



# CNN SPURS MINOR HOCKEY

Policies and Procedures

February 2024



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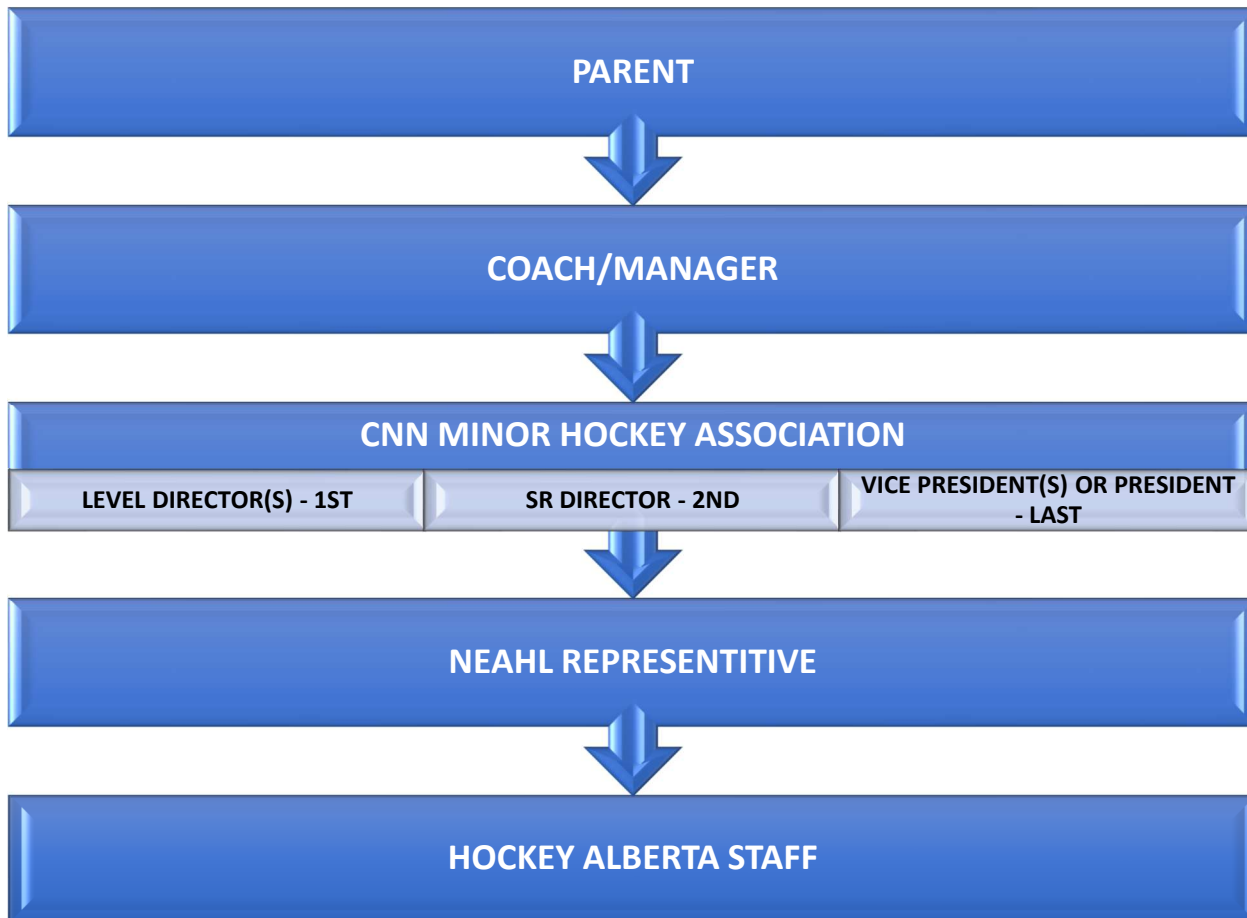
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## 1. Communication Lines

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.



It is mandatory that parents will observe the “24 hour rule” prior to engaging concerns that are not an immediate safety concern.

## 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 until a full review by CNN, NEHAL, Hockey Alberta



### 3. Player Registration

- A) All fees and payment schedules will be set and approved by the CNN Spurs Minor Hockey Board of Directors 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 postdated payments (if applicable). Registration includes providing an accurate physical land location for all players on an annual basis.
  - ii. Accommodations for extended payment plans can be made with CNN Board approval.
  - iii. Unpaid fees and incomplete registrations (including missing addresses) will result in the immediate removal of the player. NO EXCEPTIONS
  - iv. Any arrears from previous season(s) 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 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 days. The reduction in fees will be pro-rated based on the number of days that the player has missed from the beginning of the season until they return. Fundraising and administration fees will not be pro-rated. Registration will be subject to availability as per 3E).
- C) If a large number of players register, and cannot be placed on a team, the CNN Spurs Minor Hockey Association will make the players aware and may assist in finding another team for them.
- D) Players who plan to try out for a Hockey Alberta recognized Elite stream **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 availability.
- E) Players who move into the CNN Spurs Minor Hockey boundaries after registration will be allowed to register, subject to 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 prorated.
- F) Players who register after the final registration date will be registered subject to availability or put on a waiting list (with the possibility of making additional teams)

### 4. Refunds

- A) Registration fees will only be refunded until September 1<sup>st</sup> of the current hockey season (November 1<sup>st</sup> for U7) 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 received must be returned before the refund is issued.
- B) After September 1<sup>st</sup> registration fees will only be refunded for the following reasons. Upon board review
  - a. 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



- b. A player moves out of 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
- c. A player is released by CNN Spurs Minor Hockey because the team is full. (Note: this refund will not be subject to the \$100 non-refundable fee)
- d. A player has been chosen for a Hockey Alberta recognized Elite stream and has not skated with CNN Spurs Minor Hockey (excluding tryouts). Note: that these refunds will not be subject to the \$100 non-refundable fee):

Any refund as listed in section B) must be requested 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) at the time of request.

All refunds will be subject to CNN board approval

## 5. Fundraising Credits

- A) For certain fundraising activities (i.e. Casino's, 50/50) CNN Spurs Minor Hockey may offer credits to its members for working at the specific event. These credits must be approved by the CNN Board of Directors.
- 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 or carried forward beyond the subsequent season.
- 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 and Liquor Commission) regulations

## 6. Team Registration

- A) CNN Spurs Minor Hockey will follow NEAHL and HA minimum and maximum numbers required to register a team. If these requirements are not met, the players 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 CNN Spurs Minor Hockey's knowledge.

## 7. Elite Stream Try-out Process

- A) CNN encourages players to follow registration dates at home association prior to registering for elite stream try outs.
- B) Any player can try out for the Elite Stream of hockey as defined by Hockey Alberta (U15 AAA, U18 AAA) as well as the AA model (U11 HADP, U13, U15, and U18). 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 10.2).
- C) If the player comes back after the commitment deadline date established by CNN Spurs Minor Hockey and the team(s) are full, the returning player will move on to another hockey organization. If there are less than 19 players on the team, the returning player can participate.



**NOTE:** The CNN President will verify that registration requirements as outlined in Section 3 are met prior to signing and returning these forms.

## 8. Player Movement Process- Female Hockey

- A) If CNN Spurs Minor Hockey does not host female hockey, CNN will grant approved “Player Movement” forms. It will be the responsibility of the players/parent(s) 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 CNN President may take up to 72 hours to review and return.

## 9. Player Movement within CNN Spurs Minor Hockey

- A) Players moving to the next age group will be considered in the following situations:
- The next division needs players, and the lower division has a surplus of them. 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. This will be determined by the Player Movement Committee in consultation with the Level Director(s) and will be based primarily on evaluation standing and the fit of the player to the “higher” division.
  - A player requests to play at a “higher” division to match their “ability” or “skill”.
    - requests to try out at the higher level must be made in writing and occur no later than September 1<sup>st</sup> of the calendar year. A non-refundable \$100 deposit must accompany the request. If the player is successful in making the requested team, the \$100 will be applied to registration fees.
    - requests 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.
    - The player will be required to attend evaluations at both their own level and the “higher” level.
    - To be placed on the “higher” division the player **MUST** be in the top **ONE THIRD** of the top team in the “higher” division.
    - Regarding Goaltenders; the player must be the top **GOALTENDER** evaluated in their division.
    - The Player Movement Committee will review and approve or deny the request after evaluations.
- 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 in 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 after HCR has been submitted to Hockey Alberta. The player/parent must make application to CNN Spurs Minor Hockey in



writing. If it is deemed to be in the best interest of both the player and the teams involved, CNN Spurs will make application to Hockey Alberta and the League involved (if required). If Hockey Alberta (and the League if required) agrees with the change, then the request will be completed provided that the player/parent pays for a new Hockey Alberta registration.

## 10. Player Evaluation

- A) All players will be entitled to an equal opportunity to try out for the top team in their 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.

### 10.1. Evaluation Team

- A) CNN Spurs Minor Hockey will hire a third-party evaluation team to evaluate players for the U9 to U18 divisions if required. CNN Spurs Minor Hockey will work in conjunction with the evaluation team to establish common ground on the process. U7 division will be evaluated by CNN board members.
- B) Third party evaluators will be rotated every 2 years, upon availability, with the intent to maintain an unbiased evaluation.

### 10.2. Evaluation Process

- A) 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 ensure that the players and parents understand the process prior to the players going on to the ice.
- B) Each player will be assigned a numbered jersey prior to each session.
- C) The following is a list of some player skills that will be evaluated:
- i. Individual Skills – shooting, puck control, skating, defensive and offensive awareness, positional play, aggressiveness
  - ii. Game Playing Skills – teamwork, sportsmanship, coachability, self-discipline, reading and reacting, patience, concentration, desire, attitude, physical qualities (strength, endurance, agility, etc.).
- D) 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 permits).
- E) 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 players performance and decide at which level the individual should play. The Player Movement Committee may consider any or all factors such as:
- i. Past evaluation information – top one third in previous 2 years evaluated.
  - ii. Previous season(s) statistics and information

*If the evaluations are missed due to injury or illness, a doctor's 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. If evaluations are missed due to any other circumstance notification must be given in writing ahead of evaluations starting.*



- F) Attending a try-out for a Hockey Alberta Elite stream program (i.e. AA or AAA) **may** be considered as beyond a players control. If there is a direct schedule conflict, it is the PLAYERS 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 CNN President). The player placement decision will be made by the CNN Player Movement Committee in this instance.
- G) 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 72 hours’ notice will be provided prior to the commitment date and a lack of a response will be noted as a commitment to continue in the Elite stream.
- H) 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. The final player placement decision will be made by the CNN Player Movement Committee in this instance.
- I) A player wishing to try out for the top team **MUST** attend at least 2 of the tryout sessions, unless unable to due to circumstances mentioned above.
- J) 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).
- K) At the end of the tryouts, the third-party evaluation team will send their rankings to the President. The President along with the Vice President 1 and Vice President 2 will then meet with the Level Director and 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.
- L) The last forward and defensemen on a U13, U15 and U18 team may be filled by the next ranked player, this information stays anonymous prior to selection. In the case of U11 and U9, where positions are not ranked, the head coach may choose the last two players, also kept anonymous. 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 evaluator’s rankings.
- M) 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. This decision will be made by the Player Movement Committee.
  
- N) The head coach of the team will notify their players, the Level Directors will notify the players in the absence of a Head coach and advise what team they have been placed on.





- O) We ask that PARENTS wait 24 hours to contact their Level Director(s) with comments or questions after the notification of team selection.
- P) 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.
- Q) The U7 level will be assessed by the Level Director and/or other Board members of CNN. The teams will preferably be split primarily by age to align with the Hockey Alberta Intro to Hockey model, however skill-based placements may occur if deemed necessary by CNN

### 10.3. Goalie Evaluation/Selection

- A) Goalies WILL be evaluated by a hired outside evaluator whenever possible.
- B) From the evaluation results, the top ranked goalie(s) will be placed on the top team. The remaining goaltender(s) will be ranked as per the evaluation results and will be placed on a team in the best interest of the program.
- C) At any level (U11 and up), priority will be given to goaltenders that will commit to playing full time goalie as of September 1<sup>st</sup>

Ex) In the event of 3 goalies, top evaluated goalie will be placed on the 1st team, 2 goalies will be placed on the 2<sup>nd</sup> team for affiliation purposes.

## 11. Coach Selection

- A) The coach will be chosen by the Coach Selection Committee as appointed by the President of CNN Spurs Minor Hockey. Coaches are interviewed by a panel of board members (min 3).
- B) The head coach will be chosen after the players have been evaluated and ranked accordingly.
- C) The head coach will choose their coaching assistants and manager with assistance from level Directors.

## 12. Association and Team Fundraising

- A) 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.
- B) CNN Spurs Annual Fundraiser – CNN Spurs Minor Hockey may organize an annual fundraiser in order to promote Association as well as to raise additional finances. Money profited from this fundraiser will be used to maintain low player registration fees, to cover the costs of CNN Spurs projects or to assist in the development of players, coaches and referees.
- C) 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 or anticipated expenses only. In no case shall any member or team be permitted to engage in fundraising where it is not anticipated these funds will be used to cover expenses as referred to hereafter. Any member of the Association who violates this policy is liable to suspension by the Association. Team should fundraise collectively with all proceeds being shared equally across the team regardless of the source of the fundraising.



- D) 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:
- i. The company name and contact information
  - ii. The amount of funds or value of the specific sponsorship request (this includes the value of items if such items are being purchased for the players or team staff)
  - iii. The intended or requested use of the funds
  - iv. The CNN team(s) that the sponsorship applies to.

The letter must be provided to the team manager who will 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. Any cheques or cash will need to be addressed to the association and then funds will be transferred to team. The Fundraising Coordinator will then respond with the approval status back to the team manager within 5 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 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.

If a company wants to make a donation without specifying the use of the funds, then it is considered fundraising and not sponsorship.

The team will be required to submit 20% on any Specified Sponsorship funds (or items of equivalent value) in excess of \$5000 as described in Section 12 D) to CNN Spurs Minor Hockey Association. Note, these funds are not included in the first \$2500 of fundraising funds as described in Section 12 E) iv.

- E) Fundraising Approval and Fees
- i. All fundraising requests must be submitted for review and approval by the Fundraising Coordinator, CNN Treasurer and CNN President. The request must include a team budget for the year as well as a completed Fundraising form found on the CNN Spurs website  
Note: Some fundraising requests may be deemed to warrant a review by the CNN Board of Directors.
  - ii. No fundraising will be permitted without written permission from CNN Spurs.
  - iii. 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 six geographic area within CNN's boundaries (Bon Accord, Gibbons and 4 rural). Application for bottle drives must indicate location preferences and proposed date.
  - iv. The team will be required to submit an "Accounting Statement" of the fundraising event signed by the team manager and treasurer within 15 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 \$5000 to CNN Spurs Minor Hockey.
  - v. 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 be unnecessary or to have a negative impact on another team's first fundraising request, it may not be approved.

- vi. 50/50 or raffle permits may be granted to CNN Spurs Minor Hockey teams with approval as per Section 11.E.i.

F) Types of fundraising

- i. Sponsorships – Sponsorships for the following will be managed by the Board of Directors of CNN Minor Hockey:

- 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 being posted on the CNN Spurs website. These businesses are not to be solicited for additional funding by teams unless a parent or player has a direct connection to the people who manage the business.

- ii. Community Fundraising – Community fundraising 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 that involves alcohol unless approval has been given by CNN Spurs Minor Hockey.
- iii. Tournaments – Tournaments will be treated like any other fundraiser and must be approved in advance as such. Tournament requests must be submitted by October 15<sup>th</sup> with other fundraising requests. Once the team has the appropriate 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.

G) Guidelines 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 Section 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 a team sponsor
- Team functions
  - Recreational team building events
  - Pizza parties (not including alcohol)
- Coaching staff gifts



- Team clothing up to a value of \$50 per team member (in compliance with CNN's clothing policy).
- Any expenditures over \$1000 must be submitted and approved to the fundraising coordinator

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 year end gifts (e.g. trophies, medals or other memorabilia)
- Players' socks
- Players' rooms
- Players' equipment
- Travel costs (outside provincial costs)
- Stereo.

At the end of each season, any fundraising dollars that a team did not need throughout the year shall 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.

### 13. Player and Coach Development

- A) 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 made available to teams, as these are found to be beneficial 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.
- B) Teams may choose to provide additional player development sessions to their players. A request should be made to the VP of Operations who will provide a list of approved vendors that have the appropriate insurance to instruct at CNN's arenas. (Hockey Alberta personnel do not require this approval as they have appropriate insurance). The cost of any additional player development sessions, as well as any extra ice time, will be the responsibility of the team.
- C) Head coaches are required to complete coach development courses as per Hockey Alberta guidelines. This is to ensure that coaches remain current on the latest coaching strategies, approaches and tactics being recommended by Hockey Alberta.
- D) \*\*\*insert chart

### 14. Role Expectations and Guidelines – for all CNN Team Officials

Mandatory – all coaches on the ice must wear a 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.), this is a separate course from the parent 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 ice times from the beginning of the season until the last date when all qualifications have been completed. NO EXCEPTIONS!

- A) All players, coaches, managers, officials and board members participating in CNN games, practices or other CNN functions where underage players are present must not be under the influence of alcohol or mood-altering drugs including marijuana. Any breach of this will be cause for disciplinary action and possible removal of the person from the facility and possibly their position.

#### 14.1. Level Director

- A) Ensures tryout policies and guidelines are followed.
- B) Reviews and notifies the Board of discipline problems, suspensions, etc. as reported by the manager(s).
- C) Ensures affiliation policy is followed.
- D) Is the liaison between the manager, league and the team(s) in that category.
- E) Will make contact with team officials (manager and/or head coach) at least once per month through the hockey season.
- F) 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.
- G) Will be involved in coach interviews and possible team selection

#### 14.2. Head Coach

- A) Will oversee all aspects of the team and is ultimately responsible for the operation of the team.
- B) Is responsible for the organization of the team regarding game lineup, practice organization, etc.
- C) Is responsible for establishing the Letter of Expectations (due within one week of team selection) to your Level Director) and the implementation of discipline guidelines for the team.
- D) Will implement matching hockey socks to the sweaters – CNN Spurs colors.
- E) Is responsible to ensure players are wearing approved equipment and ensuring that all players wear their mouthguards properly for practices and games to prevent concussions. Mouth guards are mandatory for U11, U13, U15 and U18 and highly recommended for U7 and U9 (not required for goaltenders).
- F) Is responsible to ensure that any CNN player that comes on the ice to assist at a practice for their team is wearing full equipment. These “junior coaches” should be at 2 levels higher in hockey as a minimum.
- G) IN the event of a co-head coach arrangement, a coaching plan outlining expectations of each coach should be developed and provided with the coach expectation letter to the board and to the parents.
- H) (U13 Head Coach requires Checking Skills clinic)

#### 14.3. Assistant Coach

- A) Assists the head coach in the overall operation of the team.



#### 14.4. Manager

- A) Reviews the CNN Managers Guide available on the CNN Spurs website to familiarize themselves with all aspects of the role.
- B) Acts as a liaison between the coach and:
  - a. The players' parents
  - b. The level Director – immediately informing the Director and Sr Director of suspensions, major penalties, match penalties, gross penalties or game suspension
- C) Oversees all aspects of the team ensuring that the Discipline Policy, team expectations, etc. are being followed. As per NEAHL regulations, crowd, fan or spectator control is the responsibility of both the home and visiting teams Managers and Coaches. Any incident requiring intervention should be recorded and sent to the Level Director.
- D) Monitors players penalty minutes throughout the season.
- E) Is responsible for:
  - a. The distribution, collection and maintenance of game and practice equipment (jerseys, puck, first aid kit, etc.). All equipment must be returned on the date set by the CNN Board.
  - b. Completing the team's roster for the league and Hockey Alberta for the CNN Spurs Registrar.
    - i. The following information must be received by CNN Board by October 15<sup>th</sup>
      - 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
    - ii. If the above information is not received by October 15<sup>th</sup>, the team will forfeit its right to ice time until all items are complete
    - iii. Team financial 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.
  - c. Maintain game sheets, either physical or online and their submission
  - d. Maintenance and distribution of the team's practice and game schedules.
  - e. Scheduling of Provincial, Playoff or League games that must be scheduled throughout the year. This includes notifying the Ice Allocator by Wednesday at 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.
  - f. Other team requirements that may arise including, but not limited to, organizing attendance at tournaments, obtaining travel permits, if required, liaison with organization fundraising activities, and providing team picture information.

#### 14.5. Trainer

- A) Has knowledge of First Aid and Sports injuries.
- B) Maintains the first aid kit at the expense of the team.
- C) Completes certification as required by Hockey Alberta.
- D) Should be a coaching staff member likely to be on the bench for games (preferably the head coach).



#### 14.6. Team Treasurer

- A) Is responsible for all funds acquired by the team.
- B) Sets up bank account for the team – for discussion at manager meeting
- C) Has all team fundraising projects approved by CNN.
- D) Submits applicable fundraising fee to the CNN Treasurer within 30 days after all fundraising events.
- E) Submit receipts to the CNN Treasurer monthly for reimbursement. Receipts must be accompanied by a CNN Spurs Reimbursement form.
- F) Provides:
  - a. A Financial Report to all team parents every two months
  - b. A year-end Financial Statement to the CNN Treasurer by April 10<sup>th</sup> each year

Any leftover monies shall be donated to CNN Spurs Minor Hockey for the purchase of equipment and jerseys.

#### 15. CNN Branded Apparel and Merchandise

- A) CNN branded clothing, other apparel and merchandise can be purchased from non-sanctioned suppliers, however, the use of the CNN logo must follow the CNN logo guidelines. The logo cannot be altered in any way for this or any purpose.

#### 16. 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 NEAHL and Hockey Alberta regulations.

- A) A player may be affiliated to one team only. Affiliation must be declared and titled in writing with the CNN Registrar or their designate(s) and Hockey Alberta prior to the affiliated player being allowed to participate in any game with the team to which they are affiliated. Any player participating in any game as an affiliated player without the approval of CNN Spurs Minor Hockey Association, Hockey Alberta and the NEAHL shall be considered an ineligible player, and team officials will be subject to discipline.
- B) U7 players will not be used as affiliate players as deemed by Hockey Alberta.
- C) Affiliation at the U9 level will be from the lower team to the top team unless there is more than one lower team. U9 players will not be affiliated to U11 unless the numbers at U11 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 U9 level can only occur due to sickness, injuries or an inadequate number of players to play a game. An affiliated U9 player may not play more than 5 games. See Hockey Alberta regulations 7.9 for further details.
- D) A team may affiliate with one team from a lower division or category within their LMHA (and can only dress up to nineteen players – 2 must be goalies).
- E) The team using an affiliate is required to identify the player on the game sheet as an “AP” (Affiliate Player). The NEAHL Governor must also have the HCR showing the affiliated player as per Hockey Alberta endorsement (approval).
- F) An affiliate goaltender must actually participate in a game to count as a game played. All other affiliates will have a game charged against their record regardless if they participate in a game or not.



- G) 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.
- H) 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 teams' games, exceptions are required to be approved by the Player Movement Committee only. Violation of the rule may result in the suspension of the offending team official for up to one year. If a 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 team's head coach must occur and approval by the Committee received prior to the affiliate being notified.
- I) All affiliations and use of affiliates must follow Hockey Alberta and/or NEAHL guidelines.
- J) 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.
- K) All affiliations shall terminate at the end of the current playing season.

## 17. Dressing Room Expectations

- A) All Coaching Staff are responsible for the Dressing Room Policy**
- B) 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.
- C) Dressing rooms shall be supervised:
  - a. At all times from the time that the coaching staff requests players arrive prior to going on the ice until after the last child has left the room
  - b. By 2 supervisorsSupervision is the responsibility of the coaching staff, but does not necessarily need to be completed only by coaching staff.
- D) Change Room Policy:
  - a. Per Hockey Alberta guidelines: from U7 and up, all genders may change in the same room at the same time provided participants arrive wearing a base layer (e.g., shorts and t-shirt, compression shorts and shirt or sports bra) with the presence of two adults.
  - b. For U7 and above players who choose to utilize gender specific change room(s) are welcome to if available. When separate dressing rooms are not available due to facility limitations, dressing and showering shall be done in shifts.
  - c. It is the responsibility of the coach to ensure all are involved in both the pre-game and post-game activities.
  - d. 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, undressing and showering.
- E) Camera Policy:
  - a. 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.
  - b. 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 suspension and/or expulsion may result for those involved in these incidents (including team staff).





F) Cell Phone Policy:

- a. There is to be no use of cell phones permitted inside the dressing room of a CNN team.
- b. 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.

## 18. Risk Management

A) Serious Injuries or Events:

- a. Any time that police or an ambulance are called to the arena due to circumstances related to a CNN event (practice, game, etc.) then the President MUST be notified immediately by phone. If the President cannot be contacted then either of the Vice Presidents must be notified or another member of the CNN Executive Committee.

B) Facilities Damage:

- a. Any damage to the 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.
- b. 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.

C) Equipment:

- a. Coaches and team officials shall ensure that all protective equipment is worn by the players whether in a game or practice.
- b. 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 without a neck guard.
- c. Approved mouth guards are also to be worn at all times by U11 and up players, highly recommended for U7/U9 players and not required goaltenders.
- d. 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 helmet at any time while on the bench or ice surface.
- e. 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.
- f. As per Hockey Alberta regulations, ALL coaches and on-ice help must wear helmets at all times during practices.

D) Medical Information/Conditions:

- a. All teams are required to maintain medical information on each player.
- b. A medical information form is to be filled out. A copy is to be made and kept in the players bag at all times. The second copy is to be with the manager.
- c. The medical information form is confidential and should not be released to anyone other than medical staff.
- d. 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.
- e. If a parent has kept a player out for a medical condition, the player may return to on-ice activities with written clearance from the parent(s).



- f. If at any time a coach, trainer or manager feel that it is in the best medical interest of the player to seek medical advice prior to resuming or continuing on-ice activities, they must remove the player and inform the parent(s). Player may return under condition d. or e. above, dependent on the situation.
- E) On-Ice Helpers (Jr Coaches):
  - a. Any on-ice helpers must be registered with Hockey Alberta
  - b. All on-ice helpers must wear a CSA certified helmet with chin straps.
  - c. U18 and below on-ice helpers must wear full gear.
- F) Penalty Box/Timekeeper
  - a. No minors are allowed in the penalty boxes or timekeeper boxes at any time during a game.

## 19. 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 fully supportive of this directive.

Effective that and each subsequent year, each family must have completed the program by October 15<sup>th</sup> if required. 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. 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 website 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 parent’s 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.

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

## 20. Spurring Positivity Program

As of the 2017/2018 hockey season, the CNN Spurs Minor Hockey Association has implemented a program called Spurring Positivity. This program is in addition to the Respect in Sport programs 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 on the ice after the due date if the signed pledges are not returned.



The Spurring Positivity program and pledge forms are now electronic and are located on the CNN website for ease of access. All members and participants of CNN Minor Hockey are expected to adhere to the content of the Spurring Positivity program.

**If any participant (parent, coach, spectator) engages in actions that do not demonstrate positive sports behavior as required by the Respect in Sport or Spurring Positivity Program on or off the ice and a formal complaint has been made, the Discipline Committee of the CNN Spurs Minor Hockey Association may issue disciplinary action.**

## 21. CNN Discipline Policy

- A) The CNN Spurs Minor Hockey Board of Directors (“the Board”) shall appoint a Disciplinary Committee from members in good standing from the Board each season. The Committee:
- Will consist of three members total, selected by Board vote
  - Will be chaired by one of the CNN Vice Presidents (if possible)
  - Will remain in place for the duration of the hockey season and
  - Shall adhere to the Discipline Committee Guidelines as set out by the current Board (most recent guidelines to be used in the absence of current guidelines).
- B) The CNN Spurs Disciplinary Committee can be activated under the following circumstances:
- Two (out of three) CNN Vice Presidents and CNN President agree to a meeting request. This can be for any issue such as:
    - Player conduct
    - Parent conduct
    - Coach conduct
    - Spectator conduct
    - Any conduct by an individual or group of individuals which is considered worthy of further review.
  - A review by the CNN Disciplinary Committee based on player penalty minutes accumulated. The thresholds are:
    - U11 and U13 – 60 minutes
    - U15 and U18 – 80 minutes.A penalty minute review may or may not result in additional disciplinary action by the Committee on the player.
  - Upon being notified of a player being suspended for a MAJOR, GROSS or MATCH penalty during participation in:
    - Regular League games
    - Exhibition games
    - Tournament games
    - Provincial games.This review may or may not result in additional disciplinary action by the Committee on the player and does not require the activation as defined in
- C) Notification of any warning given by CNN Discipline Committee will be sent to the Vice Presidents and President of CNN Spurs Minor Hockey.



- D) The CNN Discipline Committee will consider the following items as “facts” for the purpose of their investigation into the matter at hand:
  - a. Official game sheets
  - b. Any other writings in relation to the event (may include items such as witness accounts, referee reports etc)
  - c. An oral presentation supported by writings in relation to the event(s).
- E) Any person facing review by the Disciplinary Committee will be provided an opportunity to provide the facts from their “point of view” in the following ways:
  - a. By providing a statement or letter outlining the facts from their perspective
  - b. By having an in-person interview session with the Discipline Committee where notes will be recorded for documentation of the interview.
- F) The Discipline Committee will review the facts presented to them and may consider:
  - a. The nature and severity of the action
  - b. The level at which the individual participates
  - c. Any other disciplinary action that has been levied against the individual during the past two years
  - d. Any other recorded facts or events that are deemed relevant to the situation being reviewed.
- G) The Discipline Committee may issue any one of the following:
  - a. A verbal warning
  - b. A written warning
  - c. A demand for an apology, either written or verbal, to any affected party
  - d. A suspension from participation in or at Association activities, including off-ice events for a period of up to one season
  - e. Community service within the Association
  - f. A recommendation to the CNN Board of a suspension longer than one season (CNN Board will review and decide)
  - g. A recommendation to the CNN Board of an expulsion from the Association (CNN Board MUST review and decide on member expulsion as per CNN Bylaws.)
  - h. A combination of two or more of the above.
- H) In the event of a conflict of interest by a member of the Discipline Committee, the CNN President shall determine interim representation. If the conflict is with the Committee Chair, the President will chair the Committee.

## 22. CNN Appeal Process

- A) The CNN Spurs Minor Hockey Board of Directors (“the Board”) shall appoint an Appeals Committee from members in good standing from the Board each season. The Committee:
  - a. Will consist of three members total, selected by Board vote. None of the Appeal Committee members (including the Chair) can serve on the Discipline Committee
  - b. Will be chaired by one of the CNN Vice Presidents (if possible)
  - c. Will remain in place for the duration of the hockey season
  - d. Shall adhere to the Appeals Committee Guidelines as set out by the current Board (most recent guidelines to be used in the absence of current guidelines).
- B) The CNN Spurs Appeals Committee will be activated under the following circumstance(s):



- a. Request for appeal submitted in writing to the CNN President or as outlined in the letter sent to the individual(s) by the Discipline Committee within the allotted time as stated in the letter.
- C) For an Appeal, the individual appealing the decision will have an opportunity to provide reasoning behind their appeal by way of a written letter or statement or in in person interview.
- D) Appeals will not be granted for the following:
  - a. Warnings, verbal or written
  - b. Appeals requested by individuals other than those named in the Disciplinary letter

**The CNN Appeal Committee will also not hear matters where an individual(s) Disciplinary action was determined by the CNN Board (suspensions over one year and/or expulsions).**
- E) The Appeals Committee will consider the following as “facts” for the purpose of the appeal:
  - a. All facts gathered and documented by the Discipline Committee (to be provided to the Appeals Committee chairperson by the Discipline Committee chairperson).
  - b. Facts supported and brought forth in the letter or interview of the appealing individual during the Appeal Committee review.
  - c. No other new facts will be reviewed by the Appeals Committee unless they are deemed to be vitally important to the depiction of the event or deemed to affect the safety or security of individual(s).
- F) Upon review of the incident and the decision of the Disciplinary Committee, the Appeals Committee may:
  - a. Sustain the decision made by the Disciplinary Committee
  - b. Reduce the punishment levied by the Disciplinary Committee
  - c. Reverse the decision made by the Disciplinary Committee.
- G) Decisions and findings by the CNN Spurs Appeals Committee will be sent to the CNN President during distribution. The President is responsible to ensure that CNN Policies/Procedure and Guidelines were followed. The President is not to review the punishment levied unless it is beyond the authority of the Committees.
- H) In the event of a conflict of interest by a member of the Appeals Committee, the CNN President shall determine interim representation. If the conflict is with the Committee Chair, the President will chair the Committee.