

## I. OBJECTIVE

It is the purpose of this Policy Handbook to aid and direct those who are responsible for the operating needs of Minor Hockey Teams in the Cranbrook Minor Hockey Association. (CMHA)

The duties and responsibilities of Elected Executive and Board Members are outlined in the CMHA Constitution and Bylaws.

## II. STRUCTURE

Cranbrook Minor Hockey Association (CMHA) is a non-profit recreational sport society incorporated under the British Columbia Societies Act. CMHA is responsible for all Minor Hockey activities within the boundaries established by British Columbia Amateur Hockey Association (BCAHA). CMHA is responsible to and receives its mandate from the East Kootenay District, which in turn receives its authority from Hockey Canada through BCAHA.

Should a perceived conflict of interest arise, board members shall not be allowed to vote on issues that may directly affect their immediate family, business, or employment.

Volunteers staff CMHA, a non-profit organization under the British Columbia Societies Act. Although we pay our referees, no member or participant may receive personal use of benefit, cash or otherwise, without the written consent of the Executive.

All players will be placed on their respective teams at playing levels to commensurate with each player's age, playing skill and experience. Every effort will be made to ensure this is achieved as fairly as possible.

Age "Divisions" within Minor Hockey are set by Hockey Canada (Age is set at the player's age as of mid-night Dec. 31). U7 age 5 & 6; U9 age 7 & 8; U11 - age 9 & 10; U13 - age 11 & 12; U15 - age 13 & 14; U18 - age 15, 16 & 17.

Note: Players may be moved to different levels as numbers, skill and previous experience will all be factored into a player's placement. Should a parent or player disagree with their placement, a formal request may be made in writing to the appropriate CMHA member to have their child re-evaluated or for an explanation of player's placement.

All teams in CMHA may participate at one of 3 playing levels:

- (1.) **COMPETITIVE LEVELS** A and B are Rep teams, with the A teams playing in the AEHL and the B teams playing in the East Kootenay League. These teams may also compete for the EKMHA Zone and Provincial Championships at the end of each season. U11 A & B teams may play in a league formed by EKMHA in concert with other Associations, on prior approval from CMHA.
- (2.) **RECREATIONAL LEVELS** All players not playing for A or B teams will play in the House League and well as the EKMHA League
- (3.) **INITIATION** in house teams for all players aged 5 to 8

### III. ASSISTANCE

For Further assistance and information, team management can refer to or obtain copies of these important handbooks etc. through their appropriate CMHA Director.

Director's Guide to Effective Hockey Administration  
CMHA Policy Handbook  
CMHA Constitution and Bylaws  
BCAHA Constitution and Bylaws  
BCAHA Bulletins  
Hockey Canada Constitution and Bylaws  
Hockey Canada Rule Book  
EKMHA Constitution and Bylaws

Parent, Team and Coach inquiries should be made through the Team Manager to the appropriate Director/Division Head/Coach Coordinator. Administrative matters are to be referred to The Executive through the Director.

### IV. PLAYERS REGISTRATION

No player may participate in Association activities unless he/she is properly registered. A player is registered when:

1. A complete registration form has been filed with the Registrar of the Association and registration fees have been paid.
2. Registration will be rescinded if fees are not paid in full by October 15th of that season.
3. All TeamSnap payments must be made good within two weeks of notification or registration will be rescinded.
4. Each player must be properly registered and insured through the Association with Hockey Canada and BCAHA.
5. Any player may receive a full refund, less the Hockey Canada insurance fee, if the association is notified on or before October 15th. After this date, a partial prorated refund, less the Hockey Canada insurance fee, will be returned, if deemed necessary, on or before January 10th.
6. Only properly registered and insured players may participate on CMHA teams.
7. Families with more than three children registered in Cranbrook Minor Hockey will receive a discount for subsequent children registered in Cranbrook Minor Hockey.

At registration, parents and players should be given information regarding:

Rep Tryouts – procedures, starting dates, ice times, costs.

Competitive/Development teams – financial and time commitments, length of season.

House League – Starting dates, ice times, length of season.

Jersey return – CMHA will charge a reasonable amount (i.e. \$50.00) at registration, if jerseys are not returned from the previous year.

Code of Conduct – ensure that parents and players read their registration form and their behavior code.

**PROGRAM GUIDELINES****U7 and U9**

This program is designed for beginners ranging primarily from 5-8 years. They progress at different rates. The emphasis is on enjoyment and skill acquisition. The objectives are to have fun, stimulate interest in hockey, and a desire to continue participation, develop basic hockey skills, obtain a sense of achievement, promote physical fitness, be open to all ages, allow players equal ice time, introduce players to the concepts of cooperation, sportsmanship and leadership, encourage initiative, and prepare players for further participation.

THESE FIRST 4 YEARS ARE VERY IMPORTANT IN THE DEVELOPMENT OF OUR CHILDREN. MAKE IT FUN, REMEMBER FAIR PLAY, AND DON'T MAKE WINNING YOUR OWN PERSONAL GOAL. THE LESSER SKILLED PLAYERS DESERVE AS MUCH ATTENTION AS THOSE MORE TALENTED. AT ALL TIMES THE FAIR PLAY CODES WILL BE IN EFFECT.

**U7 MINOR**

- 1.) League - Scoreboard may be used but no league standings.
- 2.) Age - Introductory hockey for 5 year olds.
- 3.) Ice - 1 practice per week
- 4.) Coaches - Coach 1, Respect in Sport, Criminal Record Check, and Concussion Protocol required utilizing integrated station approach.
- 5.) Positions - Goalies and skaters on automatic rotation even at tournaments.
- 6.) No travelling without permission from division head/Board.
- 7.) All players should receive equal ice time.
- 8.) Games - Will follow U7 guidelines set out by Hockey Canada

**U7 MAJOR**

- 1.) League - Scoreboard may be used but no league standings.
- 2.) Age - Generally age 6.
- 3.) Ice - Average 2 ice times per week.
- 4.) Coaches - Coach 1, Respect in Sport, Criminal Record Check, and Concussion Protocol required utilizing integrated station approach.
- 5.) Tournaments - All participation in tournaments must first be approved by the Division Head. There may be limited travel with permission from the division head.
- 6.) Games - Will follow U7 guidelines set out by Hockey Canada
- 7.) All players should receive equal ice time.
- 8.) Positions - Goalies and skaters on automatic rotation even at tournaments.

**U9 DIVISION**

- 1.) League - Scoreboard may be used but no league standings. May have scheduled games with referees/coaches.
- 2.) Age - Generally age 7 and 8
- 3.) Ice - Average 2 ice times per week.
1. Coaches - Coach 1, Respect In Sport, CRC and Concussion Protocol required utilizing integrated station approach.
- 4.) Travel - Teams may have limited travel with approval of division head.
- 5.) Tournaments -Number of tournaments/team is set and approved by CMHA.
- 6.) Positions - Goalies encouraged to rotate. All skaters on automatic rotation. All players should receive equal ice time and fair play. Start on positional play and allow players to pick a position for a while if they desire to.
- 7.) Games - Will follow U9 guidelines set out by Hockey Canada
- 8.) A U9 "Development" team may be formed, under the guidelines of CMHA which requires all 2<sup>nd</sup> year players be given the option of playing on this team, given equal ice time and rotated fairly. CMHA will approve formation of this team on a yearly basis. This team's ice times or travel shall not interfere with regularly scheduled house games. A player's priority is to his/her recreational team.
- 9.) Three goal per game rule in effect for all players.

## **RECREATION (HOUSE)**

This program is the type played by many amateur players. It is fun hockey with the emphasis on fitness, sportsmanship and fellowship. The objectives are to promote a game to fit the need of the participants, to be open to all ages, to allow players equal ice time, allow enjoyable participation of the fun aspect, assist in an individual's physical development, create a social environment, allow an individual to participate freely in other sports and activities, and give alternative types of hockey. Players may be allowed to drop down a level, depending on their experience and/or development at the discretion of CMHA.

Should a recreational league team need to add a player to their roster for an out-of-town game or tournament the following procedures shall apply;

1. A player relief form must be completed and signed by the Association President.
2. The signed form will be submitted by the registrar to the EKMHA to be added to the HCR
3. No player shall be able to participate if they are not on the Spordle game sheet.
4. At no time shall a player be asked to play for another team if his team is playing a game. A player's first commitment is to his own team.

## **U11 RECREATIONAL**

- 1.) League - Participate in the EKMHA League
- 2.) Age - 9 & 10 year olds. (May include overage players approved by the CMHA and EK Board)
- 3.) Ice - 2 Ice Times per week
- 4.) Coaches - Coach 2, Respect in Sport, Concussion Protocol, Criminal Record Check (Head Coach requires Checking) utilizing integrated station approach and full ice skill drills.
- 5.) Travel and Tournaments - With approval of Division Head.
- 6.) Practice - Emphasis on basics plus team tactics.
- 7.) Games - No fixed power play or penalty killing units. Encourage player/position rotation.

## **U13-U18 RECREATIONAL**

- 1.) League - Participate in the EKMHA League
- 2.) Age - U13 (11&12) U15 (13&14) U18 (15-17) Overage player must be approved by the CMHA and EKMHA Boards
- 3.) Ice - 2 ice times per week on average.
- 4.) Coaches - Coach 2, Respect in Sport, Concussion Protocol, Criminal Record Check (Head Coach requires Checking) utilizing integrated station approach and full ice skill drills
- 5.) Travel/Tournaments - At the discretion of Division Head, not to conflict with League play.

**COMPETITIVE (REP)**

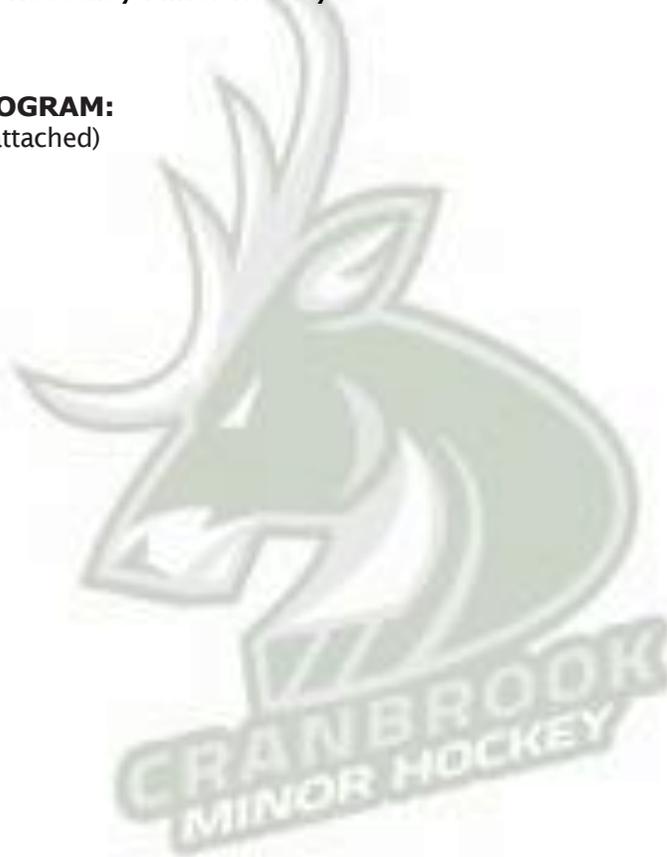
This program is designed for players who have the desire and ability to play at a high level of competition and who are willing to invest a reasonable amount of time in on and off-ice training. This type of hockey begins at the U11 Level. The objectives are to achieve a degree of excellence according to a player's interest, and potential, provide an opportunity for achievement in an enjoyable and self-fulfilling environment, provide an opportunity to progress to a higher level of competition (Program of Excellence), and to stimulate development both from an individual and overall sport point of view. All players should receive sufficient playing time to develop to their full potential. Players should remember they always represent Cranbrook Minor Hockey, and govern themselves accordingly (in town, at school, on road trips).

**U11 A & B, U13 A, U15 A, U18 A**

- 1.) League- AEHL, East and West Kootenay leagues.
- 2.) Team - 18 skaters and 2 goalies.
- 3.) Ice - 2 Ice times per week on average.
- 4.) Coaches- Development 1 or High Performance 1, Respect in Sport, CATT, Checking (U13 and up Head Coach)
- 5.) Travel - Unlimited at the discretion of CMHA. Out of province travel must be approved by BC Hockey via East Kootenay Minor Hockey

**FEMALE HOCKEY PROGRAM:**

(See appendix No.1 attached)



## V. TEAM SELECTION

PHILOSOPHY: The CMHA makes its selections so that each player plays at a level compatible with his or her skill, ability, attitude, desire, and experience level for his/her age group.

1. *House Teams will carry the number of players most suitable for the current registration.*
  - a) Division heads and coaches will select teams using player evaluations, ensuring that all teams have equal numbers of similar caliber players. The teams will be selected by way of “Blind Draft”. Following the appointment of coaches, and evaluations of players, the coaches will assist the Division Head in the “Drafting” of the teams.
  - b) Once the teams are formed, each Coach will then pick a number from a hat to determine which team will be assigned to him/her. If his/her son or daughter is not on the team chosen, then appropriate trades will be made to ensure the child is on his/her team. Requests to play with certain players or coaches will not be granted unless necessary and shall be the exception and not the rule. All requests must be approved by the Division Head.
  - c) After a few games into the season, the Division Head may rearrange players if teams are not even.
2. *Rep Teams will consist of a maximum of 18 skaters and 2 goaltenders.*

To assess and categorize each player, the following Tryout/Evaluation/Player Selection/Release procedure has been adopted:

### Coach Coordinator Committee

CMHA shall form a Coach Coordinating Committee at the beginning of each season, which will include the Coach Coordinator (Chairperson), the President, and one other board member. This Committee shall report to the Executive as necessary. The Coach Coordinating Committee shall appoint liaisons for each division to oversee the Team Selection process. These liaisons may or may not be board members and will report to the Coach Coordinating Committee as required.

### Tryouts

Tryout fees are non-refundable once a player has been in attendance.

All players wishing to play competitive must try out for teams and be registered for tryouts before the deadline. No player is guaranteed a position on a team. U18 players trying out for or playing on junior teams will receive a tryout if they are released from the higher level.

### Evaluations

CMHA Board Executive will approve evaluators for all divisions prior to tryout sessions, including goalie specific evaluators, if any.

Evaluations will be a test of skills, drills and scrimmages until such time as the group has been pared to 20 players and 3 goalies. There may be a separate ice time designated for a goalie skills session, depending on numbers.

Final evaluations will be done after actual games have been played. These games may be inter-squad or exhibition (against non-Cranbrook teams), with players playing on different lines and with different teammates (i.e. no ‘stacked lines’ to play the entire game), and all players receiving equal ice time, to the greatest extent possible.

## Player Selections

Player selections will be supervised by the Coach Coordinator and will consist of the coach and a minimum of three evaluators, appointed and approved by CMHA, who have no affiliation with any of the players that are trying out. In decisions regarding the coach's son/daughter, the coach's evaluation will be forfeited. The evaluators and the coach will be responsible for picking the team, with the last 3 selections being at the discretion of the coach. In situations where consensus cannot be reached, the Coach Coordinator will provide input to break the tie.

## Appeals to Player Selections

Any appeal of the player selection process must be in writing and delivered to the CMHA Executive within 7 days of the player's release. CMHA will ask the Coach Coordinator to review the selection decision and discuss the reasons with the affected player and parent(s). If the Coach Coordinator decides that the player's appeal has merit, he will liaise with the coach and discuss the possibility of that player receiving a 'second look'. Since the evaluators' job has already been completed, the decision on whether the affected player 'makes the team' will be the responsibility of the coach and the Coach Coordinator. After a decision is reached, the affected player and parent(s) will be advised of the decision. This decision will also be in writing and a copy given to the player and parent(s). There will be no further appeal against this decision.

## Releases

The frequency of releases will be directly impacted by the number of players participating in the tryout.

Initial team releases will be posted via the CMHA website during the weekend of tryouts. There may be more than one round of initial team releases (i.e. Saturday night, Sunday morning).

Final releases may:

- 1) It takes place after the final ice time of the tryout weekend (U13).
- 2) Pertain to the remaining 1-5 players that proceed with the team for further evaluation after the tryout weekend (U15/U18).

It is encouraged by CMHA for coaches to make any final releases of players verbally and/or via email ahead of any notices being provided by CMHA either via email or website.

Target dates to finalize rep team rosters will be in accordance with Hockey Canada with a deadline of Oct 15 for A teams.

## Injuries

Any player injured before or during tryouts will be given the opportunity to try out for the appropriate rep team when able to, up to the Dec. 10th carding deadline. The desire to try out must be indicated to the coach at the beginning of the year. If the player was not injured prior to the payment of tryout fees, there would be a prorated cost for tryouts. The injured player will, when ready, go to the next lower level and be assessed regarding ability for the higher-level tryout.

Should a coach decide to release a player after the season has commenced, the coach must present and document to the Coach Coordinator the reasons for release and receive approval for the release prior to advising the player of their termination from the team.

Players moving into the association area after tryouts will be placed on a house team, and evaluated

there, with movement to a higher level if it is appropriate. No player may join the tryout process, for any reason, once the first releases have been made.

**All Hockey Canada residency rules apply.**

## U11

- Bucks teams (A and B): Operated by CMHA
- Tryout Procedure Applies To:
  - A Bucks
  - B Bucks
- These teams are non-regional.
- Player Declaration: Players must declare their intent to try out for either the A or B team by the deadline outlined by CMHA.
- Tryout Participation: Players who declare they only want to tryout/play for the B team will not participate in the A team tryouts. Players who are released from the A team will join the B team tryouts; therefore, B team tryouts will take place after the A team tryouts have concluded.

## U13

- Avs AA Program: Operated by CMHA
- Tryout Procedure Applies To:
  - Avs AA team
  - Bucks teams (Tiered below AA)
- Player Declaration: Players must declare their intent to try out for either the Bucks or the Avs by the deadline outlined by CMHA.
- Tryout Participation:
  - Regional players (outside of CMHA) are required to try out for the Avs.
  - CMHA players are not required to try out for Avs if declaring the next level Tiered Bucks team.
  - CMHA players who are released from the Avs team will join the Bucks team tryouts; therefore, Bucks team tryouts will take place after the Avs team tryouts have concluded.
  - As per BC Hockey, only players from communities that border CMHA (Kimberley, Creston and Fernie) can play on CMHA's Tier 3/4 teams. This is only if their association doesn't have a team in category and is approved by CMHA.
  - Players from communities that do not border CMHA (Invermere, Golden, Elk Valley) must return to their home association to play should they not make the Avs team.

## U15 & U18

- Avs AA Program: Operated by East Kootenay Minor Hockey Association (EKMHA).
- Tryout Procedure Applies To:
  - CMHA teams below the AA level (e.g., Tier 2 and Tier 3/4 depending on registration numbers and structure)
  - The first team after the Avs AA must be Tier 2 due to the requirements of the BC Hockey

### Pilot Project.

- The second team after the Avs AA is dependent on numbers and skill levels. This team may be Tier 3 or Tier 4. The tier will be determined by the Coach(s) and CMHA Board of Directors as soon into the season as possible.
- Player Declaration: Players must declare their intent to try out for either the Bucks or the Avs by the deadline outlined by the applicable Association.
- Tryout Participation:
  - Regional players (outside of CMHA) are required to try out for the Avs regardless of declaring Tier 2 Bucks and be released by the EKMHA to Tier 2.
  - CMHA players do not need to try out for Avs if declaring Tier 2 Bucks
  - CMHA players do not need to try out for Avs or Tier 2 if declaring Tier 3/4 Bucks
  - Only players from communities that border CMHA (Kimberley, Creston and Fernie) can play on CMHA's Tier 3/4 teams. This is only if their association doesn't have a team in category and is approved by CMHA.
  - Players from communities that do not border CMHA (Invermere, Golden, Elk Valley) must return to their home association to play should they not make the Tier 2 team



## VI. PLAYER MOVEMENT

1. All player movement during the season must be in accordance with BC Hockey, Hockey Canada and CMHA guidelines.
2. Any player's movements for practice or games, from any team, must follow these procedures:
  - a) First communication must be between the coaches of the affected teams.
  - b) All team head coaches should agree to any player movement.
  - c) The coach losing the player(s) must then contact and communicate the possible player(s) move to the parent(s).
  - d) If no agreement can be reached amongst the coaches, the Division Head or Coach Coordinator, and/or other Executive members will arbitrate the situation.
  - e) No coach shall contact either directly, or indirectly, any parent or player involved in a possible move prior to a resolution.

## VII. FUNDRAISING GUIDELINES

All teams and participants have a responsibility to project a positive image of the team, and Cranbrook Minor Hockey.

AT ALL TIMES, THE PUBLIC IMAGE OF THE CMHA MEMBERSHIP, CONDUCT AND APPEARANCE MUST REFLECT THE VALUES, POLICIES, AND PRACTICES OF CMHA.

From time to time, parents and players will be expected to make volunteer and monetary contributions to meet team and association expenses through fundraising efforts.

All teams may fund-raise with CMHA approval.

1. Direct public support may be requested through activities such as consumables sales, car washes, 50/50 draws, etc., provided they are approved by the Fundraising Coordinator (or President if there is no Fundraising Coordinator). Alcoholic beverages may not be used as prizes.
2. The Fundraising Coordinator will apply each year for bottle drives traditionally used by CMHA. Bottle drives must be booked through Parks and Recreation at the City.
3. Many corporations make substantial contributions to our Association through sponsorship of teams, tournaments, and other Association programs. The Fundraising Coordinator will provide a list of these corporate sponsors. Teams will not approach these sponsors for additional funding.
4. All fundraising programs must be well supervised and controlled by adults.
5. All profits from fundraising programs are deemed to belong to the TEAM.
6. Fundraising programs should be carried out chiefly within our Association boundaries.
7. All plans for team fundraising must be discussed and approved at a parent meeting and by the Fundraising Coordinator.
8. Team management is responsible for ensuring that all Association guidelines and Municipal Bylaws are followed.
9. Teams may plan, budget and fundraise only for the following purposes:
  - a. Tournament team registration fees.
  - b. Team hockey socks.
  - c. Team practice jerseys and sweater name bars.

- d. The cost of one hotel/motel room for coaching staff at an away tournament, if they are not parents of players on the team, and meals and vehicle expenses for those coaches.
- e. Additional Ice Time.
- f. Costs for end of the year banquet or team party
- g. Team meals (1 per out-of-town weekend).
- h. Other team expenses such as phone calls and correspondence, which must be documented.
- i. Provincial Championships/Year End Tournament, if applicable.
- j. Buses for travelling.
- k. Fundraising for any other items not mentioned above must be approved by the CMHA Executive.

10. UNDER NO CIRCUMSTANCES can teams raise funds for items such as the following:

- a. Team jackets.
- b. Team track suits.
- c. Team hats.
- d. Team equipment bags.
- e. Any personal hockey equipment.
- f. Team and individual photographs.
- g. Individual travel expenses other than the aforementioned coaches' accommodation/meals/gas.
- h. Tickets for sporting events or other entertainment.

These items should be purchased by the players/families on an individual and personal option basis. If a team wishes to make a team purchase the decision must be unanimous.

#### **Development Team Start Up Loan**

At the start of each season, the Treasurer may distribute, from CMHA general revenue, a loan to each development team.

These funds shall be deemed a loan from the CMHA, separate from sponsorship monies, and shall not be tied into the team's rep fees. It is strictly understood that these funds are loaned to assist the team to make their financial commitments as the season progresses and is to be used for items listed in Section VIII, paragraph 9 of this policy book.

The Treasurer shall collect the repayment of this loan, in full, no later than February 1st of each hockey season. A team may repay this loan at any time, and all monies will be returned to the general revenue account.

In accepting the loan, the team agrees that, if on February 1st of the hockey season, that team is unable to repay the loan in full, the Treasurer will request from the team manager a cheque from each player, in the amount of their equal portion.

### VIII. SPONSORSHIP POLICIES

- 1.) All Team sponsorships shall be the responsibility of the CMHA. Team sponsorship revenues are an important and integral part of Association budgeting each year. Potential new sponsors should be referred to the CMHA.
- 2.) Each team should have only one sponsor. (There may be an occasional exception, to be approved by the CMHA).
- 3.) Sponsors will be assigned based on team affiliation and sponsor preference where possible, at the discretion of the CMHA.
- 4.) The Association arranges for team sponsors and fees paid are directed to general association funding. The sponsor is under no obligation to provide additional support to the team. CMHA will provide a list of these corporate sponsors. Teams should avoid approaching these sponsors for additional funding.
- 5.) The Association will provide each House team with jerseys silk-screened with name and publicity when available.
- 6.) The CMHA has the following obligations to the Sponsors:
  - a.) Maintain regular verbal or written contact with the sponsor.
  - b.) Deliver a framed team picture to the sponsor (showing the team name, sponsor name and year picture is taken) prior to the end of the season.
  - c.) In any press release given to local newspapers regarding team activities the team sponsor's name must be used.

### IX. TEAM FINANCIAL REPORTING

All organizers associated in any way with minor hockey activities should follow uniform procedures for the control of all cash revenues and collections. The best way to ensure personal integrity is to always operate in an open and well-documented manner. It is therefore appropriate and necessary to expect the following:

- 1.) The team parent or team manager in their respective divisions will be responsible for providing parents and the CMHA Executive with a Financial Report at the end of each season.
- 2.) Bank accounts should be used for teams, committee and other association funds and these accounts should have monthly statements provided, with cheques returned. All funds, statements and cancelled cheques as well as receipts, invoices and other financial records are to be held in Trust for the Association Executive by a team, committee or event Treasurer. These documents should be kept safely and be made available upon request by Association President, Treasurer or Executive.
- 3.) Accounts should be opened "In Trust", or in the name of the team, committee, or event etc., with cheques signed by two adults, one of whom must be the team Manager or Coach, or Division Head.
- 4.) A receipt in writing must document all cash transactions.
- 5.) Excess funds in the account at the end of the season should be returned to CMHA Treasurer for deposit in our general account.
- 6.) Under NO circumstances should excess funds be used in ways not allowed under "Fundraising Guidelines".
- 7.) The CMHA Treasurer can review the bank records of any team. The team records must be provided to the Association Treasurer within seven days of written request.

## X. COACH SELECTION (Development and Competitive)

The CMHA chooses "A" and "B" coaches through the Coach Selection Committee. All coaches (Head or Assistants) must receive prior approval from the CMHA Board of Directors. For 'Rep Head coaches, this means that applications, resumes and criminal records checks will be pre-screened at the first available board meeting after the application deadline but before any interviews take place with the candidates. The criteria include coaching level attained through formal clinics; background and coaching experience; references; reliability and integrity; coaching philosophy compatible with association philosophy, and policies.

- 1.) A Coach Selection Committee will be formed and will include up to 5 members. The Coach Coordinator will chair and oversee the selection of the committee members. The selection committee will include at least one CMHA board executive, and at least one other qualified and interested board member. Where additional interested and qualified board members are not present on this committee, the committee may include other qualified individuals from the community. The CMHA board executive must approve the Coach Selection Committee.
- 2.) Upon receiving the coach applications, the Coach Coordinator will notify the applicants as to their interview time and advise them of the selection committee members to ascertain if any conflicts are present with the applicants. The utmost care will be given to avoid conflicts of interest when appointing committee members. If a conflict appears to be present, a new committee may be assigned to deal with a specific group. The same committee will remain intact while interviewing applicants competing for the same position.
- 3.) Before the interview takes place, it is imperative that the committees discuss and be familiar with the qualities the association is looking for in a coach. This may differ from division to division. Some guidelines to consider are: Experience in CMHA, experience in coaching minor hockey, experience working with children, community involvement, certification, education, training, references.
- 4.) A set of written questions will be used to ensure a fair and equitable playing field for all applicants. Where spontaneous questions arise, care should be taken to ensure all facts and issues are presented properly so as not to place a particular candidate in an uncomfortable or disadvantaged position.
- 5.) The Coach Coordinator will chair and conduct the interview and oversee the selection process. If for any reason the Coach Coordinator must be removed from the selection committee for a particular group of applicants, the next in line senior member of the Board will chair the committee. This individual will then undertake the duties of the coach coordinator for that particular group of applicants. Only those present during the interview process will be involved in the selection process. The successful coach candidate will be derived from the interview process, committee discussions, and lastly, an open vote. A majority decision is required in each instance.
- 6.) The Coach Coordinator, and/or the Chair of the Selection Committee will contact all applicants, whether they are successful or not. The Chair of this committee will be prepared to answer questions the unsuccessful candidates may have. It is imperative that all applicants be informed as to the reasons for being chosen or not. The successful applicant must first be contacted to ensure that they will accept the job. Only after this has been ascertained will the other applicants be contacted.
- 7.) Procedures and questions outlined in the BCAHA Guide to Coach Selection will be followed as closely as possible. Procedures and questions will be discussed with the Coach Selection Committee prior to the interviews.
- 8.) All Rep coaches must have their appropriate Coach Level certification in their 1st year of coaching and procure their Intermediate Level in the following year. (BC Hockey Rule).
- 9.) All applicants must undergo a criminal record check prior to the interviews.
- 10.) Under no circumstances shall any member of the coach selection committee have a child in the division that the coach is being selected for.
- 11.) The Coach Coordinator must not hold a position on any CMHA team as a team official.

**XI. DUTIES AND RESPONSIBILITIES OF COACHING STAFF**

The CMHA Executive requires a high standard of conduct from its coaching staff in dealing with players, coaches, referees, and officials and in the image projected to participants and parents of the CMHA. The coaching staff is an integral part of the Association and is expected to support the decisions of the Executive and abide by the CMHA Policies. The following is a list of items this Association expects from coaches:

- 1.) Coaching at all levels should consist of teaching and improving hockey skills of individual players and promoting teamwork and sportsmanship.
- 2.) It is the philosophy of the CMHA that all participants on house and development teams receive equal ice time. Ice time lost due to disciplinary action, injuries and suspensions does not apply. To the greatest extent possible, equal ice time should be given to players on competitive teams.
- 3.) The coach is to ensure that each of his/her players is properly protected, and parents are advised of the necessity for players to wear properly fitting and approved equipment.
- 4.) Team Captain and Alternates should shake hands with the opposing coaches and officials at the beginning of the game. Both teams shake hands at the end of the game unless league rules prohibit.
- 5.) The coaching staff must have a controlled attitude towards referees. Lack of coaching self-control will not be accepted by the CMHA and may initiate review and possible dismissal.
- 6.) Ice times provided and paid for by the Association must be used or returned to the Ice Coordinator. Repeated failure to use allotted ice may result in a loss of that ice slot. Should coaches trade ice times the Ice Coordinator must be notified to establish responsibility of ice usage.
- 7.) Coaches are responsible for checking game sheets for suspensions and informing the players involved. Failure to do so could mean forfeiture of that game, future games, and further disciplinary action. Strict attention should be paid to pre-printed game sheets to ensure that a suspended player is not listed.
- 8.) The maximum suspension from play that can be imposed on a player by the coaching staff for disciplinary purposes is one game. The Division Head/Coach Coordinator must be advised of all such suspensions. Suspensions of more than one game must have the approval of the Discipline Committee.
- 9.) Any coaching staff member who blatantly refuses to follow CMHA Policies can be suspended from coaching indefinitely, upon review and recommendation from the Discipline Committee.
- 10.) Coaches are responsible for ensuring that a qualified Safety Person is available. (Ideally the coach should be certified with the Hockey Canada Safety Program)
- 11.) The coach is responsible for ensuring that dressing rooms are left clean and ready for the next team.
- 12.) Coaches should ensure that they do not put themselves in compromising situations with a player.
- 13.) All coaching staff will be subject to a criminal record check.
- 14.) All coaching staff must complete the Respect in Sport and Concussion Awareness training offered by BC Hockey/Hockey Canada.
- 15.) All coaching staff must have the appropriate coaching levels as required by December 1 of the current season.

**XII. DUTIES AND RESPONSIBILITIES OF TEAM MANAGERS (Rep)**

The team manager is appointed by the coach, approved by the Board and is formally introduced at the first team parents meeting of the year. The manager works with the coach and assistant coaches to appoint parents to other positions such as team treasurer, head team parent, etc. The manager is the first line of communication with and for the parents with the team coach and the association. The manager is responsible for calling team meetings and the organization of parents for team activities and responsibility. The manager's duties include, but are not limited to:

- 1.) Preparation of a schedule and organizing game minor officials such as timekeeper, scorekeeper required for all game activities of the team.

- 2.) To see that care is taken of uniforms and other team equipment before, after and between games.
- 3.) Assist the coach with arranging and scheduling games.
- 4.) Ensure team lineups are completed on Spordle before game time.
- 5.) Ensure, with the coach, that players are informed of their suspensions and when they can return to team activities.
- 6.) Ensure in the event that an injured player is transported to the hospital without his/her parent, that a responsible adult accompanies the player and that the necessary Medical Report form is available for completion by the attending physician. Also, ensure that the parent or guardian is advised of the accident and the Hockey Canada Insurance form is promptly filed with the Registrar.
- 7.) Ensure TeamSnap is updated with a game and practice schedule.
- 8.) Ensure that all team players and officials are properly registered or "Carded" for insurance and provincial competition, through the Registrar.
- 9.) Ensure that all the rules and policies of the Association are carried out and that any deviations from these are reported to the Coach Coordinator.
- 10.) Ensure through direct confirmation with the team coaching staff that all Association goaltender equipment, sticks, pucks, pylons and sweaters are returned to the Equipment Manager (locker) at the end of the playing season/game.
- 11.) Ensure that the necessary "Parental Consent and Medical History" form is completed prior to October 15th, for each player on the team, signed by the parents and kept handy for potential use with all team activities.
- 12.) All team managers will be subject to a criminal record check.
- 13.) All team managers will complete the Respect in Sport and Concussion Awareness training offered by BC Hockey/Hockey Canada

### **XIII. DUTIES AND RESPONSIBILITIES OF Safety Person.**

As a Safety Person, your primary responsibility is to ensure that safety is always the priority during all hockey-related activities, both on and off the ice. You must play a leadership role in enhancing the safety of players and all others involved with amateur hockey.

The following are some responsibilities that the Safety Person should assume:

- 1.) Implementing an effective risk management program with your team, which strives to prevent injuries and accidents before they happen.
- 2.) Take a proactive role in identifying and minimizing or eliminating risks during all activities and if ever in doubt, erring on the side of caution.
- 3.) Promoting and reflecting the values of Fair Play and instilling these values in all participants and others involved in amateur hockey.
- 4.) Conducting regular checks of facilities, players' equipment to ensure proper fit, protective quality and maintenance and advising players and parents regarding the purchase of protective equipment. All equipment must be CSA approved.
- 5.) Promoting proper conditioning and warm-up techniques as effective methods of injury prevention.
- 6.) Maintaining accurate medical history files on all players and bringing these to all games.
- 7.) Receive basic First Aid Kit from Equipment Manager and make sure it is available for all team activities. Include Hockey Canada insurance Forms.
- 8.) Player's medical card in the first aid kit must accompany the player when being transported to hospital.
- 9.) Be aware of emergency procedures at the home and away rinks, keeping handy the phone numbers for ambulances and other emergency services.

- 10.) Receive a doctor's certificate from player stating that he/she can resume hockey activities after missed games due to severe illness or injury.
- 11.) Implementing an effective Emergency Action Plan with your team and practicing it regularly to ensure all involved understand their roles.
- 12.) Recognizing life-threatening and significant injuries.
- 13.) Managing minor injuries according to basic injury management principles and referring players to medical professionals when necessary.
- 14.) All team Safety Person will be subject to a criminal record check.
- 15.) Recognizing injuries, which require a player to be removed from action, referring players to medical professionals and coordinating return to play.
- 16.) Promoting a healthy lifestyle with all hockey participants by being a good role models while educating participants regarding hygiene, performance-enhancing substances, drug and alcohol abuse, nutrition and hydration.
- 17.) Facilitating communication with players, coaches, physicians, therapists, paramedical personnel, parents, officials and other volunteers regarding safety, injury prevention and players' health status.
- 18.) All Safety must complete the Respect in Sport, Concussion Awareness Training and the Safety program offered by the BC Hockey/Hockey Canada.
- 19.) CMHA encourages all Safety People to obtain certification with a recognized first aid program.

#### **XIV. MEDICAL AND FIRST AID POLICIES**

- 1.) At least one member of each team must be present and have completed the Hockey Canada Safety Program Course Clinic.
- 2.) The association Equipment Manager supplies all First Aid Kits. Team Management will review the contents of it prior to the start of the season. The Equipment Manager will make any necessary replacements upon request. First Aid Kit – Recommended content is as follows: 1 good quality scissors, 1 bag of Ziplock bags for ice/snow packs, 1 tensor bandage to be used for wrapping on ice/snow packs ONLY, 1 Ziplock bag with 3" x 3" gauze pads, 1 roll adhesive tape, 1 triangular bandage (sling), 1 bag of latex gloves, 1 box of Band-Aids, 20 index cards.
- 3.) Each Player/Parent is required to fill out a Player Medical Information Sheet with the following information: Player's Full Name, Date of Birth, Medical number, and other pertinent medical history i.e. allergies, existing medical conditions etc. These cards are to be stored with the First Aid Kit for handy reference along with Parental Permission Forms and CHA Accident Claim Forms.

#### **XV. DUTIES AND RESPONSIBILITIES OF TEAM PARENT**

The Team Parent shall be appointed by the Coach and/or Team Manager to carry out the following duties:

- 1.) Arranging for and collecting payment of Tournaments Fees.
- 2.) Decide for all team fund raising in accordance with guidelines provided by the Association
- 3.) Carry out all team obligations regarding Association tournaments, ticket sales, etc.
- 4.) Organizing extra team events such as pizza parties, sporting events etc.
- 5.) Team parents are encouraged to complete the Respect in Sport offered by the BC Hockey/Hockey Canada.

*\*\* Note: On Teams not requiring an 'official Manager' the Team Parent(s) will be required to share the*

*'Team Manager' responsibility with the coach.*

## **XVI. TOURNAMENTS**

Minor Hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. Guidelines are as follows and will be strictly adhered to, with any exceptions referred to by the Division Head/Coach Coordinator for approval prior to the tournament date.

- 1.) All tournament arrangements must be in accordance with all Hockey Canada, BC Hockey, EKMHA, and CMHA rules and regulations.
- 2.) Tournament entry fees are paid through team budgeting and funding.
- 3.) Teams may enter only sanctioned tournaments.
- 4.) At all times, good manners and sportsmanship are to be displayed by players, coaching staff and parents.
- 5.) Well in advance of departure, the following must be arranged:
  - a.) Through the Division Head and Ice Coordinator, rescheduling of any games during the away period.
  - b.) Through the CMHA Executive, travel permission **MUST** be obtained if going out of province.
  - c.) If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.
- 6.) Tournament ice time, referee fees and sanction costs are the responsibility of the team.
- 7.) BC Hockey must sanction all tournaments for insurance purposes. It is the host's responsibility to obtain official sanction.

## **XVII. TRAVEL**

- 1.) Travel Permits must be submitted 14 days prior to travel on Spordle to be approved by CMHA President and then by BC Hockey (Travel permits are required for exhibition games and tournaments. League games do not require a travel permit).
- 2.) Upon completion of out of province games(s), a copy of the game sheet(s) must be submitted on Spordle to your approved travel permit. Future travel permission may be withheld if game sheet(s) are not returned.
- 3.) Player and Team Management suspensions are in effect when travelling and apply to all tournaments, exhibition and league play activities.

It is recommended by the CMHA that no player be permitted to drive themselves to any sanctioned ice time.

## **XVIII. EQUIPMENT**

### **GOALTENDING GEAR:**

CMHA will provide goaltender gear for all house teams upon request.

### **PUCKS and PYLONS:**

All teams will be responsible for their team pucks, shooter tutors, and pylons as supplied by the Association.

### **JERSEYS:**

- 1.) CMHA provides each development and competitive team with two sets of jerseys.

- 2.) Name Bars may be sewn on the back of team jerseys in a strictly consistent manner.
- 3.) All jerseys must have a "STOP" sign on the centre back of the shoulder. (BC Hockey ruling).
- 4.) Washing of jerseys must be done with care, AVOIDING HIGH HEAT, particularly when drying. Excessive heat will permanently shrink all or parts of the jerseys, rendering them totally useless to the team. The Association may not be able to replace a destroyed or lost set of jerseys until the following year and only through a relatively expensive and lengthy ordering process.
- 5.) When jerseys are issued, they are cleaned and ready for use. When returning jerseys, at the end of the season, team management is responsible for seeing that all jersey sets are complete (NONE missing) and that they have been carefully washed and are ready for storing.

## **APPAREL:**

- 1.) CMHA requires teams wishing to purchase team jackets, track suits, socks etc. to contact CMHA prior to purchase.
- 2.) All CMHA apparel will utilize the colors approved by the board of directors (White, Green, Black).

## **ICE TIME FORFEITURE:**

Any team giving up paid ice time, must notify the ice coordinator within 1 month of the ice time, or that team will be charged the rate for that period of ice time, unless that ice time can be utilized by another group.

## **XIX. CODE OF DISCIPLINE**

### *Discipline Committee*

- a) The Discipline Committee shall consist of the Vice-President who shall be Chairperson, and four other board members appointed by the President.
- b) Their duties will include but are not limited to investigating the allegations, including interviews with affected parties, disciplining and/or suspending teams, players, team officials, on-ice officials, board members and/or any member.
- c) Reports to the Committee must be in writing and may also include prior patterns of behavior during the current hockey season.
- d) The Discipline Committee shall deal with each matter within seven (7) days of receiving the notification.

### *Appeals Committee*

- a) The Appeals Committee shall consist of the Executive of the Association.
- b) Their duties shall be to hear appeals from decisions made by the Discipline Committee.
- c) The Appeals Committee may re-admit any team or individual suspended or uphold or modify any decision made by the Discipline Committee.
- d) Any appeal shall be in writing outlining all particulars pertaining to the case and shall be delivered to the Secretary of CMHA within seven (7) days of being notified of the decision of the Discipline Committee.
- e) The Appeal Committee shall deal with the appeal within seven (7) days of receiving the written appeal.

**(a) SUSPENSIONS**

1. A coach may suspend any player for up to one game, and/or two practices.
2. Any excess of this amount must be issued by the Discipline Committee.
3. The Division Head or Coach Coordinator shall be advised of all suspensions.

**(b) COMPLAINTS RE: COACHES AND TEAM OFFICIALS**

1. Complaints about any team officials first need to be addressed within the team while always respecting the 24-hour rule. Team officials may include but are not limited to coaches, managers, trainers, treasurers etc.
2. If there is no satisfactory result, then the Division Head and or Coach Coordinator should be contacted and when necessary, the Division Head/Coach Coordinator may refer concerns to the Discipline Committee or Board.
3. Any complaints to the CMHA Board regarding minor hockey business or coaching, etc. must be made in writing and signed.

**(c) COMPLAINTS RE: REFEREES AND LINESMEN**

1. This forum of complaint is not meant for coaches or others who do not like the way a referee or linesman calls a particular game. Any serious concerns should be reported, in writing, to the CMHA Referee-in-Chief.

**XX. CMHA DEVELOPMENT**

- 1) All Coaches, Safety People., and referees must have appropriate BC Hockey certification.
- 2) All Coaches and Managers must be approved by the Board.
- 3) CMHA will pay for registration fees for coaching and referee clinics provided they coach and or ref in CMHA that year. For any coaching clinic above the intermediate level or any referee certification above level IV, application can be made to CMHA to approve reimbursement for a portion of the costs involved.
- 4) CMHA will pay for all Hockey Canada insurance costs of team officials, and referees.

**TURNING POINT PROGRAM****Introduction:**

The Cranbrook Minor Hockey Association (CMHA), through its Board, has seen a need to remind all players, parents, coaches, officials, and spectators of the reason our children enter into the game and our organization. As a result, the Board has taken steps to emphasize three basic values of minor hockey: **Fun, Respect** of the rules and game participants, and **Development** of the children playing the game.

In September 1999, the board drafted a policy outline modeled after the Minor Hockey Association of Calgary's "Turning Point" program. The goal of this adaptation is to re-evaluate why our children play this game and to return to the practice of developing self-esteem and physical fitness among all children playing the game.

For this program to be effective, there must be recognition on the part of all involved in minor hockey, that only a small percentage of minor hockey players will ever play at the Junior or Professional

levels of the game. Once this fact is accepted, it will help build a platform for fair play, mental and physical development, respect for the game, and the opportunity for all players to flourish.

CMHA has recognized that they are duty bound to provide an environment free of all mental and physical abuse. In order to do so, there must be sanctions against individuals who, through their own actions, make it difficult for the children to develop in a manner consistent with the ideals of the CMHA.

**Definitions:**

**Game Participant:** Includes any player, coach, team administrator, on ice official, off ice official, representative of the Board, parent, guardian, spectator, or arena employee who attends any arena or place to par- take in or view a CMHA sanctioned event.

**Unacceptable Behavior:** an individual is displaying unacceptable behavior if he or she is verbally or physically harassing or abusing a game participant in or outside the arena, or any other behavior which the Board deems as unacceptable.

**Implementation:**

The identification and response to "unacceptable behavior" is not limited to CMHA ice time and arena events in Cranbrook. The CMHA and its Board reserve the right to discipline any game participant who attends a game or event of any kind involving a member team of CMHA which occurs outside the City of Cranbrook.

**Reporting Process:**

When a situation of unacceptable behavior occurs , it is the responsibility of coaches, parents, game officials, or other game participants to respond to the incident(s) by reporting the person(s) involved. All incidents of reported unacceptable behavior will be dealt with by CMHA Discipline Committee. There will be two processes to identify and report unacceptable behavior. The focus of the program is reporting unacceptable behavior not confrontation.

- A game participant will complete an incident report in writing and submit the report to the CMHA office located at #10-1777 2nd Street North, Cranbrook, BC, V1C-7G9. A report must be filed within seven (7 ) days of the incident of unacceptable behavior. Incident reports will be available in Cranbrook facilities utilized by CMHA and from a CMHA Board member. No report will be accepted unless that report is legible and the person making the report, identifies themselves on the report. A report filed in this manner will be dealt with within seven (7) days of its receipt by the Discipline Committee.
- Any member of the CMHA Board has the right to immediately suspend any game participant found committing unacceptable behavior. To coincide with this, any CMHA member of the Board has the right to suspend the affiliated coach, team official, or team if deemed necessary in order to prevent detrimental or unbecoming conduct on the part of any game participant. The game participant(s) will be asked to leave the arena or place where the unacceptable behavior has taken place and will not be permitted to participate in CMHA ice time or sanctioned event until the incident has been dealt with by the Discipline Committee. Any board member exercising this right must forward a written report to a member of the CMHA Discipline Committee within 24 hours of the incident.
- Should an incident occur outside the City of Cranbrook, the board member shall be permitted to file the report verbally with any other board member. Care will be taken to record the report verbatim. Once a report has been filed, the Discipline Committee will have seven (7) days to deal with this type of incident.

**Criminal Behavior:**

The CMHA Board encourages any game participant to report acts of physical abuse or behavior which causes a disturbance that normally would not occur during the confines of a game to the local detachment of the Royal Canadian Mounted Police or local Police Service.

The Criminal Code of Canada defines "disturbance" as follows:

- Everyone who, not being in a dwelling house, causes a disturbance in or near a public place, by fighting, screaming, shouting, swearing, singing, or using insulting or obscene language, by being drunk, impedes or molests another person, openly exposes or exhibits an indecent exhibition in a public place or loiters in a public place and in any way obstructs persons who are in that place.
- Criminal Behavior also includes acts of assault, willful damage to property, uttering death threats, and other acts described in the Criminal Code of Canada.

### **Penalties:**

The CMHA Board reserves the right to penalize any game participant, as it deems necessary. Penalties include, but are not limited to, one or more of the following:

- Written warning
- Suspension of playing privileges
- Prohibition from attending any facilities being used by CMHA or its member teams during CMHA sanctioned events.
- Outright dismissal from the CMHA with forfeiture of registration dues and/or tournament fees.

Current policies of the CMHA dealing with the Discipline Committee and the Appeals Committee will coincide with the Turning Point Program.

## **XXI. Codes of Conduct**

### **FAIR PLAY CODE**

- 1.) Fair play is in place to ensure that each player gets equal participation in game situations.
- 2.) Ice time lost due to disciplinary action, injuries, and suspensions does not apply.
- 3.) Fair Play is **mandatory** up to and including Atom A (all divisions), and House Leagues (all divisions).
- 4.) Any complaints regarding Fair Play should be made in writing to the Discipline Committee. As CMHA is committed to ALL the players, infractions of the Fair Play guidelines will be dealt with severely.

### **FAIR PLAY TIPS FOR PARENTS**

- 1.) The main expectation of the Fair Play program requires parents to act as positive role models. Yelling negative comments at opposing players, any coach, any player or any official will not be tolerated.
- 2.) If you are in the stands and the person next to you is being negative, tell that individual that he/she is not only embarrassing his/her son/daughter, but the embarrassment is spread to the team and all other participants on/off the ice.
- 3.) Accept the fact that mistakes may be made by any individual during any game. Coaches, athletes and officials make mistakes. Be tolerant of mistakes, you are watching AMATEUR SPORTS
- 4.) If you feel that something unacceptable is being done, direct constructive comments to the association. Yelling and screaming negatives will only isolate you from your friends and from your child.
- 5.) The Fair Play program expects parents to understand that all the players want to have fun playing the game of hockey. Parents should encourage this fun in a positive way.
- 6.) The Fair Play program encourages parents to maintain a positive outlook towards not only their son/daughter, but to all the teammates and to the opposing players as well. Parents feel good when opposing fans clap for their players and their team. Share that good feeling by clapping for the opposing player or team when a good play occurs.
- 7.) The Fair play program expects parents to understand that you are watching young players having

fun enjoying a sport they love. The young players are NOT there to entertain the parents in the stands.

- 8.) The children you watch on the ice do hear and see you at the rinks. The children look to you for acceptance and praise.
- 9.) The Fair Play program expects that positive praise for your child and others should not be lacking. You, as a parent, are a vital part of the game.

The Fair play program encourages your participation in your son/daughter's hockey experiences.

- \*\* Respect the Rules
- \*\* Respect the officials and their decisions.
- \*\* Respect the opponents.
- \*\* Maintain your self-control at all times.

As a parent, please remember the Fair Play Motto:

**LESSONS WILL BE REMEMBERED LONG AFTER SCORES ARE FORGOTTEN.**



**ATHLETE CODE OF CONDUCT**

In personal development, as well as athletic development, the athlete himself/herself plays a critical role. They must understand and respect their relationship and the commitment that is required as a member of a team. The athlete must also recognize that to achieve complete success, they should understand both the values and goals of the BCAHA. Thus, how an athlete regards his/her sport is often dependent upon their level of behaviour and ability to fit into team concepts. The following Code of Conduct has been developed to aid the athletes to achieve a level of behaviour which will allow the athlete to become a well-rounded, self-confident and productive human being.

**ATHLETES HAVE A RESPONSIBILITY TO:**

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the individual.
3. Consistently display high personal standards and project a favourable image of their sport.
4. Refrain from public criticism of athletes, coaches or officials.
5. Abstain from the use of tobacco products.
6. Abstain from drinking alcoholic beverages, using performance enhancing or mind-altering drugs.
7. Refrain from the use of profane, insulting, harassing or otherwise offensive language.
8. Follow the annual training, competitive programs, and rules of conduct as mutually agreed upon by Coaches and Athletes, recognizing the responsibilities of the Athletes to adhere to and complete.
9. Participate in all team testing and satisfy all team program testing objectives.
10. Provide the Coaches with results of their strength and dry land training to enable the Coaches to monitor and assess improvement in your performance.
11. Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of medical problems. Respect the concerns these medical people have when they are considering the athletes' future health and wellbeing and when they are making decisions regarding the athletes' ability to continue to play or train.
12. Regularly seek ways of increasing your athletic development and self-awareness.
13. Uphold the rules of the sport, the spirit of such rules and encourage other athletes to do the same.
14. Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to act accordingly.
15. Be aware of the role sport plays in all athletes' lives and respect the pressures that may be placed on yourself and other athletes as you strive to balance physical, mental, emotional and spiritual elements of your lives.

**ATHLETES MUST:**

1. Not allowing individuals who may request sexual favours or use threats of reprisal for rejection to go unreported.
2. Participate in a manner that ensures the safety of athletes, coaches and officials also participating in the game.
3. Respect other athletes' dignity: verbal or physical behaviours that constitute harassment or abuse are totally unacceptable.
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never use or condone the use of alcohol.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Athletes Code of Conduct.

Name of Athlete: \_\_\_\_\_

Signed: \_\_\_\_\_

Association/Organization: \_\_\_\_\_

Date: \_\_\_\_\_

## COACHING CODE OF CONDUCT

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus how an athlete regards his/her sport is often dependent on the behavior of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behavior which will allow their athletes to become well-rounded, self-confident and productive human beings.

Although this code is directed toward coaching conduct it equally applies to other members of the "Team Leadership Staff" i.e. managers, trainers, equipment personnel etc.. It is assumed that these people act in cooperation with one another to construct a suitable environment for the athlete.

### COACHES HAVE A RESPONSIBILITY TO:

- 1) Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- 2) Direct comments or criticism at the performance rather than the athlete.
- 3) Consistently display high personal standards and project a favorable image of their sport and coaching.
  - a) refrain from public criticism of fellow coaches, athletes, officials and volunteers especially when speaking to the media or recruiting athletes.
  - b) Abstain from the use of tobacco products while in the presence of her/his athletes.
  - c) Abstain from drinking alcoholic beverages when working with athletes.
  - d) Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
  - e) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- 4) Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- 5) Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and wellbeing foremost when making decisions regarding an injured athlete's ability to continue playing or training.
- 6) Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
- 7) Regularly seek ways of increasing professional development and self-awareness.
- 8) Treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
- 9) In the case of minors, communicate and co-operate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.
- 10) Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, emotional and spiritual aspects of their lives and conduct practices and games in a manner so as to allow optimum success.

**COACHES MUST:**

- 1) Ensure the safety of the athletes with whom they work.
- 2) At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
- 3) Respect athletes' dignity; verbal or physical behavior that constitutes harassment or abuse are unacceptable.
- 4) Never advocate or condone the use of drugs or other banned performance enhancing substances.
- 5) Never provide underage athletes with alcohol, nor encourage its use.

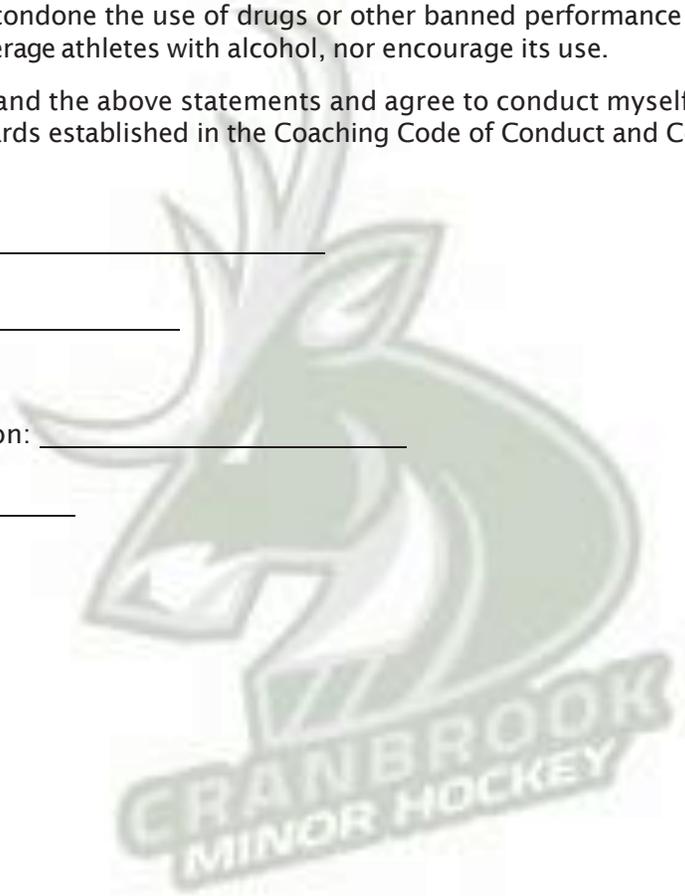
I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Coaching Code of Conduct and Coaching Code of Ethics.

Name of Coach: \_\_\_\_\_

Signed: \_\_\_\_\_

Association/Organization: \_\_\_\_\_

Date: \_\_\_\_\_



**OFFICIATING CODE OF CONDUCT**

The officiating program plays an integral role in the sport of hockey. Officials must recognize their impact on the game, its participants and their fellow officials. Program leaders must recognize the need for instilling the highest values and the impact they have on aspiring officials. The following officiating code of conduct has been developed to aid the officiating program in achieving a level of behaviour which will allow all officials to become self-confident and productive human beings.

**OFFICIALS HAVE A RESPONSIBILITY TO:**

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the individual if this is part of your role.
3. Consistently display high personal standards and project a favourable image of their sport and officiating.
  - a) Refrain from public criticism of participants and fellow officials.
  - b) Abstain from the use of tobacco products while in the presence of his/her officials.
  - c) Abstain from drinking alcoholic beverages when officiating and working with officials.
  - d) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
4. Educate and ensure high standards of risk management are maintained.
5. Treat all other hockey participants with due respect and encourage all officials to maintain a high standard of self-discipline.

**OFFICIALS MUST:**

1. When in a leadership role ensure the safety of the officials with whom they work.
2. At no time become intimately and/or sexually involved with other officials. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect participants' dignity; verbal or physical behaviour that constitutes harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs or other banned substances.
5. Never provide underage participants with alcohol; nor encourage its use.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the officiating code of conduct.

Name of Official: \_\_\_\_\_

Signed: \_\_\_\_\_

Association/Organization: \_\_\_\_\_

Date: \_\_\_\_\_

**VOLUNTEER CODE OF CONDUCT**

Volunteers play a critical role in the operation of sport organizations and their activities. Through their responsibilities the volunteer receives rewards such as personal development, recognition, feedback, a tie to family and community and personal satisfaction of helping others. In return the volunteers must be expected to conduct their efforts in a manner that will allow the values and goals of the sport organization to be achieved. Thus, how a participant regards his/her sport is often dependent on the leadership of the volunteer. The following Code of Conduct has been developed to assist volunteers in achieving a level of behaviour which will allow sport participants to become well-rounded, self-confident, productive human beings.

**VOLUNTEERS HAVE A RESPONSIBILITY TO:**

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the person.
3. Consistently display high personal standards and project a favourable image of their sport and volunteering.
  - a) Refrain from public criticism of fellow volunteers, athletes and officials.
  - b) Abstain from the use of tobacco products while in the presence of children.
  - c) Abstain from drinking alcoholic beverages when performing your volunteer duties.
  - d) Discourage the use of alcohol in conjunction with athletic events or other activities at the playing site.
  - e) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
4. Through proper risk management practices ensure that the activity being undertaken by both volunteers and participants is suitable for the age, experience, ability and fitness level of the individual and educate them as to their responsibilities in contributing to a safe environment.
5. Take the personal initiative to learn, respect, communicate and adhere to the rules and regulations established for the sport.
6. Regularly seek ways of increasing professional development and self-awareness.
7. Treat members of other sport organizations with respect, both in victory and defeat and encourage all participants to act accordingly. Actively encourage all participants to uphold the rules of their sport and the spirit of such rules.
8. Attend to your volunteer duties, as directed, in a timely manner.
9. In the case of minors, communicate and cooperate with the parents or legal guardians, involving them in management decisions pertaining to their child's development.
10. Be aware of the role sport plays in everyone's lives and respect the pressures that may be placed on all participants including volunteers as they strive to balance the physical, mental, emotional and spiritual aspects of their lives.

**VOLUNTEERS MUST:**

1. Ensure the safety of the people with whom they work.
2. Abide by the sexual abuse policy of your sport.
3. Respect the dignity of others; verbal or physical behaviour that constitutes harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never provide underage participants with alcohol.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Volunteers Code of Conduct.

Name of Volunteer: \_\_\_\_\_

Signed: \_\_\_\_\_

Association/Organization: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX 1****FEMALE PROGRAM SUPPLEMENT****Purpose:**

To describe the policies that will define the Female Program in CMHA, provide the goals and objectives that teams, players and staff will adopt and to guide the development of CMHA female hockey players.

All female players will be subject to the general rules and policies of CMHA, unless specifically stated otherwise in this supplement.

**Definitions:**

- CMHA: Cranbrook Minor Hockey Association
- Female player: a player that is registered under the Female Program in CMHA
- Female team: any team consisting of female players registered in CMHA
- Female Program: the collective grouping of policies, guidelines, players and volunteers dedicated specifically to the development of female hockey players.
- Integrated system: any team or program that is not part of the Female Program or is not a female team.
- Lobbying up – the movement of a player to a higher age division at the request of the player or player's parent.

**Program Objective:**

The female program in CMHA is focused on development. Priorities for the program are:

- Program development – ensure CMHA players play within CMHA and have appropriate options available. Ensure player and coach development are supported. CMHA, coaching staff and players will make development the focus of each female team.
- Team development – CMHA will ensure there is at least one female team in each category, wherever possible.
- Player development – Each CMHA female player will be assured of a spot on a female team, wherever possible. As part of player development, each competitive team will attend Provincial Championships to expose players to a high level of competition, unless permission to not attend is granted by the CMHA Board. Recreational teams will be encouraged to partake in female tournament play.
- Officiating development – even though officials have their own development program, it is important to promote, develop and support female officials at all levels. Wherever possible, qualified female officials should be utilized in female games.

**Teams**

CMHA will attempt to place one female team in each category each year. As each competitive female team will be carded, overage players are not allowed. Where more than one team exists in a category, one team will be designated as "competitive" (carded) and the other(s) will be designated as "recreational" (not carded).

CMHA will ensure each female team has an opportunity to play in an appropriate level of competition. This may change from year to year but is guided by CMHA. For example, in the 2005/06 season, the Midget and Bantam teams are registered under the Central Alberta Hockey League. The Pee Wee team plays in the integrated league in the East Kootenay Minor

Hockey Association. It is the responsibility of CMHA to provide these opportunities. CMHA reps will develop these opportunities at their discretion to further the objectives of the Female Program. Any changes to these arrangements must be presented to and approved by CMHA. In accordance with CMHA Policies, there is no "lobbying up". The only time a female player will be allowed to play in a higher category is:

- as an affiliated player or,
- where approved by CMHA, movement up is necessary to avoid releasing a lower category player (as described in this document) or,
- where approved by CMHA, when movement of players is deemed necessary due to limited numbers in an age category (as described in this document).

To assist in supporting the development of female players from outside CMHA, female players not normally registered in CMHA will be allowed to register and participate in the CMHA Female Program. However, admission is at CMHA discretion and will in no way limit the development opportunity for a female normally registered in CMHA.

### **Carding**

Each female team, or "competitive" female team where more than one team exists in a category, will be carded under Hockey Canada and CMHA rules and regulations. The number of female players carded will be maximized with players in the appropriate age category. This number will be determined by CMHA.

Where the number of female players in a category that is carded (as defined by Hockey Canada) is such that releases will be required, it is preferable that a female player be moved up a category to avoid releasing. In this respect, several moves may be necessary to ensure the number of female players in each category is maximized.

Conversely, where the number of players is not sufficient to ensure a female team in a category (minimum number TBD by CMHA), the preferred option will be to move players from the category with insufficient numbers up to the next level, and from that level up. It is not preferred to move players up from a lower category to the team with insufficient number, unless the preferred option cannot be utilized due to player numbers.

Where player movement cannot be utilized to ensure all players have a place to play, it may be more appropriate to implement one or more "recreational" teams made up of players who would benefit from or prefer recreational play.

### **Affiliated Players**

In accordance with the Program Objectives, female teams will affiliate with (in order):

- Female players in the same age category on recreational teams with preference given to those who have been released from a carded team or who show an interest in playing on a carded team,
  - Female players in the same age category playing in the integrated system,
  - Female players from the next lower category (first a competitive team, then a recreational team),
  - If there are no players in the integrated system in the same age category, then with players in the next lower age category playing in the integrated system,
  - If there are no players in the next lower age category, then, if allowed, with players from outside CMHA, in accordance with CMHA rules, regulations and policies.
- It is not a preferred option to use players from two categories below.

## Promotion

CMHA will support various initiatives to promote the expansion of female registration in minor hockey. This may involve:

- Raising awareness of female hockey by promotion in local schools
- Encourage female players who participate in the integrated system to try playing on a female team. This is not intended to supersede the affiliation or carding process. Players who undertake this opportunity will have until Dec 10 of the hockey year to decide which route they wish to take. After that date, they are subject to these policies and procedures.
- Supporting events that showcase female hockey.
- Conduct general interest awareness sessions that encourage participation of new players, female team officials, volunteers and on ice officials.
- Hold a year end Female Program event to recognize the efforts of female program players and encourage continued participation in the program.
- Hold an ESSO Fun Day to promote new players
- Encourage older female players (midget and bantam) to assist with young female teams at practices



**CMHA REFEREE RATES 2025/2026**

	Referee	Linesman
U9/U7	\$20.00	
U11	\$40.00	\$30.00
U13	\$50.00	\$35.00
U13 Avs	\$60.00	\$45.00
U15 Rec	\$55.00	\$35.00
U15	\$80.00	\$60.00
U18 Rec	\$60.00	\$40.00
U18	\$90.00	\$70.00

