



CAMROSE MINOR HOCKEY POLICIES

1. PROGRAM OUTLINE

The Camrose Minor Hockey Association offers a full range of programs to meet the interests and requirements of a wide variety of participants. Programs are offered to meet the various levels of skill and commitment of our participants. Anyone interested in playing hockey should be registered with Camrose Minor Hockey by the second Monday in August. After this date there may be no or limited positions available until the Hockey Alberta deadline of February 10th in order to be placed on a team.

a. Intro to Hockey Program

All participants must be registered with Camrose Minor Hockey. Camrose Minor Hockey offers this to all U7 and U9 registrants. This is a developmental program designed to introduce participants to the basic skills and techniques of the game of hockey. This program is based upon the Intro to Hockey Program from Hockey Alberta. [Click here](#)

b. Female Hockey

All participants must be registered with Camrose Minor Hockey. Efforts continue to develop a Female Hockey Program as a part of Camrose Minor Hockey. At this time the program has grown to form one team in each division. Interested players should contact the Female Hockey Coordinator to discuss the options which are currently available for females registering with Camrose Minor Hockey.

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

c. Local Hockey Program

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

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

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

d. Representative Hockey Program

All participants must be registered with Camrose Minor Hockey. The Representative Program is intended for the player with more advanced skills, who is willing and able to commit to a more intense hockey experience. The Representative Program is offered in the U11 through U18 age categories. Viewed as a more competitive program, participants should expect a greater amount of travel, cost, games and potential practices. There is a greater focus on team success and team structure and playing time may differ from tiered league programs. The Representative Program will include AA, A, B & Female AA Teams. Due to the increased cost of the Representative Program, participants may be levied an additional "Level Adjustment" fee.

To play for a Representative team, players must attend and be selected through the tryout process. Each participant is guaranteed at least two tryout sessions prior to any player being released if they are available to skate in the first two sessions offered. These tryout sessions will take



place in September. Players interested in the Representative team tryouts are required to complete the online registration form when it opens up in early June. Players interested in the Representative team tryouts must check the website at the end of August to find out when the tryout camps are.

Please refer to the Hockey Alberta seasonal structure and tryout process for the U11 AA division starting 2020 – 2021 season. [CLICK HERE](#)

Teams in the Representative Program are entered in leagues which will provide a reasonable level of competition. Typically, this means that these Representative teams will be doing significantly more traveling than the Local program, and participants and parents must be prepared for this commitment.

- e. Camrose Minor Hockey will provide the following teams with the opportunity to host their own “Home” Tournament as close to the suggested weeks but dates will depend on what the City of Camrose has scheduled as extra events i.e., curling, hockey programs or skating programs may bump these tournament dates:

TEAM	
U15 AA	October 24 - 26
U18 A	November 7 - 9
U18 AA	November 14 - 16
U13 AA	November 21 - 23
U15 WC AND U18 WC	November 28 - 30
U13 A and U13 B	December 12 - 14
U18 A	December 19 - 21
U11 A	January 2 - 4
U15 A AND u15 B	January 9 - 11
U11 AA	January 16 – 18
U9 WIND UP	March 14 - 16
Any team	March 20 – 23
Id skates for all teams	April 18 – 19

- i. All other Representative, Female and tiered teams can check with the coordinator the availability of ice to determine if there is potential to host a tournament. Involvement in out-of-town tournaments is at the discretion of the coaches, parents and participants.

2. REGISTRATION

a. Conditions

All players belonging to Camrose Minor Hockey must be registered prior to going on the ice. Any local player wanting to try-out for another association (at the “AAA” level) must follow the process required by Hockey Alberta. If they are successful in making the club, a request will come electronically through the HCR for a release which will be reviewed by the Camrose Minor Hockey Coordinator.

Situations arise in which out of town players try out for Camrose Minor Hockey AA teams, with the understanding that if released, they will return to their home association. In these situations, players must pay the tryout fee. Should they make the team, they will be required to pay the Regular Registration Fee for CMHA.

b. Early Registration

Online Registration will be open from June 10 to July 31.

c. **Regular Registration**

Regular registration will be from August 1 to August 15.

d. **Late Registration.**

Late registrations will be taken on a first come first served basis after August 15 and may require 'waitlisting' such registrations until teams are finalized and the number of open spots are known for certain.

e. **Qualifications**

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

- I. All applicable fees are paid
- II. Participants reside in the City of Camrose
- III. Participants reside in the County of Camrose
- IV. Participants from outside the County of Camrose do not reside in or closer to a "AA" center.
- V. In order to preserve order and fairness in our Association, Camrose Minor Hockey reserves the right to monitor the number of outside association players in our system, and to release non-association players if it will create the need to make more teams that will not have enough players to make it feasible.
- VI. Camrose Minor Hockey is under no obligation to accept registrants wishing to transfer into our association from other Minor Hockey Associations and may deny such transfers in its sole discretion. Player Movement Forms must be completed prior to any transfers taking place.
- VII. Camrose Minor Hockey may refuse registration to otherwise qualified participants should it be determined that a history of non-compliance with following through on payment of fees or a history of creating a hostile environment for other participants exists.

f. **Fee Structure**

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

- I. Local Program – The registrants in the Local Program pay the Basic Registration Fee which covers the registrant's fees for that program.
- II. Elite Program – The registrants in the Elite Program pay the Basic Registration fee which covers the registrants' fees for that program. Any player making AA or AAA team will incur the following costs as voted on at the April 2025 regular board meeting and will be prorated based on the number of players taken on the team and invoiced directly to the player.

	<i>U11 (17 players)</i>	<i>U13 (19 players)</i>	<i>U15 (19 players)</i>	<i>U16 (19 players)</i>	<i>U18 (20 players)</i>
<i>Fee/Player</i>	118	263	263	395	500
<i>Coach Honorarium</i>	\$2000	\$5000	\$5000	\$7500	\$10000

Monthly	\$400	\$1000	\$1000	\$1500	\$2000
----------------	--------------	---------------	---------------	---------------	---------------

g. Registration Refunds

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

- | | | |
|------|---|--|
| I. | By August 15 th of the Registration year | 100% refund minus a \$ 100.00 processing fee |
| II. | By October 1st of the Registration year | 50 % refund |
| III. | By November 1st of the Registration year | 25% refund |
| IV. | After November 1st of the Registration year | 0 % refund |

Anything regarding an injury shall be dealt with on a case-by-case nature.

3. TEAM PERSONNEL

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

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

a. Coaches

I. Application and Selection Process

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

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

II. Responsibilities of the Coach

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

- Represent Camrose Minor Hockey in a respectable fashion
- Be a positive role model for all those you encounter

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

III. Expectations and Qualifications

Local League Coaches

Local League Coaches are encouraged to attain a minimum of the “U9” Level Coaches Certification. “Coach” Level Certification is recommended. Camrose Minor Hockey will pay the registration fee for any coach wishing to attain either the “U9” or “Coach” Level Certification. Local League Coaches are reminded that this is primarily a developmental program, with the focus on participation rather than a win at all costs approach. All players should receive equitable amounts of ice time. Local League Coaches will be required to assist in the pre-season evaluation and drafting process.

Representative Coaches

Representative Level Coaches must obtain the “Coaches” Level Certification in order to coach at the Provincial level. Hockey Alberta continues to increase the level of certification required to coach at a Zone or Provincial level. Coaches are strongly encouraged to continually update their qualifications. Camrose Minor Hockey will pay the registration fee for any coach wishing to attain a provincially mandated level of coaching certification. While the Representative Program is by nature a highly competitive program, coaches are reminded of their responsibility to develop all of their players. Releases will be posted online and it will be at the discretion of the coach if he/she would like to personally speak to players who are released. As well, the coach of the next level is to be notified by the Evaluation Director of all players who have been released. Each player is to receive evaluation skates as outlined in the Evaluation Policy.

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

Failure of a Coach to obtain the minimum courses required by Hockey Alberta to be the Head Coach of a particular team may result in Camrose Minor Hockey removing them from the team in the current season and/or refusing to select them in future seasons until such courses have been completed.

4. Try-Out and Evaluation Camps

Goal

CMHA's goal is to ensure that our players are placed in an environment best suited to their abilities. CMHA acknowledges that this can be very stressful on players, parents and board members involved in the process. Evaluator objectivity, clear and concise lines of communication, effectively run ice sessions, and appropriate player placement criteria, is essential for conduction of camps at all levels.

Structure

- CMHA will run spring I.D skates on the 3rd weekend of April, annually.
- Fall Evaluations and Tryout information and registration will be posted to the CMHA website annually. These tryouts may start as early as August 15th .
- CMHA teams will be chosen by the named Coach and Staff in conjunction with a separate evaluation committee including but not limited to the Director of Evaluations,

- Direction of the given division, 1 member of the Executive, and 1 third party external from CMHA evaluator.
- For CMHA's Elite Teams, the Coach, Director of Evaluations and President, conjointly, may offer a Letter of Commitment to players after April 1st. CMHA suggests the number of commitment letters do not exceed more than half of the roster prior to fall evaluations and tryouts. The registration fee for the upcoming season will be due at the time of Letter of Commitment acceptance.
- Every player will have a minimum of 2 on ice evaluation sessions before being released from a given team as long as the player has been attending tryouts since the start of the given tryouts.
- Players must determine if they would like to attend Elite, Tiered, Mainstream or Female tryouts prior to registering. U16AA players do not have to start at the U18AA tryouts.
- Players may start at the U16AA tryouts only and if released, may go to the U18A tryouts. Any player that would like to start in tiered tryouts may do so. This will allow players to start tryouts at the first tiered skate rather than completing the mandatory first two Elite skates.
- CMHA reserves the right to place a maximum player cap on tryout registrants.
- There will be a separate goaltender evaluation in addition to the main gameplay and drills evaluation for all goaltenders. This will be led by a goalie instructor selected by CMHA . All goalies will be included in this session.
- Players may be released down to a final roster after 2 on ice evaluations. This is at the discretion of the Coach, Director of Evaluations and the CMHA President, conjointly.
- Players registered for tryouts must attend all sessions; however, consideration may be given for sick or injured players or other extenuation circumstances. This will be evaluated on a case by case basis by CMHA.
- If a player joins the CMHA organization after teams have been selected, CMHA will have the player evaluated during practice and place the player where they see best fit.
- It is recognized that often players will be released late from higher level teams and will be unable to attend part or all of the tryout sessions for the team they have been released to. These situations will be reviewed case by case by CMHA. Players released for Elite rosters will NOT be considered a lock by tiered teams below. This will be considered on a case by case basis by CMHA and the Coach.
- Releases will be done via the CMHA website. CMHA will make every effort to not post continuation rosters during school hours or after 11 pm the day of the skate. Special circumstances may arise that cause these times not to be followed.
- If released from Elite teams, players that are members of CMHA will continue on to tiered evaluation skates. Schedules will be posted on the CMHA website.

Objectives of Player Evaluation

- To ensure that players have a reasonable opportunity of being selected to a team appropriate to their skill, attitude and level of commitment.
- To provide a fair and impartial assessment of a player's total hockey skills through both drills and game play settings.
- To provide Coaches with the opportunity and flexibility to build a team based in part of their own coaching philosophy and knowledge of player skill, attitude and commitment.
- At any given time the coach may consult coaching staff from the players previous season(s)

Evaluator Guidelines

The evaluators must:

- Review all of the drills and skills to be observed so they are clear on the on-ice process.
- Review the evaluation criteria prior to the process to ensure that all evaluators are evaluating with the same intent.
- Evaluators must seclude themselves from spectators in the building and avoid any discussion outside of the evaluation committee.

- Review their evaluation marks prior to submitting them. Double check jersey color and number.
- Refer any questions, comments or concerns to the Evaluation Director.
- Evaluators are prohibited from discussing evaluations with any players/parents or other interested observers.

On-Ice Instructors

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

- Keeping up the pace and flow of the drills to ensure completion in the allotted time.
- To ensure drills are kept in the same order for each session.
- Ensuring there is clear communication about the drills between them and the players, so the players are in a situation to show their skills rather than struggle with not understanding the drill.
- If a player has their performance hindered by actions out of their control, it is at the instructor's discretion to allow the player to perform the drill a 2nd time.
- Check that all players have the proper protective equipment required.
- Instructors will not share any personal insight with anyone outside of the evaluation committee.
- Communicate with the evaluation committee to ensure they have ample time and opportunity to review all players in each session.
- Periodically check dressing rooms to supervise players.

Coach Responsibilities

Parent Meeting

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

Post-Selection

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

Mid-Season

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

Post-Season

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

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

5. Assistant Coaches

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

Coaches Code of Conduct

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

6. Managers

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

- Financial reports
- Year-end reports of banking information, etc
- Contact information of teams that you will playing in your league
- **Refer to the Managers Manual for a more detailed description**

d. **Team Treasurer**

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

e. **Team Trainers**

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

f. **Tournament Chairperson**

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

VII. Other positions as necessary

g. **Players**

Code of Conduct – Players

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

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

h. **Parents**

Code of Conduct - Parents

1. Cooperate with Coaches, Managers, etc.
2. Help Coaches as necessary. Where problems arise, deal with them in a mature manner. Bring problems which cannot be resolved to the Executive of Camrose Minor Hockey through the formal complaint process, and we will help to resolve the problem.
3. Do your share with fund-raising, committee work, driving etc.
4. Ensure that your child has proper and adequate equipment. Hockey is a physical game and quality equipment is necessary to avoid injury.

5. Encourage and support players of all ability levels.
6. Reinforce the “team” concept.
7. Take an active part in your child's hockey experience. Attend practices and games and be supportive of their efforts.
8. Be patient with and support the officials. They have a difficult task and we need them.
9. Travel with care. Do not allow children to drive. Parents are expected to drive.
10. Participate in the activities of your team and your minor hockey program. Volunteers are always needed and appreciated.
11. Help your child have fun in hockey.
12. Reinforce positive lifestyle qualities.
13. Be a parent that your child is proud of.
14. Represent the City of Camrose and the Camrose Minor Hockey Association with class and dignity.
15. The following **will not** be tolerated by Camrose Minor Hockey:
 - i. Abuse of on-ice officials
 - ii. Abuse of team officials
 - iii. Abuse of off-ice officials
 - iv. Abuse of facilities
 - v. Abuse of uniforms and equipment
 - vi. Abuse of players
 - vii. Abuse of other spectators or fans
 - viii. Disruptive behavior
 - ix. Any form of Bullying or Harassment or Misconduct that is deemed to be inappropriate (this will include all forms of cyberbullying)
 - x. Inappropriate use of social media, related to Minor Hockey activities.

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

5. PLAYER MOVEMENT

a. Policy and Guidelines

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

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

PLAYER ACCELERATION – AA HOCKEY MODEL

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

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

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

i.e., The player must evaluate as a top three forward, top two defenseman, or the top goaltender, to make the “AA” team in question.
- e. The underage player’s participation with the “AA” team must be determined within the first seven days of the Evaluation Camp, through a minimum of two ice times.
- f. *U11 Underage amendment - If a U9 male or female player in their final year of U9 would like to tryout at the U11 division, they must complete a player acceleration form by August 15 to be submitted to the board. If approved, in the male division they must attend the start of the U11 AA tryouts and must rank as top 25 in the male division and in the female division they must attend the U11 Female skate and rank in the top 10. All tryout costs will be paid by the player’s family before attending the skates. If the player fails to reach the required rank, they will return to U9. (AS OF 17 APR 2023)*
 - The player acceleration requests will be approved based on consultation with former coaches and only if numbers warrant the move up to U11 without causing hardship with team numbers to the U9 program or vice versa.

FEMALE TEAM PLAYER MOVEMENT

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

U7 PLAYER MOVEMENT (U9 House League)

- After a Player Acceleration Request form is received from a U7 aged player to move up to U9 House League, it will be reviewed by the Board. Once reviewed the request will be forwarded to the U9 Director. The U9 Director in consultation with the affected coaches and CMHA Coordinator will take into consideration the playing ability, safety issues, maturity level of the player along with the number of registered players within each of the two age groups the player wishes to move up to or is eligible to play in. All placements into the higher age division must be approved by the Board.

ALL DIVISION PLAYER MOVEMENT CONSIDERATIONS

- Players can be moved up at the discretion of the Board of Directors to supplement rosters when numbers warrant.

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

6. AFFILIATION

a. Policy and Guidelines

- Affiliation was created to assist the system by allowing teams relief when illness or injury occurs.
- The Affiliation works as such:
 - Hockey Alberta will only recognize Named Affiliates which **allows a team** to name up to 19 players from lower divisions who would serve as affiliates for that particular team.
 - A player or goalie can be named to more than one team
 - Camrose Minor Hockey Follows the Hockey Alberta regulations (Section 7) [CLICK HERE](#)
- Deadlines have been set as follows for teams to complete their affiliation to allow lower teams to affiliate within Camrose Minor Hockey:
 - AA teams have until October 15th
 - A teams will have until October 31 and after this date, all lower teams may affiliate
- Affiliation must be declared and filed in writing no later than January 15th of each season with Hockey Alberta. The player must be affiliated to the team and on the Hockey Alberta Roster (HCR) prior to playing a game. At the end of a playing season, affiliations cease to be recognized. For the use of an affiliated player, both Coaches must agree that he can move up to play in the higher category.

b. As noted in Player Movement, a properly affiliated player may play a total of 10 games total which includes any game sanctioned by Hockey Alberta which excludes exhibition and tournament games. If that affiliated player plays that “11th” game, he goes back to his team and the coach of the team will have an indefinite suspension from Hockey Alberta.

c. U9 Affiliation is per Hockey Alberta regulations and differs from the U11 division and higher.

“The principle of affiliation at the U9 Division is to provide for replacement players when regular team players are sick, injured or otherwise unavailable.” The following rules will apply:

- i) Affiliated players will only be allowed in situations where registered team player is unavailable to the team because of
 - a) Sickness;
 - b) Injury;
 - c) Inadequate number of registered team players to play a game.
- ii) When a Team has less than twelve (12) registered players, Affiliated Players may be used to increase the number of players on a game sheet to a maximum of twelve (12) players (i.e. – when Affiliated players are used in a game the maximum number of players allowed to be placed on a game sheet is twelve (12)). The maximum number of twelve (12) includes the total of both registered players and Affiliated Players.
- iii) A Player Affiliated to or within the Division of U9 may not play more than five (5) games with the affiliated team in the current Hockey Season, excluding exhibition and tournament games. Note: after five (5) games, such player will be an ineligible player and HA rules respecting playing an ineligible player will be enforced.

d. There will be no affiliation allowed within the Division of U9.

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

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

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

7. FUND-RAISING AND FINANCIAL ACCOUNTABILITY

a. Fund-Raising and Financial Accountability

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

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

b. Insurance Coverage and Registration

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

There are a number of reasons for this:

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

c. Canvassing of Businesses

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

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

8. TOURNAMENTS

a. Policies and Guidelines, Sanctions and Travel Permits

- Camrose Minor Hockey are supportive of involvement of our teams and players in the experience of tournament hockey.
- Camrose Minor Hockey will provide the opportunity for select Camrose Minor Hockey teams as per Section 1 (f) to participate in a Camrose tournament each year. All other teams will consult on an annual basis with the CMHA Coordinator on the availability of ice to determine feasibility in hosting a tournament.
- Any Camrose Minor Hockey team which desires to participate in an out-of-town tournament may do so providing that the following conditions are satisfied:
 - i. All Policies and Guideline of Camrose Minor Hockey are followed
 - ii. **The tournament has been officially sanctioned by Hockey Alberta** (See Appendices for Sample Sanction)
 - iii. **All necessary travel permits have been completed and filed with the Minor Hockey Coordinator** (See Appendices for sample travel permit)
 - iv. The involvement and support of players and parents has been received
 - v. The tournament does not interfere with the completion of regular league or playoff games
 - vi. If refs are to be assigned by the Camrose RIC, the schedule must be given to the Minor Hockey Coordinator 7 days prior to the tournament.

9. TRAVEL

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

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

Travel permits are only required if attending a tournament or going outside of the province. Travel permits will be completed by the Minor Hockey Coordinator upon completion of the online Travel Permit Sanction form on the CMHA website.

10. FORMAL COMPLAINT, SUSPENSION AND APPEAL PROCESS

Camrose Minor Hockey request that all concerns and complaints be forwarded in written form to any member of the Board. Concerns and complaints will not be acted upon unless received in written form. All written complaints must have the complainants full name and contact information present with the complaint. Should a complaint be deficient in any requirement, Camrose Minor Hockey may in its sole discretion make one attempt to contact the complainant by the same means-initiated contact with the board to obtain missing information before the complaint is abandoned. All formal concerns and complaints will be dealt with at the next regularly scheduled meeting of the Camrose Minor Hockey Association unless the concern is of an emergency nature at which point a meeting will be arranged at the earliest possible date.

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

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

Concerns and/or Complaints involving on-ice officials can be escalated as follows:

1. Informal discussion with Referee-In-Chief (RIC)
 - a) This option will not lead to any formal disciplinary action, but can be used for first discuss with the RIC.
2. Formal complaint to the CMHA Board, submitted in writing using the above parameters at least 24 hours after an incident. The submission is to be sent to the RIC, Camrose Minor Hockey President and Camrose Minor Hockey Coordinator.
 - a) The complaint will be reviewed and actioned appropriately.
3. Formal Complaint to Hockey Alberta following the instructions on the Hockey Alberta website.

11. GUIDE FOR HANDLING COMPLAINTS AGAINST MINOR HOCKEY COACHES

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

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

- a. The complaint must be in writing. It must include sufficient detail for the reader to understand the issue. Please refer to the Complaint/Concerns Form.
- b. The complainant must give a written consent for the complaint to be released to anyone required to deal with the complaint, which may result in the complaint being public.
- c. The complaint, once authorized, will be forwarded to the Coaches Committee, who in their absolute discretion will assess the merit of the complaint, usually through consultation with the complainant.
- d. If it is decided that the complaint has merit, the Coaches Committee shall have a meeting with the affected coach, sharing with the coach the written complaint.
- e. At the conclusion of the meetings outlined in (c) and (d), the Coaches Committee shall form a decision relative to the complaint.

- f. The Coaches Committee shall forward a recommendation to the Board.
- g. The Board shall communicate their decision to the complainant in writing.
- h. In the event that the procedure is terminated at the conclusion of (c), which would indicate that the written complaint has not been shared with anyone but the Coaches Committee, the written complaint shall be returned to the complainant, or destroyed. It is only after a complaint has been handled by the Board that the complaint would be kept on file.

12. ICE SCHEDULING

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

PROCEDURE:

- a. Any team which finds that it cannot use an ice slot that has been designated for their use will notify the Camrose Minor Hockey Coordinator (s) as soon as possible.
- b. All coaches and managers may look at the master ice schedule on the website and if there are open slots, contact the coordinator by Tuesday of each week.
- c. Priority to distribution of ice slots will be as follows:
 - I. Make up of regular league games shall come before exhibition games. *The cost of any exhibition game will not be covered by CMHA but will be at the expense of the team and invoiced accordingly.*
 - II. Any team that has missed a regularly scheduled practice due to a scheduled league game shall be given priority for an open practice slot prior to 11 (a) or (b) coming into effect.
- d. Distribution of the ice slots shall be designated as follows:
 - I. Representative Teams from the U18 Level down to the lowest representative level shall have first choice at the open ice slot (s). Once a team has been given an ice slot, they will go to the bottom of the list for the next ice slot that comes open. If an AA team has requested the open practice ice time, it will be considered a low priority as they already have two practice ice slots. It will only be considered if no other team has spoken for the open ice slot.
 - II. If none of the Representative Teams want the open ice slot, it shall then go to the House League Teams starting at U18 level and working down to the lowest level.
- e. Requests for additional practice ice slots are to be submitted by email stating dates and times required to the Camrose Minor Hockey Coordinator (s) and will be dealt with as soon as regularly scheduled games are assigned. No general requests will be accepted.
- f. Any Minor Hockey ice unclaimed by Wednesday will be returned to the city.
- g. If a CMHA team is hosting a game outside of Camrose, The Camrose Minor Hockey Coordinator must be informed so that the on-ice officials can be assigned.

13. ICE SCHEDULING – END DATES FOR TEAMS

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

14. RESIDENT AND NON – RESIDENT PLAYERS

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

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

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

PLEASE NOTE:

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

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

15. SUPPLEMENTARY CLOTHING, LOGOS, COLORS

Camrose Minor Hockey recognizes that a standard set of colors may provide for recognition of teams when participating in provincial competition or league play; cost benefits for equipment purchase and a unifying influence for players, team officials and followers. Supplementary clothing is entirely optional, however, specifications for products bearing the association logos are designed to provide season to season continuity and reduce costs to parents. The main logo as noted below is the only one to be used and may be done up in different shades dependent on the attire.

SUPPLEMENTARY CLOTHING

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

CMHA Logo:



JERSEYS:

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

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

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

16. ZERO TOLERANCE

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

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

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

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

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

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