



## **CNN Spurs Minor Hockey Policies and Procedures**

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# CNN Spurs Minor Hockey Policies and Procedures

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## 1) COMMUNICATION LINES

### COMMUNICATION LINES

The following diagram explains the proper communication lines to be used WHEN A PARENT HAS A PROBLEM WITH HOCKEY or needs a question answered regarding the hockey program.



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## 2) PLAYER ELIGIBILITY

- a) All players must meet all registration requirements as set out by the current Hockey Alberta bylaws
- b) All players must meet membership requirements as set out by the current CNN Spurs Minor Hockey bylaws.
- c) All players must reside within the CNN Spurs Minor Hockey Boundaries as defined and accepted by Hockey Alberta.
- d) Players MAY be accepted from outside the CNN Spurs Minor Hockey boundaries if a player has no team to play for in their 'home' organization.
- e) CNN Spurs will not accept players from other associations that will carry numbers until a full review at the next executive meeting has been held.

## 3) PLAYER REGISTRATION

- a) All fees and payment schedules will be set and approved by the CNN Spurs Minor Hockey prior to registration dates.
  - i) All player registration Fees are due by September 1<sup>st</sup>, of the current season. Registration is not considered complete until full payment has been received, including post-dated payments if applicable. Registration includes providing an accurate physical land location for all players on an annual basis.
  - ii) Unpaid Fees and incomplete registrations (missing addresses) will result in the immediate removal of the player. NO EXCEPTIONS.
  - iii) Any arrears from the previous season will result in no registration for the current season being accepted and/or no player release being issued to play in another organization.
- b) Registration Fees will only be refunded until September 1<sup>st</sup> of the current hockey season (November 1<sup>st</sup> for Initiation) on receipt of a written request to a member of the CNN Spurs Minor Hockey Executive. Any refund will be less a \$100 non-refundable fee. Any fundraising tickets must be returned before the refund is issued.
- c) After September 1<sup>st</sup>, registration fees will only be refunded for the following reasons (Note that these refunds will not be subject to the \$100 non-refundable fee):
  - i) A sustained injury or illness – injured or ill players will be considered for a refund if the injury or illness prevents them from play for a time period greater than 60 consecutive days. If such an injury does occur then the player/parent may apply for a refund. The refund will be pro-rated based on the number of days played before the application to the end of the season, less any fundraising and administrative fees.
  - ii) A player moves out of CNN Spurs Minor Hockey boundaries prior to September 1<sup>st</sup>, but after registration has occurred.
  - iii) A player moves out of the CNN Spurs Minor Hockey boundaries subsequent to September 1<sup>st</sup> but prior to January 10<sup>th</sup>. The refund will be pro-rated based on the number of days played before the application for a refund to the end of the season, less any fundraising and administrative fees.
  - iv) A player is released by CNN Spurs Minor Hockey because the team is full.
  - v) A player has been chosen for a Hockey Alberta recognized Elite stream and has not skated with CNN Spurs Minor Hockey (excluding tryouts).

Any refund must be requested in writing within 90 days of the move, injury or illness and must be supported by appropriate documentation (such as a signed doctor's note or proof of new address).
- d) Registration fees may be pro-rated for any player that has a sustained injury at the beginning of the season if the injury prevents them from play for a time period greater than 60 consecutive

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days. The reduction in fees will be pro-rated based on the number of days the player has missed from the beginning of the season till they return. Fundraising and administration fees will not be pro-rated. Registration will be subject to availability as per 3g).

- e) If a large number of players register, and cannot be placed on a team, the CNN Spurs Minor Hockey will make the players aware and may assist in finding another team for them.
- f) Players who plan to try-out for a Hockey Alberta recognized Elite stream team **MUST** be registered with fees paid and make their intentions known to the Registrar by obtaining the proper Hockey Alberta forms for tryouts. If the player is not successful in their 'tryouts' they will be allowed to return and tryout in the CNN Spurs Minor Hockey organization, subject to the availability.
- g) Players who move into the CNN Spurs Minor Hockey boundaries after registration will be allowed to register, subject to the availability. Registration fees may be pro-rated if the player moves into the boundaries after 60 days of the season has elapsed. Administration and fundraising fees will not be pro-rated.
- h) Players who register after the final registration date will be registered subject to the availability or put on a waiting list (with the possibility of making 2 teams).

## 4) FUNDRAISING CREDITS

- a) For certain fundraising activities, (e.g. Casinos, 50/50) CNN Spurs Minor Hockey may offer credits to its members for working at the specific event. These credits must be approved in advance by the CNN Board.
- b) Any credits earned by March 31<sup>st</sup> can only be applied against registration fees for the subsequent hockey season. These credits cannot be paid out in cash.
- c) If a player does not return to CNN Minor Hockey, these credits can be transferred to another CNN family by filling out the "Credit Transfer Form" by August 31<sup>st</sup> and submitting to the CNN Treasurer.
- d) All rules surrounding credits are based on AGLC (Alberta Gaming & Liquor Commission) regulations.

## 5) TEAM REGISTRATION

CNN Spurs Minor Hockey will establish a minimum number of players required to register a team. If these requirements are not met, the team at that level will not be registered for league play. At this time the registered players will be notified and be made aware of their options to the best of the CNN Spurs Minor Hockey's knowledge.

## 6) ELITE STREAM TRY-OUT PROCESS

- a) All players must be registered by June 30 of the current season. If not registered, there will be no "Notification of Try-Out" form signed.
- b) Any player can try-out for the **Elite Stream** of hockey, as defined by Hockey Alberta (Midget AAA, Minor Midget and Bantam AAA as well as the AA model (Peewee AA, Bantam AA and Midget AA). Any players trying out for a recognized Hockey Alberta Elite stream program must declare their intentions to either come back to CNN or continue pursuing Elite stream by the designated commitment date each season (see Section 9.2)
- c) If the player comes back after the commitment deadline date established by CNN, and there are 19 players, the 'returning player' will move on to another hockey organization **or** if there are less than 19 players on the team, then the 'returning player' is welcome to participate. If there is

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more than one team at the player's level, the player must have participated in CNN's evaluation process (see Section 9.2) in order to be considered for the top team.

- d) In order to obtain an approved "Notification of Try-Out" form, the form must be filled out by the requesting family and emailed to the President of CNN Spurs Minor Hockey. The form will be reviewed and returned after 24 hours and no later than 48 hours. Only one tryout per form is permitted. If player is cut from one team, they must submit a new form for the next try out. There will be no bulk forms approved. Each family is responsible to apply for their own child.

## **7) PLAYER MOVEMENT PROCESS**

- a) If a player is requesting to play for an association that is part of the Hockey Alberta AA model, the "Minor Hockey Player Movement Form" must be filled out and submitted to the CNN Spurs President. This includes Peewee AA, Bantam AA and Midget AA. Approval will follow the same process as the Elite stream process noted above. Similar to the Elite stream process, if a player comes back after tryouts, they must have participated in CNN's evaluation process (see Section 9.2) in order to be considered for the top team.
- b) Any players trying out for a recognized Hockey Alberta Elite stream program must declare their intentions to either come back to CNN or continue pursuing Elite stream by the designated commitment date each season (see Section 9.2) For any other level (Novice or Atom), the same form must be completed and submitted to the CNN Spurs Player Movement Committee. The committee will review and respond within 72 hours. The committee may or may not approve the request. If the request is not approved, the player has the ability to file an appeal to the Hockey Alberta Player Movement Committee. At this point, CNN Spurs will also submit facts and reasoning for the denial to the Hockey Alberta Player Movement Committee.
- c) CNN Spurs Minor Hockey will recognize Sturgeon Hockey Club as the AA designate for these requests as per Hockey Alberta's proposed AA model. Requests for other associations will not be approved.
- d) If CNNSMH does not host female hockey, CNNSMH will grant approved "Player Movement Forms". It will be the responsibility of the players/parent to ensure that the form has been submitted to the CNN Spurs President (or designate) in a timely fashion and on a yearly basis. The committee may take up to the full 72 hours to review and return.

## **8) PLAYER MOVEMENT WITHIN CNN SPURS MINOR HOCKEY**

- a) Players moving to a 'higher' Division will be considered in the following situations:
  - i) A 'higher' Division is in need of players and the lower Division has a surplus (at least 17 skaters). In this situation, if a player moves at the request of CNN Spurs Minor Hockey, the player does NOT have to be in the top **ONE THIRD** of the top team in order to play on the team. Such request will be asked by:
    - **CNN SPURS MINOR HOCKEY**
  - ii) A player requests to play at a 'higher' Division to match their 'ability or skill'. In this situation the player **MUST** be in the top **ONE THIRD** of the TOP TEAM in the 'higher' Division.
    - If the player is a goalie, then the player must be the top **GOALTENDER** of the goalies.
    - This request will be considered **ONLY** if it is in the best interest, as deemed by CNN Spurs Minor Hockey, of both the individual player and the teams involved. This request must be made in writing and occur no later than September 1<sup>st</sup> of the calendar year. Such a request will require approval from:
      - **CNN SPURS MINOR HOCKEY**

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- b) A player requests to move down to a 'lower' Division to match their 'ability or skill'. This request is an overage player, and will be considered **ONLY** if it is the best interest, as deemed by CNN Spurs Minor Hockey, of both the individual player and the teams involved. Such a request will require approval from:
- **CNN SPURS MINOR HOCKEY**
  - **THE LEAGUE INVOLVED**
  - **HOCKEY ALBERTA**
- c) A player/parent requests that the player be moved down to a 'lower' tiered team in the same Division. The player/parent must make application to the CNN Spurs Minor Hockey in writing regarding this request. If it is deemed in the best interest of both the player and the teams involved, CNN Spurs Minor Hockey will make application to HOCKEY ALBERTA. If Hockey Alberta is in agreement with the change then the request will be completed provided that the player/parent pays for a new **HOCKEY ALBERTA registration**.

## **9) PLAYER EVALUATION**

All players will be entitled to an equal opportunity to try out for the top team in their division. There will be a set fee per player determined yearly when an evaluation is required for that division. If a player does not wish to try out for the top team, they will be placed on the lowest level team. If there are more than 2 teams in any division, CNN Spurs Minor hockey will set 1 top team and then determine whether the remaining teams will be structured as equal teams or tiered teams.

### **9.1) EVALUATION TEAM**

CNN Spurs Minor Hockey will hire a third party evaluation team to evaluate players for the atom to midget divisions if required. CNN Spurs Minor Hockey will work in conjunction with the evaluation team to establish common ground on the process. Initiation and Novice divisions may be evaluated by internal or third party personnel as deemed required or needed by CNN.

### **9.2) EVALUATION PROCESS**

- A director(s) for each level, as appointed by CNN Spurs Minor Hockey, will work in conjunction with a hired third party evaluation team. The director(s) will meet with the players prior to taking the ice to explain the process, and then will meet with the parents to explain the process.
- Each player will be assigned a numbered jersey prior to each session.
- The on-ice personnel will run a series of drills designed to give each player the opportunity to demonstrate all of the skills mentioned. All of the drills will be explained in advance to the players. The best way of evaluating a player's ability to play the game is to evaluate the individual under game conditions. We will be using roughly 75-80% of the ice time for scrimmages and/or 3 on 3 scrimmages.
- The following is a list of some of the player skills that will be evaluated.
- Individual Skills – Shooting, puck control, skating, defensive and offensive awareness, positional play, aggressiveness.
- Game Playing Skills – Teamwork, sportsmanship, coachability, self-discipline, reading and reacting, patience, concentration, desire, attitude, physical qualities (strength, endurance, agility, etc.)
- Each tryout will consist of a minimum of 3 on-ice sessions. If required, 1 or 2 exhibition games may also be used in the evaluation process (situation specific and if time permitting).



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- If a player misses the evaluation process because of illness, injury or any other circumstance beyond the player's control, the CNN Spurs Player Movement Committee will assess the player's performance and decide at which level the individual should play. The Player Movement Committee may consider any or all factors such as:
  - Past evaluation information
  - previous season(s) statistics and information
  - any other general knowledge of the player including possible contact with past coaches etc

*If the evaluations are missed due to injury or illness, a Doctors note specifying the injury and the inability to participate in the evaluations must be provided to the level director within 24 hours of the last evaluation session for the players division.*
- Attending a tryout for a Hockey Alberta Elite stream program (i.e. AA or AAA) **may** be considered as beyond a player's control. If there is a direct schedule conflict, it is the player's responsibility to notify the CNN President and CNN Level Director of the conflict and the inability to attend at least 2 of the sessions. Factors such as previous placement, ranking within the tryout session that was attended and/or the skill of the player within the AA or AAA tryouts may be considered in lieu of tryout attendance (only if every attempt has been made to attend 2 tryout sessions and schedule conflicts are deemed as a direct conflict by the President). The player placement decision will be made by the CNN Player Movement Committee in this instance
- The President of CNN Spurs Minor Hockey will establish a commitment date each season. This is the date until which spots will be "held" for those attending Hockey Alberta Elite stream programs that met all other evaluation, attendance and membership criteria. By midnight of the commitment date the player (or parent) will be expected to respond with their commitment to CNN or their continuation of Elite Stream hockey for the season. At least 72hours notice will be provided prior to the commitment date and no response will be seen as a commitment to continue in the Elite stream.
- If a player is attending tryouts for Hockey Alberta recognized AAA or AA Elite stream programs and has advanced past the first series of "cuts", the player will be **considered** to be eligible for the top team within CNN regardless of evaluation attendance as described above. The player however is still obligated to provide their intention prior to the commitment date as described above. The final player placement decision will be made by the CNN Player Movement Committee in this instance
- A player wishing to try out for the top team, **MUST** attend at least 2 of the try out sessions, unless unable to due to guidelines mentioned above.
- If there is to be only one team at any given level, and there are more players (17) or goalies (2), all players wishing to qualify for a spot on the team must attend at least 2 of the 3. The spots on the team will be filled based on attending all required sessions and skill rank. (exception for injury, illness or Elite stream participation as described above)
- The CNN Board will determine team size as well as the structure of the team for the levels of peewee, bantam and midget. For example, if it is determined there are 13 players on the team, CNN may structure the team as 9 forwards and 4 defensemen. The evaluation results will rank forwards and defense separately, from peewee to the midget level.
- At the end of the try outs, the third party evaluation team will forward their rankings to the President. The president along with Vice President 1 and Vice President 2 will then meet with

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the level director and the selected head coach(es) to finalize the teams (if two equal teams are selected) the Player Movement Committee has final say on the team roster.

- The last forward and defenseman on a midget, bantam or peewee team may be filled by a player chosen by the head coach at his/her discretion. In the case of atom where positions are not ranked, the coach may choose the last two players. If the head coach chooses to deviate from the evaluation rankings, his/her decision must be justified to the Player Movement Committee. In the absence of a head coach, the team will be chosen solely on the evaluators rankings.
- Players who do not make the top team, will be tiered according to their ability (B, C, etc.). If it is decided that the majority of the remaining players are of fairly equal ability, then equal teams will be chosen.
- The head coach of the top team will then notify the players that made the top team, and the level directors will notify the remaining players from the tryout to advise what team they have been placed on.
- We ask that **PARENTS** wait **24 hours** to contact the Director with comments or questions after notification of team selection.
- Player's evaluation and comments will be available to the player or player's parents, **for ONLY** their player from the Director – no other discussion will be available about other players.
- The initiation level will be assessed by the level director and/or other Board members as determined by the President, and the teams will be allocated as follows: One team will consist mainly of players in their last year of initiation, plus any other players of similar skill level. Next team(s) will be split to form either equal level teams or will be divided based off of skill (primarily skating ability).

## 9.3) **GOALIE EVALUATION / SELECTION**

- Goalies WILL be evaluated by a hired outside evaluator
- From the evaluation results, the top ranked goalie will be placed on the top team. The coach will CHOOSE who the second GOALTENDER will be and must justify his/her decision to the Player Movement Committee. The remaining goaltender(s) will be ranked according to their evaluation results and placed on a team in the best interest of the program.
- At any level (Atom and up), priority will be given to goaltenders that will commit to playing full time goal.

## 10) **COACH SELECTION**

- a) The coach will be chosen by the coach selection committee as appointed by the President of CNN Spurs Minor Hockey.
- b) If the selected coach is a parent of an evaluated player, to be eligible as a head coach, the player must have been ranked within the top team as determined by CNN Spurs Minor Hockey.
- c) The head coach will be chosen after the top players have been evaluated and ranked accordingly.
- d) The head coach will choose his coaching assistants and manager.



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## **11) ASSOCIATION AND TEAM FUNDRAISING**

### **Purpose**

The purpose of both association and team fundraising is to ease the financial burden for parents while still providing extra ice time, tournaments and team building opportunities for players, without putting undue pressure on parents, families or the community to provide additional funding for the team hockey expenses.

### **CNN Spurs Annual Fundraiser**

CNN Spurs Minor Hockey may organize an annual fundraiser in order to promote association “fellowship” as well as to raise additional finances. Money profited from this fundraiser will be used to lower player registration fees, to cover costs of CNN Spurs projects or to assist in the development of players, coaches and referees.

### **General Regulations for Team Fundraising**

Personal contributions made by parents are not considered as fundraising. Fundraising can take the form of sponsorships from businesses, donations from a business or individual, hosting a tournament or community fundraising activities. Fundraising must be conducted in such a manner and at such time as to cover actual expense or anticipated expenses only. In no case shall any member or team be permitted to engage in fundraising where it is not anticipated those funds will be used to cover expense as referred to hereafter. Any member of the Association who violates this Policy is liable to suspension by the Association. Teams should fundraise collectively with all proceeds being shared equally across the team regardless of the source of the fundraising.

### **Specified Sponsorship Funds**

If a company or individual wishes to support or sponsor a team with a specific use of funds provided, they must, in writing provide documentation outlining:

- The company name and contact information
- The amount of funds or value of the specific sponsorship request
- The intended or requested use of the funds
- The CNN team(s) that the sponsorship applies to

The letter must be provided to the team manager who send it to the CNN Fundraising Coordinator. The Fundraising Coordinator (Treasurer or President in absence) will verify with the sponsor, the information and intended use of the funds.

The verified request will be reviewed with the CNN Fundraising Coordinator, CNN Treasurer and CNN President for approval. The Fundraising Coordinator will then respond with the approval status back to the team manager within 30 days of receiving the original request.

Requests may be denied for the following reasons:

- The request is not consistent with the expected use of the CNN Spurs logo
- The request alters existing player jerseys (placing a logo on player jerseys) or socks, which are designed and controlled for use by CNN
- The request is not consistent with how CNN wishes to be represented
- The request is deemed to negatively affect CNN’s own fundraising efforts for the Association as a whole

Any use of the CNN logo must be within CNN guidelines and the logo must not be altered for this purpose. Any clothing containing the CNN logo(s) must be purchased through an approved clothing provider(s).

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The team will be required to submit 20% on any Specified Sponsorship Funds (or value) in excess of \$2500. Note: These funds are not included in the first \$2500 of fundraising funds as described in "Fundraising Approval and Fees" section d)

## Fundraising Approval and Fees

- a) All fundraising requests must be submitted by October 15 (Initiation November 15) to the Fundraising Coordinator for approval by the CNN Spurs Minor Hockey Executive Board. The request must include a team budget for the year as well as a completed Fundraising form found on the CNN Spurs website.
- b) No fundraising will be permitted without written permission from CNN Spurs.
- c) If a team requests the same fundraiser as another team, a draw will be done for the number of fundraisers allowed. This includes bottle drives which will be split into four geographic areas within CNN's boundaries (Bon Accord, Gibbons, and 2 Rural). Application for bottle drives must indicate location preference and proposed date.
- d) The team will be required to submit an "Accounting Statement" of the event signed by the manager and treasurer within 30 days of the end of the event or of all fundraising raised during the year. The team will be required to submit 20% on any amount of profits in excess of \$2,500 to CNN Spurs Minor Hockey.
- e) Second or additional fundraising will only be considered AFTER all teams have had approved fundraisers granted and will be reviewed as per the same process as the original fundraising request. If it is deemed to negatively impact another team's first fundraising request, it may not be approved.
- f) **NO 50/50 or raffle permits will be granted to CNN Spurs Minor Hockey teams.**

## Types of Fundraising

- a) **Sponsorships** – Sponsorships for the following items will be managed by the Board of the CNN Spurs Minor Hockey Association
  - Jerseys
  - Rink Boards/Signs
  - Arena Wall Boards
  - Half ice bumpers
  - Website
  - Sponsors of major fundraising events

Teams may solicit funds from businesses for items such as donations of cash, products or services subject to limitations or restrictions imposed by CNN. A list of those businesses that have provided sponsorship to CNN as above will be made available to each team manager as well as will be posted on the CNN Spurs website. These businesses should not be solicited for additional funding by teams unless a parent or player has a direct connection to the people who manage the business.

- b) **Community Fundraising** – Community fundraising activities may include product sales like chocolates, skate-a-thons, bottle drives and other activities which do not involve solicitation of businesses. No team shall be involved in a fundraiser which involves alcohol unless approval has been given by CNN Spurs.
- c) **Tournaments** – Tournaments will be treated like any other fundraiser and must be approved in advance by the CNN Spur Minor Hockey Executive Board. Tournament requests must be submitted by October 15 with other fundraising requests. Once the team has the appropriate

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approvals, the team may contact the CNN Ice Allocator to secure ice. All costs for ice are the responsibility of the team and may be charged by the facility if the tournament is cancelled for some reason.

## **Restrictions on Use of Fundraising Profits**

Proceeds from fundraising may only be used toward expenses that enhance player development or support team activities. Such items may include the following:

- Tournament entry fees
- Additional ice purchased
- Player development activities by CNN approved sources (see Sec 12)
- Bus costs for games or tournaments
- Dryland training (Equipment / Gym rental)
- Head coach expenses if the person is not a parent
- Team photo and frame for team sponsor
- Team functions (approved in advance by the CNN Board)
- Coaching staff gifts

Money received from CNN Spurs Minor Hockey or direct sponsorship may be used to cover accommodations of players and coaching staff of any team travelling to participate in Provincial Play.

Parents are responsible for the cost of items such as:

- Team clothing (in compliance with CNN's clothing policy)
- Team year end gifts (e.g. trophies, medals or other memorabilia)
- Players' socks
- Players' rooms
- Players' equipment
- Travel costs
- Stereo

At the end of each season, any fundraising dollars that a team did not need throughout the year should be donated to CNN Spurs Minor Hockey. Any initial start-up fees provided by parents at the beginning of the season that remain should be returned to parents.

## **12) PLAYER AND COACH DEVELOPMENT**

Each year CNN Spurs Minor Hockey will identify if funds are available for the following year's player and coach development program. Player and coach development will be available to all teams, players and coaches and will include contracting specific expertise to assist in the growth of CNN's hockey program. These activities may include but are not limited to:

- Power skating instruction
- Goaltending sessions
- Shooting sessions
- Coaching clinics

Teams may choose to provide additional player development sessions to their players. A request should be made to the VP of Operations for approval who will provide a list of approved vendors that have the appropriate insurance to instruct at CNN's arenas. The cost of any additional player development sessions as well as extra ice will be the responsibility of the team.

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Head Coaches are expected to attend a minimum of 1 Hockey Alberta coach development session every season (prior to January 1<sup>st</sup>)

## **13)ROLE EXPECTATIONS AND GUIDELINES – for all CNN Spurs Team Officials:**

Mandatory – for all coaches on the ice to wear CSA approved helmet.

Mandatory – Security Clearance is required (every 3 years) for all Team Officials as of November 15<sup>th</sup>.

Mandatory - Respect in Sport Coach Course is required (every 4 years) for ALL team staff (coaches, managers, trainers, etc.) and is a separate course.

Mandatory – all teams must have proper qualifications in place prior to November 1<sup>st</sup>. This includes all courses per level (**this is defined by Hockey Alberta**). Failure to complete qualification prior to the deadline will result in teams forfeiting all referee fees from beginning of season, until up to the last date when all qualification have been completed. No Exceptions.

### **LEVEL DIRECTOR**

1. Ensures “Tryout Policies” are followed.
2. Reviews and notifies the Board of discipline problems, suspensions, etc. as reported by the manager.
3. Ensures the Affiliation Policy is followed.
4. Is the liaison between the manager, league and the team(s) in that category.
5. Advises team officials to complete required certification as per Hockey Alberta.
6. Will make contact with team officials (Manager and/or Head Coach) at least once per month through the hockey season.
7. Will attend the Coach/Parent meeting for teams within their level. If unable to attend, the Level Director will engage another director or the Sr Director to attend in their absence.

### **HEAD COACH**

1. Will oversee all aspects regarding the team and is ultimately responsible for the operation of the team.
2. Is responsible for the organization of the team regarding game lineup, practice organization, etc.
3. Is responsible for establishing the Letter of Expectations due November 1<sup>st</sup> to your Level Director and the implementation of discipline guidelines.
4. Will implement matching hockey socks to the sweaters – CNN Spurs colors.
5. Is responsible to ensure players are wearing approved equipment and ensuring that all players wear their mouth guards properly for practices and games to prevent concussions. **Mouth guards are mandatory for Atom, Peewee, Bantam and Midget and highly recommended for Initiation and Novice. (Not required for Goaltenders).**
6. Is responsible to ensure any CNN player that comes on the ice to assist a lower level team is wearing full equipment.

### **ASSISTANT COACH**

1. Assists the head coach in the overall operation of the team.

### **MANAGER**

1. Reviews the CNN Manager’s Guide available on the CNN Spurs website to familiarize all aspects of the role.
2. Acts as a liaison between the coach and:
  - a) The players’ parents
  - b) The category Director – immediately informing the Director, Vice Presidents and President of suspensions – major, match and gross penalties, or game suspension.

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3. Oversees all aspects of the team ensuring that the Discipline Policy, team expectations, etc. are being followed. As per NAI regulations, crowd, fan or spectator control is the responsibility of both the home and visiting team's Managers and Coaches. It is always best to try to diffuse situations before they become an incident of a more serious nature.
  - a. Any incident requiring intervention should be recorded and the record sent to the Level Director
4. Is responsible for:
  - a) The distribution, collection and maintenance of game and practice equipment (jerseys, pucks, First Aid kit, etc.) All equipment/jerseys must be returned on the date set by the Board
  - b) Completing the team's roster for the league and Hockey Alberta for the CNN Spurs Registrar.
  - c) Payment of referee and linesman prior to the start of the hockey game. Submit referee receipts for LEAGUE & PLAYOFF GAMES ONLY to the CNN Spurs Treasurer once per month for reimbursement. Referee fees paid, including travel rates, should follow the referee rates posted on the CNN Spurs website. Receipts must be accompanied by a CNN Spurs Reimbursement form.

Reimbursement will be made once the following information is received by the CNN Spurs Secretary:

    - Team Letter of expectation as prepared by the Head Coach
    - Security checks (completed every three years) for all team officials
    - Completion of pledge forms as defined by the Spurring Positivity program
    - Verification of Respect In Sport and Hockey Alberta qualifications for all team officials

If the above information is not received by November 15<sup>th</sup>, the team will forfeit its right to reimbursement of **ALL** referee fees.

Final referee reimbursement at the end of the season, including the team's year end statement, must be submitted by April 10<sup>th</sup> each year. The year-end statement can take into account any monies that are left for a year end party. All equipment (jerseys, pucks, first aid kits, goalie equipment) must be returned prior to final reimbursement.
  - d) Completion of game sheets and the league team website as required by the league.
  - e) Maintenance of the team's CNN Spurs website including practice and game schedules.
  - f) Scheduling of provincial, playoff or league games that must be rescheduled throughout the year. This includes notifying the ice allocator by Tuesday noon of each week of any scheduled ice that will not be used and notifying the Ref Assignor of any changes. The team will be responsible to pay for any ice that is not cancelled with sufficient notice as well as to pay all costs (ice and referee fees) related to exhibition games.
  - g) Other team requirements that may arise including organizing attendance at tournaments, obtaining travel permits if required, liaison with organization fundraising activities, providing team picture information and other requirements that may arise.

### **TRAINER**

(Peeewe head coach requires Checking Skills Clinic)

1. Has knowledge of First Aid and Sport injuries.
2. Maintains the First Aid Kit at the expense of the team.
3. Completes certification as required by Hockey Alberta.
4. Should be a member of the coaching staff that is likely to be on the bench for games (preferably the Head Coach)

# CNN Spurs Minor Hockey Policies and Procedures

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## **TEAM TREASURER**

1. Is responsible for all funds acquired by the team.
2. Sets up team account with at least **TWO** individuals required for cheque signing.
3. Has all team fundraising projects approved by the CNN Spurs Minor Hockey Board.
4. Submits any applicable fundraising fee to the CNN Spurs Treasurer within 30 days after all team fundraising events.
5. May be required by the Manager to pay referee and linesmen before the start of the hockey game and submit receipts to the CNN Spurs Treasurer for reimbursement. Receipts must be accompanied by a CNN Spurs Reimbursement form and follow those guidelines as set out in Manager 4 (c).
6. Provides:
  - a) A Financial Report to all team parents every two months.
  - b) A year-end Financial Statement to the CNN Spurs Treasurer by April 10<sup>th</sup> each year. Any leftover monies may be donated to CNN Spurs Minor Hockey for the purchase of equipment and jerseys.

## **14)CNN CLOTHING**

- a) All CNN Clothing must be approved by the CNN Spurs Minor Hockey Board and provided by the authorized clothing provider.
- b) The CNN Spurs Clothing Coordinator will arrange clothing sales near the beginning of each season.
- c) Any other clothing requests should be arranged through the Clothing Coordinator.

## **15)PLAYER AFFILIATION**

The primary purpose of affiliation is to fill a roster spot when a player becomes injured, ill or suspended. It is not intended to increase the overall structure and skill level of a hockey team. It is expected that all teams within CNN Spurs Minor Hockey Association will participate in the affiliation process as outlined below to ensure stability amongst all teams. If teams are found to be unwilling to support other teams without just cause, fines may be imposed on the offending team. Affiliation must follow both NAI Hockey League and Hockey Alberta regulations.

- a) A player may be affiliated to one team only. Affiliation must be declared and titled, in writing, with the CNNSMA Registrar or his or her designate(s) and Hockey Alberta, prior to the affiliated player being allowed to participate in any game with the team to which he/she is affiliated. Any player participating in any game as an affiliated player without the approval of CNN Spurs Minor Hockey Association and Hockey Alberta, their designate shall be considered an ineligible player, and team officials will be subject to discipline.
- b) CNN Spurs Minor Hockey Association will use player to team (named) affiliation as the preferred method as per NAI and Hockey Alberta regulations
- c) Initiation players will not be used as affiliate players as deemed by Hockey Alberta.
- d) Affiliation at the Novice level will be from the lower team to the top team unless there are more than one lower team. Novice players will not be affiliated to the Atom level unless the numbers at the Atom level are extremely low. This will be determined by the CNN Spurs Minor Hockey Association Player Movement Committee on a year by year basis. Affiliation at the Novice level can only occur due to sickness, injuries or inadequate number of players to play a game. An affiliated Novice player may not play more than 5 games. See Hockey Alberta regulations 7.9 for further details.
- e) A team may affiliate with one (1) team from a lower division or category with their LMHA (and can only dress up to nineteen (19) players – 2 must be goalies).



## CNN Spurs Minor Hockey Policies and Procedures

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- f) Game sheets where an affiliate has been used must be forwarded after the game to the Level Director(s).
- g) The team using an affiliate is required to identify the player on the game sheet as an “AP” (Affiliate Player). The NAI Governor must also have the team list showing the affiliated player as per Hockey Alberta endorsement (approval).
- h) An affiliate goaltender must actually participate in a game to count as a game played. The timekeeper or referee should verify this on the back of the game sheet when it occurs. All other affiliates will have a game charged against their record regardless if they participate in a game or not.
- i) Affiliates may attend practices of the team that they are affiliating to. This is to be worked out between the team management of both teams. Affiliated players are not permitted to miss any of their regular team practices in order to participate in the higher team’s practice.
- j) Before an affiliate can play for a team, a call must be made to the coach of the lower team. Affiliates are not allowed to miss any of their own team’s games in order to participate in the higher team’s games, no exceptions. Violation of the rule may result in the suspension of the offending team official for up to one (1) year. If controversy over a player exists, CNN Spurs Minor Hockey Association would recognize a set of facts that no affiliation exists until the matter can be resolved internally. Notification of the lower teams head coach must occur prior to the affiliate being notified. The affiliation request must be approved by the lower teams head coach prior to using the affiliate.
- k) *Hockey Alberta Minor Hockey Bylaw 7.7:*  
*“Providing affiliation has been properly filed, an affiliated Player may play with the Hockey Team to which the player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games. Should an affiliated Hockey Player play more than ten (10) games with the Hockey Team to which the player is affiliated, he shall be considered an “Ineligible Player”. However, if the player’s registered team completes its regular season and playoffs before the player’s affiliated team, the player may thereafter affiliate an unlimited number of times.”*
- l) If a team is found to deliberately try to affiliate a player for an 11<sup>th</sup> game of the current Hockey Season, team official(s) will be suspended for the remainder of the season.
- m) *NAI Hockey League 18 i): “The purpose of affiliation for Tier 3,4 and 5 is to fill a roster spot with an equal caliber player when a player is injured, ill, away or suspended. Therefore, an affiliated player that is identified as being an impact player in Tier 3, 4, or 5 by the Tier Governor or the level Senior Governor will not be allowed to play in league play at the higher level for the remainder of the season. This notification, along with reasons for decision, will be sent via e-mail to the Team Manager, Association 1660 Representative and Association President.”*
- n) All affiliations shall terminate at the end of the current playing season.

### **16) DRESSING ROOM EXPECTATIONS**

#### **All Coaching Staff is responsible for Dressing Room Policy.**

Dressing rooms must be supervised as per Hockey Alberta recommendations. Coaching staff will be held accountable for any damages to home dressing rooms as well as dressing rooms in other associations:

- At all times
- By 2 supervisors
- Before and after game(s) and practices at home and away arenas

#### Co-Ed Policy:

- From Atom and down, mixed genders may change in the same room at the same time with the presence of two adults.

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- Players peewee and higher may not change in the same room at the same time.
- It is the responsibility of the coach to ensure all are involved in both the pre-game and post-game activities.
- When separate facilities exist for both male and female players, males and females shall make use of these separate facilities.
- If the facility does not have separate changing areas available, players shall address the issue by dressing, and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the safety and privacy of individual players when they are dressing, underdressing and showering.

## Camera Policy:

There is to be no use of camera's inside of player dressing rooms. This includes the use of camera or video from cell phones. Pictures or videos from dressing rooms will be investigated by the President and Vice Presidents of CNN Spurs Minor Hockey. If verified, disciplinary action such as warnings, suspension and/or expulsion may result for those involved in these incidents (including team staff).

## Cell Phone Policy:

There is to be no use of cell phones permitted inside the dressing room of a CNN team. One device may be designated by the coaching staff for playing music ONLY. The use of this device must be monitored. It is preferred that this device is provided and controlled by one of the team staff especially at the younger levels.

## **17) RISK MANAGEMENT**

### 1.0 Facilities Damage

- Any damage to any arena (Bon Accord / Gibbons), is to be reported to the arena attendant and not be repaired by the team officials due to possible legal ramifications.
- Coaches, referees, team officials or any member of the CNN Spurs Minor Hockey Association shall immediately report anything to the arena attendant that they feel is unsafe, which could place any person whether from this association or not at risk.

### 2.0 Equipment

- Coaches and team officials shall ensure that all protective equipment is worn by the players whether in a game or at a practice.
- Hockey Canada approved neck guards shall be worn by all players whether in a game or a practice. Players will not be permitted on the bench or ice surface.
- Approved mouth guards are also to be worn at all times by players, exception is for Initiation/Novice players and goal tenders.
- Approved helmets are to be worn at all times (on the bench or on the ice) by all players. No player is permitted to remove their helmets at any time while on the bench or ice surface.
- If equipment repair is required, the repairs must be done in an area where the player is protected from being struck by a puck, stick, or any other object.
- As per Hockey Alberta regulations, ALL coaches and on ice help must wear helmets at all times during practices.

### 3.0 Medical Information / Conditions

- All teams are required to maintain medical information on each player.
- A medical information form is to be filled out. A copy is to be made and kept in the player's bag at all times. The second copy is to be with the manager.

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- The medical information form is confidential and should not be released to anyone other than medical staff.
- Medical conditions (i.e. concussions) will require medical clearance from a physician prior to resuming on ice activities. Team officials must keep these clearances on file.

## 4.0 On Ice Helpers

- Any on ice helpers must be registered with CNN Spurs Minor Hockey.
- All on ice helpers must wear a CSA certified helmet with chin straps.
- Midget and below on ice helpers must wear full gear.

## **18) RESPECT IN SPORT PARENT PROGRAM**

At the start of the 2012/2013 Hockey Season, Hockey Alberta implemented the Respect In Sport Parent Program as mandatory for all families. CNN Spurs Minor Hockey is in full support of this directive.

Effective that and each subsequent year, each family must have completed the program by October 1<sup>st</sup> of that given year if the program has not been taken. If any such family has not completed the course, CNN Spurs Minor Hockey will not permit any players from those families to participate in any on-ice activities (practices, games, etc.) until the course has been completed. This is an online course on the Hockey Alberta website and the cost is \$12 per family. Also, to clarify, if a family has more than one child, the program is only required to be taken once, as it covers all registered members of that family. Parents are required to link each new player to their profile. The link to the site has been set up on the CNN Spurs web page for ease of access.

“The Respect In Sport Parent Program is an effective and informative online training program for parents of active children. This one hour online certification program reinforces a parents role in a child or youth’s activities, encouraging positive sport behaviors’, and providing insight into the various roles other individuals (such as coaches and officials) play. This program empowers parents to ensure the safety of their children, encourage positive and effective communication, and to enhance a child’s fun and camaraderie of the activity.

The number one reason cited for coaches, managers and officials of all ages leaving a sport is unacceptable parent behavior. Let the Respect In Sport Parent Program help assert proper parent behaviors’ to create a more rewarding, safe and respectful environment for all parties involved.” – **Hockey Alberta**

As of the 2018/2019 Hockey Season, Respect In Sport Parent and Respect In Sport Coach programs are required to be renewed every four years.

Furthermore, effective for the 2017/2018 hockey season, the CNN Spurs Minor Hockey Association will be implementing a new program called Spurring Positivity. This program is in addition to Respect in Sport and is intended to promote and encourage positive and appropriate behavior by all members and participants in minor hockey activities. Parents, players and coaches will be required to complete a pledge on an annual basis and players will not be allowed to skate if these pledges are not returned.

If any parent engages in actions that does not demonstrate positive sports behavior as required by the Respect in Sport Program (including the behavior as outlined in the memos in Section 19) or the

# CNN Spurs Minor Hockey Policies and Procedures

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Spurring Positivity Program and a formal complaint has been made, the discipline committee of the CNN Spurs Minor Hockey Association (the “Board”) may issue disciplinary action.

The Discipline committee will review the facts presented to them and may consider:

- i) The nature and severity of the action
- ii) The level at which the parent’s player participates
- iii) Any other disciplinary action that has been levied against the parent during the past two (2) years.

The Discipline committee after reviewing the facts may issue the parent:

- i) A verbal reprimand
- ii) A written reprimand.
- iii) A demand for an apology, either written or verbal, to any affected party.
- iv) A suspension from participation in or at Association activities.
- v) An expulsion from the Association.
- vi) A combination of two or more of the above.

The parent will be provided with an opportunity to appeal any decision made by the Discipline committee to the Appeals committee. An appeal must be submitted in writing within seven days of any discipline being issued. If requested the parent will be provided with an opportunity to present the facts before the Appeals committee.

**\*\*Please note Respect in Sport Coach is a requirement for all team staff and is a separate course.**

## **19) PLAYER DISCIPLINE POLICY**

a) The CNN Spurs Minor Hockey Association hereinafter referred to as the “**Board**” shall appoint:

A Disciplinary Committee hereinafter referred to as the “**Committee**” from members in good standing from the said “Board”.

The “Committee” upon being notified of a player being suspended for a **MAJOR** or **GROSS** or **MATCH** penalty during the participation of any

- i) Regular League Games
- ii) Exhibition Games
- iii) Tournament Games

Or any other games approved by the “Board” shall:

- i) Notify the Player/Parent as registered with the “Board”
- ii) Notify the Coach/Manager of the team the player is registered to

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in writing of possible disciplinary action by the use of form CNN-1.

- b) The “Committee” shall review the facts and upon considering the:
  - i) Age of the player(s) involved and
  - ii) The level at which the player(s) participates and
  - iii) Any other disciplinary action that has been levied against the player during the past two (2) years.

In sections (b), (c), (f), (g) “Facts will mean:

- i) OFFICIAL GAME SHEETS, and or
- ii) Any other WRITINGS in relation to the suspension and/or
- iii) An oral presentation supported by writings in relation to the said suspension.

- c) The “Committee” after reviewing the facts may:

- i) Issue the player an official warning or
- ii) Issue the player an additional suspension other than the original suspension levied by the “league in which the player participates and/or any other suspension levied by Hockey Alberta.

A suspension levied by the “Committee” may include:

- i) Any League Game and/or
- ii) Any Exhibition and/or
- iii) Any Tournament Game

The Player/Parent and Coach/Manager shall be notified in writing of any Disciplinary action that is levied in relation to the said disciplinary action with the use of form CNN-2.

In addition to the circumstances listed above, an accumulation of penalty minutes throughout a hockey season may constitute a review by the CNN Disciplinary Committee. The penalty minute guidelines are below:

- Bantam and Midget – 80 minutes
- Atom and Peewee – 60 minutes

The review may or may not result in additional disciplinary action by the committee on the player.

The Discipline Committee can be activated with the support of two (out of three) of the Vice Presidents and President of the CNN Spurs Minor Hockey Board.

- d) The CNN Level Director or Senior Director may issue a verbal or written warning for events that occurred within their level. Notification of any warning given by a Level Director will be sent by the Level Director to the Vice President 1, Vice President 2 and President of CNN Spurs Minor Hockey. The Discipline Committee may be engaged for further review of the incident as required.

## **APPEAL PROCESS**

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- e) There will be **NO** appeal process for an Official warning levied by the “Committee”.
- f) The Player/Parent and/or Coach/Manager may appeal any disciplinary action other than an Official warning levied by the “Committee” by:
  - i) Notifying the “Committee” in writing
  - ii) Within seven (7) days of being notified of the said disciplinary action.
  - iii) No appeal will be accepted by the “Committee” after the seven (7) days as being described in Section (e) (ii)
- g) The Player/Parent and/or Coach/Manager may:
  - i) In writing provide the “Committee” with the facts of appeal.
  - ii) Upon notifying the “Committee” the Player/Parent and/or Coach/Manager may appear before the “Committee” and provide orally facts of appeal.
- h) The “Committee” shall review the facts provided by the Player/Parent and/or Coach/Manager, and based on the facts provided:
  - i) Issue an official warning and/or
  - ii) Issue a Player a suspension.

**As described in Section (c) (ii) and the decision of the “Committee” will be final. There will be no further appeal process.**

- i) The “Committee” shall notify in writing, the President and/or Vice President of the “Board” of any disciplinary action levied against a Player.
- j) All writings in regards to the said suspension shall be retained by the “Board” for a period not exceeding three (3) years.



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## NOTICE OF DISCIPLINARY ACTION

CNN-1

PLAYER/PARENT: \_\_\_\_\_

COACH/MANAGER: \_\_\_\_\_

SUSPENSION LEVIED: \_\_\_\_\_

IS BEING REVIEWED BY THE CNN SPURS DISCIPLINARY COMMITTEE

ALL CONCERNED WILL BE NOTIFIED IN WRITING OF ANY ACTION CONSIDERED BY THE COMMITTEE

\_\_\_\_\_  
Acting on behalf of the CNN Spurs Disciplinary Committee

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## NOTICE OF DISCIPLINARY ACTION

### CNN-2

**PLAYER/PARENT:** \_\_\_\_\_

**COACH/MANAGER:** \_\_\_\_\_

THE CNN SPURS DISCIPLINARY COMMITTEE HAS REVIEWED THE SUSPENSION LEVIED ON THE \_\_\_\_\_(date) AND HAS ISSUED THE PLAYER:

\_\_\_\_\_ OFFICIAL WARNING (No appeal process)

ADDITIONAL SUSPENSION TO INCLUDE THE FOLLOWING: \_\_\_\_\_

**DATE NOTIFIED:** \_\_\_\_\_ **APPEAL DATE:** \_\_\_\_\_

This additional suspension may be appealed by notifying the Disciplinary Committee in writing within seven (7) days.

**No appeal will be accepted by the Disciplinary Committee after the seven (7) days AS INDICATED BY THE ABOVE LISTED APPEAL DATE.**

\_\_\_\_\_  
Acting on behalf of the CNN Spurs Disciplinary Committee

# CNN Spurs Minor Hockey Policies and Procedures

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## 20) MEMOS

### MEMO

TO: All Coaches, Parents, Players and Team Officials

FROM: CNN Spurs Minor Hockey Board

**RE: Alcohol and Drugs**

**The CNN Spurs Minor Hockey Board has adopted a policy as set out by Hockey Alberta.**

**Please be advised that the CNN Spurs Minor Hockey Board has implemented a zero tolerance policy for any player or team official (coach, or their helpers, timekeepers, penalty box keepers, etc.) in regards to drugs and alcohol.**

Any incidence brought to the board will result in a lengthy suspension. The severity of the incident will decide the length of the suspension. Abuse of this policy can affect our liability insurance very seriously.

Thank you for your attention to this matter,

CNN Spurs Minor Hockey Board

### MEMO

TO: All Coaches, Parents, Players and Team Officials

FROM: CNN Spurs Minor Hockey Board

**RE: Zero Tolerance for Abuse of Officials and Players - Bullying**

The CNN Spurs Minor Hockey Board will **not tolerate** any type of abuse from anyone towards game officials and or players. We are implementing the **For the Good of the Game Policy** as already implemented by many minor hockey associations.

CNN Spurs Minor Hockey will define bullying as any form of unwanted intimidation that is forced upon any individual or individuals against their will. Bullying is dangerous to the point that physical or emotional harm may come to any person. It may end up destroying a team, or any individual's desire to participate at whichever level they are currently participating.

CNN Spurs Minor Hockey will neither condone, nor tolerate bullying at any level, or by any person. CNN Spurs Minor Hockey will be considered to have a zero tolerance policy when it comes to bullying. It is expected that any individual that feels that they are being bullied, will report such behavior to their coach, manager, parent liaison, or a member of the Executive.

Upon investigation by a committee of Executive members, if the allegations are proven to be true, CNN Spurs Minor Hockey will deal swiftly and severely with the individual or individuals involved. Discipline will range from immediate, indefinite suspension to outright expulsion and release from CNN Spurs Minor Hockey.

Thank you for your consideration.

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## How to Make a Claim for Insurance Coverage:

**SECURE** a Canadian Hockey Injury Report Form from your team or Minor Hockey Association, or the Hockey Alberta website.

**COMPLETE** the form in its entirety. Have your team official complete the team section and your Doctor/Dentist completes the back of the form.

**SUBMIT** the fully completed form to your Branch office along with any receipts or invoices within 90 days of the date of accident.

**NOTE:** Only Accident Report Forms received in the Branch office within 90 days of the date of accident will be accepted. Forms must be completed in their entirety or they will be returned.

**Only original receipts and/or invoices are acceptable.**

**Hockey Canada is strictly a supplemental insurer.** If you have access to any other insurance, you must pursue it through them first. Hockey Canada shall cover those costs not covered by your primary insurance to our policy limits.

## CNN SPURS MINOR HOCKEY

**To: Directors, Coaches and Parents**

### **Re: Injury – Player’s Medical Needs and Medical Form**

Due to a recent injury incident, a review of our on/off ice first aid practices has been done. From this time forward, the following procedures and recommendations should be carried out in case of an injury.

1. Team official should attend to an injured player on ice as soon as safely possible.
2. First assessment should take place and further medical help (i.e. doctor, ambulance) called if necessary. Team official should err on the side of caution.
3. If a player proceeds to the bench, further assessment can then take place. At any time the team official or player may summon a parent or person responsible for injured player.

Further to this protocol,

1. Medical forms/Insurance forms should be held by a team official – **PLUS A COPY IN YOUR CHILDS HOCKEY BAG.**
2. It is the responsibility of the parent or person in charge of injured player to obtain the necessary paper work when obtaining medical attention.

**A PLAYER’S MEDICAL NEEDS ARE ULTIMATELY THE RESPONSIBILITY OF THE PARENT OR PERSON LEFT IN CHARGE OF THE ATHLETE!!**

### **Some other notes:**

- **Helmets Expire** – Please check your child’s helmet for CSA sticker. Check your PLAY SMART BOOKLET for proper equipment sizing.

# CNN Spurs Minor Hockey Policies and Procedures

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## **21) REF-IN-CHIEF & ASSIGNOR**

Ken Dentzien 780-429-9465, E-mail – [kdentzien@gmail.com](mailto:kdentzien@gmail.com)

Please be considerate and notify Ken of changes or additions no later than Tuesday, before the weekend games. There is still a shortage of refs, so you can be paying more in travel monies.

### **NEW REFEREES**

CNN Spurs supports developing referees from current and former CNN players. New referees may be reimbursed for the cost of any referee courses by completing a CNN Reimbursement Form and submitting it to the CNN Treasurer.

### **NOTE TO COACHES/MANAGERS:**

- a) Always have the travel fees for your game because they don't know where the referees are coming from.
- b) Submit referee receipts for LEAGUE & PLAYOFF GAMES ONLY to the CNN Spurs Treasurer once per month for reimbursement. Receipts must be accompanied by a CNN Spurs Reimbursement form. Reimbursement will only occur if all conditions have been met as outlined under Section 11 Manager Expectations.

### **CNN SPURS MINOR HOCKEY Referee and travel fees will be posted on the CNN SPURS website.**

- All games will be paid in cash prior to the start of the game.
- Teams are responsible to have extra cash on hand in case the Refs require travel.
- 

## **22) ZONE MAP/TRAVEL PERMITS**

Our Zone is Zone 2. If your team plays any exhibition or tournament game and/or travels out of the zone to play an exhibition game or tournament, you must contact the Registrar for a travel permit which will be obtained from the zone allocator. Indicate your team, where you are going and the date(s) of game play and sanction number if it is a tournament. This must be done before **Tuesday night** to enable you to go. Your game sheet **must be dealt with as required by the permit sanction**. The info and fax number will be on the Travel Permit as issued. Also if there are **any incidents, you must report them immediately. Do not play the Player until a decision has been made regarding suspensions. IF IN DOUBT, SIT THEM OUT!!**

# CNN Spurs Minor Hockey Policies and Procedures

OUR ZONE – 2

