The offending player will miss their next shift for a minor infraction. The non-offending team will get possession of the puck and the offending team will give 3 metres from the puck.
- One (1) official per half ice game.
- Officials Report is required for major penalties. See following page
- Officials must wear the minimum of an officiating jersey with Hockey Alberta crest, black pants and a black CSA approved helmet with a CSA approved half visor.
- Should there be an on-ice shadow/mentor official on the ice, they are only mandated to wear a black CSA approved helmet with recommendation of a track suit as well.

Please note:

- Incidental contact may happen, but body checking is not permitted
- There is no center ice (red line), therefore no icing
- There are no blue lines in play, therefore there are no off-sides.



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# CENTRAL ALBERTA HOCKEY LEAGUE OFFICIALS INCIDENT REPORT (Please Print Legible)

Home Team \_\_\_\_\_ Visiting Team \_\_\_\_\_

Game Played At \_\_\_\_\_ Date \_\_\_\_\_

Time \_\_\_\_\_ Category \_\_\_\_\_ Level \_\_\_\_\_

Game Type: (Circle one)    League    Playoff    Exhibition    Tournament

Referee \_\_\_\_\_ Number \_\_\_\_\_

Linesmen \_\_\_\_\_ Number \_\_\_\_\_

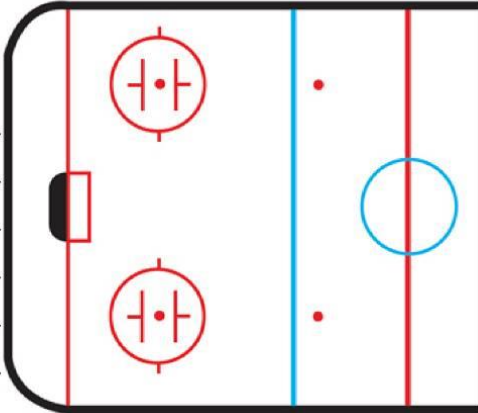
Linesmen \_\_\_\_\_ Number \_\_\_\_\_

Player \_\_\_\_\_ Number \_\_\_\_\_ Team \_\_\_\_\_

Time of Incident \_\_\_\_\_ Period \_\_\_\_\_ Rule (s) \_\_\_\_\_

Incident Description \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_

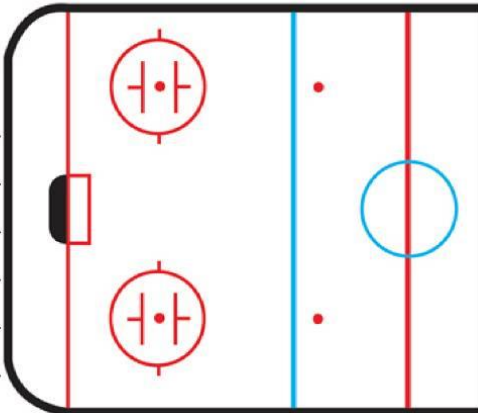


Player \_\_\_\_\_ Number \_\_\_\_\_ Team \_\_\_\_\_

Time of Incident \_\_\_\_\_ Period \_\_\_\_\_ Rule (s) \_\_\_\_\_

Incident Description \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_



**THIS SECTION TO BE COMPLETED BY VP/GOVERNOR**

Game Suspensions	
Coach Player (Including No.)	No. of Games
_____	_____
_____	_____
_____	_____

WHITE - Home Team. To be sent to Governor within 24 hours. YELLOW - Home Team PINK - Visiting Team Orange - Referee Copy

## 5. LEAGUE GAMES

- (a) Each Minor Hockey Association shall provide at least a minimum of 1 - hour duration and setup and tear down time cannot be included in the 1 hour of warm up / game time.
- (b) For any CAHL Game postponement, game schedule change or to schedule an assigned TBA or playoff game, the Team Coaches or Managers for the two affected teams must complete the approved CAHL Game Change Form.

When requesting a postponement of any CAHL Game, the Team's Manager will complete the CAHL game change form and forward it with the reasons for the request to the assigned Governor and the opposing Team's Manager. CAHL Regulations must be followed for all league game postponements.

When making changes to a scheduled game, to schedule a CAHL assigned TBA or an assigned Playoff Game, the Home Team Manager will offer the opposing team a potential game choice to agree to. It is expected that if the opposing team does not have a scheduled League game that day and times of the games are within the CAHL regulations that the game choice will be selected. The only exception would be if the team has already submitted a tournament request for during the regular season.

If a Team refuses to agree to the choice provided, the Tier Lead Governor, the Governor in Chief and the CAHL Division Vice President will review the game change submission and either request an additional game slot be offered or assign the game to the original one of the available game slots. If for the second game choice the team does not have a scheduled League game that day and times of the games are within the CAHL regulations that the game choice will be selected. If not the CAHL Vice President shall assign one of the game choices for the game to be played that meet all CAHL Regulations.



### Central Alberta Hockey League

#### Game Change, Postponement or Reschedule Form

Use this form when requesting a game postponement, rescheduling a game or to set the date for a TBA game.

Division: \_\_\_\_\_ Tier \_\_\_\_\_

**Manager or Coach Making Request**  
 Name: \_\_\_\_\_ Team: \_\_\_\_\_

**Original Scheduled Game**  Check if this is a TBA Replacement Game  
 Home Team: \_\_\_\_\_ Game # \_\_\_\_\_  
 Visiting Team: \_\_\_\_\_ Date: \_\_\_\_\_  
 Location: \_\_\_\_\_ Time: \_\_\_\_\_

Check if this is a Postponement Request and reasons for your request below.  
 Check if this request is allowed under CAHL Game Regulations 9 (m)

---

**Replacement Game Slots (2) offered to team - unless teams agree on the first offered game**

Date: _____	Date: _____
Time: _____	Time: _____
Location: _____	Location: _____

**New Scheduled Game**

Home Team: _____	Game # _____
Visiting Team: _____	Date: _____
Location: _____	Time: _____

Comments: \_\_\_\_\_

---

**Both teams agree with the change as stated above.**

Home Team Manager		Visiting Team Manager	
Name: _____	Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____	Date: _____

Governor has approved the change.    Yes    No    If not approved, please state reason.

Name: _____	_____
Signature: _____	_____
Date: _____	_____

Faxing or emailing from party to party is acceptable.





## 7. LEAGUE PARTICIPANT CODE OF CONDUCT

All CAHL participants must conduct themselves in a manner that promotes acceptable conduct and will promote conduct that highlights the importance of:

- Respect for participants in Hockey
- Respect for the game of Hockey
- Development of ethical conduct towards others
- Notions of justice, fairness, equity
- Protection from harm
- Caring attitudes
- Freedom to enjoy,
- Opportunities to develop and flourish

A participant is defined as (but not limited to) a player, coach, Game Official, Spectator or League Volunteer. It is mandatory that every participant abides by these principles.

The CAHL Executive Committee will review all reported or submitted complaints of behaviour that is offensive in nature, to be a violation of this policy, not just as defined and listed below. Other actions that would be considered unacceptable under this policy that are any attempts intended to embarrass, slander, bully, harass, or which have the effect of creating a negative, hostile or uncomfortable environment at any CAHL sanctioned event. Some of these are:

- Attempts of retaliation, threats or intimidation before, during or after any CAHL sanctioned event
- Complaints to public venues or on the social media venues regarding issues being experienced in interactions with the League or Hockey Alberta
- Press releases or public statements to the media regarding issues being experienced in interactions with the League or Hockey Alberta
- Campaigning or protesting in any form before, during or after any CAHL Sanctioned Game
- Any attempts to create an environment before, during or after any CAHL Sanctioned Game that would incite any negative or hostile response, create uncomfortable atmospheres or distractions for any CAHL Participant

At any time, any participant may document these types of incidents and request that their Association Leadership or their CAHL Director submit the complaint as per the formal CAHL Complaint Process.

Please see the League Code of Conduct Policy and Complaints Regulations for additional details.

## 8. LEAGUE RULES AND PROCEDURES

### a) GENERAL

1. If any team or their fans harass another team or willfully damage another team's property, the Member Association and any of its offending teams may be subject to suspension from participating in this League and forfeiture of their bond at the discretion of the Board. The President shall handle this suspension.
2. In the event of a dispute between hockey teams or associations regarding damage to property the following procedure shall be used:
3. The President shall appoint a committee of three (3) Directors from neutral Member Associations and the President shall head the committee.
4. This committee shall investigate the damage.
5. If a team is found guilty of damages to someone else's property the CAHL shall pay damages to a maximum of Five Hundred Dollars (\$500.00). The offending Member Association and/ or its team shall be responsible for paying the remainder of the damages. The CAHL must be reimbursed before any of offending Member Association's teams are allowed to continue play in the CAHL.

b) COMMITMENTS

A team failing to full fill league or playoff commitments may be suspended from the league for the remaining portion of the hockey season. This circumstance will be confirmed by the Tier Governor, Division Lead Governor and Governor in Chief. Once confirmed it will be reported to the responsible Division Vice President and the CAHL President for final consideration of the penalty.

In addition the Member Minor Hockey Association may be subject to possible suspension and or fines as approved and directed by the League President. These fines could be up to a maximum of Two Thousand Dollars (\$2000.00).

c) CONTROL OF TEAMS AND THEIR MEMBERS

The Head Coach is responsible for the control and behavior of their team and will be held responsible for the actions of any team member.

d) FAN CONTROL

1. Fan control is the responsibility of the home team, preferably the manager, who shall ask arena management to remove unruly fans, or fans that are harassing players and/ or officials, from the arena.
2. In excessive cases of fan behavior, regardless of an arena ejection, member associations can submit details of the incident to the league governor. The league governor will then pass it on with his/her recommendation to the CAHL President for consideration. The incident must be documented, with the necessary facts for a fair decision.
3. The CAHL President will decide if a suspension of this individual's right to attend CAHL league games will be issued. Decisions would normally parallel the AAHL and CAHL suspension guidelines for similar offences committed by a player or a coach. Once a ruling has been made it is up to the offending member association to help insure that the individual serves this suspension. Should the individual not abide by the ruling, players, teams and/or member associations could be suspended from league play.

e) SHAKING HANDS

Teams will shake hands following the game at the discretion of the official, shaking of hands at all age categories is encouraged. In order to reduce the possibility of germ transfer and the risk of players being injured, the players may keep their gloves on and simply bump gloves in lieu of shaking hands. Discipline issues occurring during handshaking will be dealt with on a case-by-case basis. Possible guidelines for suspension due to hand shaking and post game incidents may be mandatory one game suspension for the offending player(s) and/or team officials (if the team officials are involved).

f) OVER-AGE PLAYERS

1. The league will follow the Hockey Alberta guidelines concerning Overage players. All players must meet these guidelines and must have approval granted by Hockey Alberta.
2. The CAHL executive can revoke the overage status if the player fails to continue to meet Hockey Alberta overage guidelines.

g) NON-SHOW TEAMS / FAILURE TO PLAY A SCHEDULED GAME

1. Home Team - When a home team fails to play a scheduled game without following the proper game postponement regulation 9(m) it will be assessed a Four Hundred Dollar (\$400.00) fine and refer to 9 L (4) in the Game Regulations Manual.
2. Visiting Team – When a visiting team fails to play a scheduled game, without following the proper game postponement regulation 9(m) in the Game Regulations Manual, it will be assessed a Six Hundred Dollar (\$600.00) fine and must pay the ice expense, referee and linesmen costs and refer to 9 L (4) in the Game Regulations Manual. When assessing the situation, hazardous weather conditions and properly postponed games will be taken into consideration. The home association is to invoice the offending team/association. If not paid in 30 days (from date of invoice) notify the League Treasurer and the invoice will be paid from the association's bond account. All teams in the association will be suspended if the bond fund is not repaid within 30 days of notification from the League Treasurer.
3. In the case of a CAHL visiting team not being on ice and ready to play a scheduled league game within 15 minutes of the scheduled game time without proper notification, the League Executive will review the incident.

In the instance that a significant poor or bad weather event has happened or imminently will happen in the area a visiting team must travel to or through to get to a scheduled CAHL game, Section 9 L, part 4 / 4a in the Game Regulations Manual and the remaining portions of this policy will not come into effect if:

- there is agreement in writing (email is acceptable) that both CAHL members (both Team Managers/Coaches and both CAHL Directors or their designate) feel that it is not safe to travel and
- a detailed written agreement (email is acceptable) is forwarded to the responsible Tier Governor, Division Lead Governor and Division Vice President that identifies the agreement and the efforts to reschedule the game happen as soon as practical and
- both parties split the costs evenly of the Ice and Referees for the game affected by the weather. The Home team Member will invoice the guest member for 50% of the game costs associated with the weather interruption.

The Visiting team member will have 30 days to pay the invoice or the remaining portions of the rule below may apply.

In the event that a team is a repeat offender of this regulation, penalties may increase in severity.

(h) POSTPONED GAMES

1. The request to postpone a game is to be made ONE (1) WEEK prior to game time to both the GOVERNOR and opposing coach and manager. A completed CAHL game change form must be forwarded to the Governor.
2. A team may have a MAXIMUM of two (2) postponed games at any one time. Postponed games must be rescheduled within two (2) weeks. The Governor and President will decide each case and consideration shall be given for hazardous weather conditions. Postponed games may be requested, but ARE NOT AUTOMATICALLY GRANTED, even if both team coaches and managers are in agreement. The Governor in consultation with the CAHL Vice President responsible for the division MUST still APPROVE all postponements.

(i) TEAM COLORS

The home team will be responsible for changing sweaters when the visiting teams' sweaters are close in color and confusing to the referee. The home team sweaters should be predominately a dark color and the visiting team sweaters should be predominately a white color.

(j) ACCESS TO ON-ICE OFFICIALS ROOM

Coaches, Managers, Fans and Players are not allowed to enter the Officials' dressing room before or after the game nor at intermissions. Team Managers are the only members of the team that are to have contact with the Officials to provide any information needed by the officials prior to the game and to receive game documents after the game. Neither of those should require that the Manager enters the Officials' room.

If there is a need for the officials of one team to enter the room at the request of the Officials, the other team must also have equal representation in the room. This should be a rare situation and should be after the referee report has been prepared.

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## 9. LEAGUE COMPLAINTS PROCESS

All complaints must be submitted to the League Governor using the approved CAHL Complaint Form to the responsible CAHL Volunteers as identified in the Bylaws, Policies or Game Regulations by the Member's CAHL Director. No complaint form will be processed without the approval and signature of the CAHL Director or the LMHA Member Association President's.

The complaints process will generally follow:

- All complaints will be forwarded to the responsible tier Governor who will forward it in its entirety to the Division Vice President and also making the Division Lead Governor and Governor in Chief aware of the complaint.
- Upon receipt of a completed and signed Complaint Form, a detailed review of the complaint will be completed by the responsible Division's CAHL Vice President. A formal request will be made for a response statement from all parties involved and they will have 3 days to provide that information. The complaint will be entered into the established Complaints Record Spreadsheet for recording of issues, incidents and complaints at this time.
- Then the responsible CAHL Vice President and CAHL President will establish if any violation of the CAHL Bylaws, Policies or Game Regulations has happened. If violations of the CAHL Bylaws, Policies or Game Regulations have been proven or clearly identified, the responsible CAHL Vice President and President may:
  - Complete further investigation including requests for additional information as they feel are required.
  - Assess the specified penalty in whole or part to the parties named in the complaint as per outlined in the Bylaws, Policies or Game Regulations.
  - Assess the specified penalty in whole or part to the party that forwarded the complaint if it is identified they also caused a violation of the CAHL Bylaws, Policies or Game Regulations.
  - Apply another resolution or penalty recommended by the CAHL President and Vice President with the support of the majority of the CAHL Executive Committee.
- In addition to the above; in the event that the CAHL does not directly have a Bylaw, Policy or Game Regulation that directly applies to the situation or it is a fan or facility control issue; the CAHL President may choose to do one or more of the following:
  - Assign the task of resolving the complaint to the LMHA Presidents and CAHL Directors of the Two Member Associations involved, monitored by a CAHL Executive Member, and give them 7 days to submit an agreed upon resolution to this complaint.
  - Direct that the two teams involved not play against each other until the situation is resolved
  - Direct that the two teams not play each other for the remainder of the season including playoffs
  - Direct that any of the two member association teams do not play each other until the situation is resolved.
  - Directly assign League Volunteers or Member Representatives to jointly attend the involved Teams next game together to monitor the two teams for issues. If either Member is not willing to do that then the game(s) are postponed indefinitely until satisfactory resolution of the issues have been completed acceptable to the CAHL Executive Committee.

NOTE: Further actions as identified and approved by the CAHL Executive will apply to repeat offenders or participants who appear to have a pattern of being involved in repeat complaints.

All decisions may be appealed within the current CAHL Policies and Regulations.

Once the final resolution has been achieved, the complaint will be closed. At that time the Records of the event will be forwarded to the CAHL Secretary to store in the Members folder and the records spreadsheet will be updated with the outcome of the complaint.

## CENTRAL ALBERTA HOCKEY LEAGUE COMPLAINT FORM



**Please note the following:**

- Always wait the 24 hour cooling off period before beginning the complaint process and follow the League communications pro
- Complaints will only be addressed if they are fully completed, have contact information and are signed by the submitter and their CAHL Director or their Local Minor Hockey Association President.
- The CAHL cannot guarantee complete confidentiality. Portions of the contents of this document may have to be shared in effort to resolve this complaint. By completing the form, you agree that the CAHL may share some or all of this information the process of resolving the complaint.
- Provide the fully completed form to your Associations CAHL Director they will forward it to the Governor of your associated tie the CAHL Lead Governor, the CAHL Governor-in-Chief or the CAHL Vice President of your Division.

**Please complete the following:**

- 1. Person making the complaint:**       Team Member     CAHL Director     Game Official     CAHL Volunteer

First Name		Last Name	
Address			
City/Town	Province	Postal Code	
Telephone Number	Cell Phone Number	Email	

- 2. Person on whose behalf the complaint is made:** (to be completed if different from above)

First Name		Last Name	
Telephone Number and email address			

- 3. Name of person(s) against whom you are complaining if known:**

First Name		Last Name	
Title/Role		Name of Association	
First Name		Last Name	
Title/Role		Name of Association	

- 4. Details of the CAHL Members, the game location, the Division, the Tier or the event involved in this complaint?**



**CENTRAL ALBERTA HOCKEY LEAGUE**  
**COMPLAINT FORM** page 2



**5. Particulars:** Provide a summary of the incidents you are complaining about. Your summary must answer the following questions. Section 5 is to be no longer than this page. You may attach any additional documents as you feel are necessary. Witness statements would be appreciated if available.

1. Date and Time the incident(s) happened
2. Where did the incident(s) happen?
3. Who was involved (Team information, Name and title/role)?
4. What happened?
5. What remedy or resolution are you seeking?

Date: \_\_\_\_\_ Signature of Complainant \_\_\_\_\_

Signature of Members CAHL Director or LMHA President \_\_\_\_\_



## 10. Document History

<b>Original approval</b>	This document was originally issued by – Terry Siverson August xx, 2020	
<b>Review history</b>	The following identifies the reviews and all revisions that were completed for the last 36 months.	
<b>Date</b>	<b>Reviewed by</b>	<b>Comments</b>
August 20, 2020	T. Siverson / D. Moulton / D.MacKinnon	Initial implementation of handbook

### Revision History

Version #	Membership Approval Date	Description of Changes
1	August xx, 2020	Initial Implementation of manual

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