

# *CMHA Rules & Regulations*

June 2017



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## 1. Registration and Fees

All players must be registered with the Cremona Minor Hockey Association (CMHA) Registrar before being permitted to tryout, practice, or play in a game.

The Registrar, with the approval of the CMHA Directors, will set all dates for registration. Any refund of fees will be pro-rated and assessed or refunded as designated by the Registrar and approved by the Directors.

The Registrar, with the approval of the Directors, will set the payment deadline dates but all fees must be paid in full by December 1st.

Any delinquent fees from a previous year owed to the CMHA must be paid in full, on or before the current year's registration, before the player will be permitted on the ice. There will be a \$50.00 fee for all NSF cheques received.

Late Registration - if a player wishes to register after the closing date for registration, a late fee will be assessed by the Registrar. This fee will be set and advertised at the beginning of the season.

After January 15th of the current hockey season no refunds will be issued. To qualify for the refund the player or the player's parent/guardian must apply in writing to the CMHA Registrar stating the reason for leaving. All refunds are subject to CMHA Board approval and will be assessed based on the individual request. Refunds will not be given to suspended players or players who decide to not play partly through the season.

Furthermore, the player's last ice time must be stated and verified by that player's Coach.

## 2. Players and Player Eligibility

### **Player Categories**

Midget	15, 16 & 17 years old
Bantam	13 & 14 years old
Peewee	11 & 12 years old
Atom	9 & 10 years old
Novice	7 & 8 years old
Initiation (Tyke)	3 - 6 years old

The player must reach the appropriate age by December 31<sup>st</sup> of the current year.

### **Player Transfer to/from the CMHA**

The CMHA has a boundary/service area recognized by Hockey Alberta. Any player residing within this boundary is eligible to play for the CMHA. The purpose of the boundary is to define the service area for all neighboring associations.

CMHA players residing within the CMHA boundary requesting a transfer out of the CMHA to another association:

- a) will not be allowed to transfer to another association if the CMHA player is participating unless;
  - i. there are insufficient numbers to make a team at the particular level or;
  - ii. the team has reached the maximum number of players for that team and has insufficient numbers to make a second team as determined by CMHA
  
- b) Notwithstanding 2(a) above, a player will be provided with a 'Letter of Permission' to try out for a different association team if the CMHA player is participating at the Peewee, Bantam, or Midget level (at the 'AA' or 'AAA' level).

If a player is successful in tryouts and CMHA verifies that the player will play for that team of the stated higher caliber for the season, a release will be provided to the player for that season.

Players who are not CMHA Members and who do not reside within the CMHA boundaries that request a transfer to the CMHA from another association must:

- a) Present to the CMHA Registrar a letter of permission stating the player can try out for the CMHA team or present a signed release from the player's present association. The player must fill out the CMHA registration information and have a parent/guardian sign. No fees will be collected until CMHA determines the player's status.
- b) The CMHA will contact the player's association to ensure the player has no financial or other obligations and determine why the player wishes to transfer.

The CMHA Directors will annually review and determine if the CMHA has space to accommodate the player.

If the player's present association has no team in an age category, the CMHA will still consult the player's association and Hockey Alberta. CMHA reserves the right to not accept any out of bounds player for any reason.

### **Team Amalgamation**

Due to the number of players at any level or for any other reasons, the CMHA may choose to form a team with another association. This would require approval of CAHL and Hockey Alberta.

### **Player Affiliation**

A team may use affiliated players ONLY if the following rules are complied with:

- a) An affiliated player is to be used only for replacement of a sick, injured, or suspended player and/or to fill line-ups for tournaments;
- b) The Coach wishing to use an "affiliated player" must take the following steps in the following order:
  - Speak to the player's regular Coach to receive permission.
  - speak to the player's parents and obtain their consent.

- The Coach requesting the affiliated player may then approach the player to inquire whether the player wishes to play for the affiliated team.
- (c) Hockey Alberta Rules and Regulations concerning affiliated players and cut-off dates must be strictly adhered to. The affiliated player may only participate in the maximum number of games allowed by Hockey Alberta.
- d) The Coach using any affiliated player is fully responsible to track the number of games played and report it to the regular Coach when requesting permission to use that player for any subsequent games.
- e) The Coach using any affiliated player must ensure regular team players are being given equal ice opportunities.
- f) The use of affiliated players is considered a development opportunity for the affiliated player, and their regular Coach should make a reasonable effort to accommodate the request provided it does not create any conflict with upcoming games.
- g) The decision to affiliate team to team or team to player shall be made by the Directors.

### **Female Players**

All female players shall be provided with a suitable dressing room at home. Female players at the Atom level or below can change in the same dressing room as the male players if they wish.

## **3. Player Movement**

### **Player Movement**

All players must register at their own age category. Player movement will be considered by the CMHA Directors only when the numbers dictate a need for movement or in special circumstances.

Players needing overage status may apply to the Directors.

Overage players will be considered on an exception basis and must be approved by the CMHA. Factors which will be considered for approval of overage status will follow Hockey Alberta guidelines, in addition to any other factors which the parent may wish to bring to the attention of the Directors in a written request for overage status. CMHA will submit the request to CAHL and Hockey Alberta for approval. Overage status cannot be granted until the CMHA, Hockey Alberta and CAHL or 2&27 approve the request.

The CMHA Directors will determine if it is appropriate to move the player into the next higher age category.

Deviation from this policy for purposes of completing rosters for teams where player numbers are restricted must be approved by the Directors and tabled at their next meeting.

Falsification of age and/or address may result in a one (1) year suspension of the player from the CMHA.

## 4. Team Selection

The CMHA believes "A", "B" and "C" teams should be selected in the Novice, Atom, Pee wee, Bantam, and Midget levels. The philosophy is the "A" Team will enable players of a higher ability an opportunity to excel. The "B" and "C" teams will enable players to play at a competitive level and further develop their skills. The division of Tyke players will be determined by the Coaches at the beginning of the season.

### Team Selection

To select the "A" team, the CMHA will strive to ensure players with the highest ability, dedication and personal discipline will be selected to the team.

The selection process will be predetermined by the Director of Player Development and hold the approval of the Directors.

A selection committee of individuals not related to the players will be formed, and each committee member will have a strong knowledge of the game. This will be the decision of the CMHA prior to player evaluation.

If a Coach is unrelated to any player being evaluated he/she could be part of the selection committee at the beginning of the process.

There will be a cut-off date (on or around October 15th) set annually by the CMHA for final player selection.

After the "A" team has been chosen the next players of highest ability will comprise the "B" and then "C" team(s).

The CMHA will provide an approved process to assist Coaches to rate and select players.

The player selection cut-off date will be set annually by the CMHA.

### Number of Players

For league play the CMHA will only allow a team to play with a minimum of nine (9) players and a maximum of nineteen (19) players.

In the event there are too few players for a team the CMHA Directors will make all efforts to:

- Accommodate players by moving them to different categories with the approval of the parents and CAHL;
- Try to amalgamate with a neighboring association to provide a team; or
- Make reasonable efforts to find another association to accommodate these players, who will then be released from CMHA for that season.

### Number of Goalies

The maximum number of players who can expect to be in a goalie position is two (2) goalies per team. If the total number of goalies is more than two (2) per team, a selection will occur based on ability. A team may have more than two (2) goalies if they are part time goalies and the coaches and parents agree to a rotation determined by the coaches.

## 5. Committees

The Directors can create committees year to year as deemed required or necessary. Such committees can be comprised solely of Members, or Members and Directors. The following committees shall have the following roles if formed:

### **Discipline Committee**

This committee shall:

- Consider transgressions, implement sanctions or measure if found necessary, and prepare a written decision. The written decision shall include the alleged objective, regulation or policy transgressed, the evidence considered and the decision made by the Discipline Committee;
- Where mandatory disciplinary sanction is prescribed by these Rules and Regulations or other policies, the Discipline Committee shall enforce and implement such sanctions;
- Where mandatory disciplinary sanction is not so prescribed, an interested Member with direct knowledge of the subject transgression may make a written submission to the Discipline Committee. Any resulting disciplinary sanction shall be implemented by the Discipline Committee at their sole discretion;
- All Members shall cooperate with the Discipline Committee in any disciplinary investigations;
- Exercise reasonable discretion (where it is vested in it by the Rules & Regulations) in relation to each transgression and shall take measures as are required in the circumstances, including sanctions, suspension or expulsion of a Member;
- Any decision of the Discipline Committee shall be a decision of the CMHA for the purposes of appeal to Hockey Alberta;
- Any Member who is subject to a decision of this committee may appeal that decision, within the time prescribed by the Bylaws and Regulations of Hockey Alberta, to the Hockey Alberta Appeals Officer; and
- Any disciplinary sanctions taken by an entity outside CMHA arising from inter-league play shall be enforced, where possible, by CMHA and any appeals shall be in accordance with that entity's constitution, Bylaws, rules and regulations and policies.

### **Team Personnel Committee**

This committee shall:

- Be entirely impartial in identifying and encouraging Members to be coaches and managers;

- Be comprised of Members who are not Directors (or their spouses), nor head or assistant coaches or applicants therefore (or their spouses). An alternate Member will be used if a conflict of interest arises during the coach selection process;
- Invite applications for all coaching positions prior to commencement of the hockey season;
- Select the head coach for each team prior to the commencement of each hockey season;
- Monitor and facilitate team personnel training;
- Assist team personnel through-out the season to ensure a positive coaching experience for team personnel and players;
- Assist teams with league tier recommendations and assignments; and
- Assist with the annual team personnel evaluation/survey process.

### **Special Events Committee**

This committee shall:

- Investigate, recommend and coordinate special events, such as skills competitions, CMHA tournaments and events, provincials, etc.; and
- Investigate, recommend and coordinate, as necessary, fundraising events including casinos.

### **Players Committee**

This committee shall:

- Organize the ice sessions for each season's evaluation weeks, if applicable; and
- If necessary due to registration numbers, shall organize individual player evaluations for "A" and "B" (and "C") teams, and find evaluators with strong hockey knowledge for each level, and for goalie, for Atom and above levels.

### **Player Development Committee**

This committee shall:

- Ensure that skill development of players is both fun and challenging;
- Ensure the development of skills is provided by positive feedback to players;
- Ensure a method of measuring success beyond winning and losing;
- Instill values of sportsmanship, respect and discipline;
- Promote teamwork; and
- Recognize and reward hard work, progress and determination.

## **6. Equipment**



All coaches shall ensure that every player taking part in any game or practice is dressed in the proper equipment as stated by Hockey Alberta and CAHL.

The following applies with regards to CMHA equipment and uniforms:

CMHA uniforms and equipment shall not be used for non-team functions.

If jerseys are damaged or lost by players their parent(s) will be charged \$100.00 to replace the jersey.

Equipment belonging to the CMHA will be placed in the care and custody of the coaches and/or managers at the beginning of the hockey season. The individual signing for the equipment shall be held responsible for this equipment and will be asked to account for it at the end of the season.

Jerseys supplied by the CMHA are to be used for games only (not practices).

When equipment supplied by the CMHA is lost or damaged, the person who signed for it MUST report the loss or damage to the CMHA immediately.

CMHA colors will be blue, black and white. Reasons for the definite color decision are:

- CMHA teams are easily identifiable;
- It is easy to mix and match jerseys when they are all of the same color;
- CMHA players have been purchasing equipment to match these colors (gloves, helmets, pants, goalie pads, etc.); and
- The CMHA logo is copyrighted and must be presented in their colors.

All CMHA teams should be supplied with home and away jerseys.

## **7. Referees**

To be a qualified referee and individual must:

- a) be twelve (12) years of age or older by January of the current season,
- b) have successfully completed a Level I Hockey Alberta Referee Clinic,
- c) referee games strictly in accordance with the rules, and
- d) in order to referee certain levels the referee must successfully complete Level II or III.

All referees shall provide their own equipment.

Referees will pay the cost of their referee clinics. The CMHA will reimburse the clinic costs if the individuals pass their clinic with a mark of not less than 50%, and after they have refereed at least one (1) game for the CMHA.

Referees will be paid according to the fee schedule set forth by Hockey Alberta.

Complaints about the quality of refereeing must be in writing and forwarded to the Referee Coordinator. The Referee Coordinator will respond in writing to all legitimate complaints at his/her discretion.

## 8. Guidelines - Coaches

The CMHA endorses Hockey Alberta coaching courses. All coaches will be required to complete the Respect In Sport Coach program. All coaches will be required to meet the minimum coaching requirements and deadlines of Hockey Alberta, Hockey Canada and the CMHA.

Selected Head Coaches will choose their Assistant Coaches, to a maximum of three (3) assistant coaches.

The Coach is responsible for enforcing rules and discipline of his/her team.

The Coach is to become thoroughly acquainted with league and CMHA rules, regulations and schedules. The Coach will abide by all CMHA, Hockey Alberta and CAHL rules and regulations.

The Coach will arrange:

- a team meeting at the beginning of the season to agree on objectives, goals and expectations for the season (i.e. number of games, tournaments, etc.).
- a parent meeting at the beginning of the season and hold others through the season to update parents and clearly communicate the team direction.

The Coach is required to attend all or almost all practices and games. If unable to attend a practice or game, the Head Coach is to arrange for his assistant coach(es) or someone else to take charge.

The Coach shall supervise the conduct of players and team officials during practices, games and team functions.

The Coach will set a good example for his team in actions and dress.

The Coach will make attempts to ensure players are wearing Hockey Alberta approved equipment.

The Coach will name affiliate players by the deadline when necessary.

The Coach will develop an effective working relationship with the Team Manager and Assistant Coaches.

The Coach should become aware of any medical problems with players and will encourage medical treatment when required. It is encouraged for each team to have a Coach or Trainer with first aid certification.

The Coach will be responsible for all CMHA equipment and report the condition of same to the CMHA.

Before pucks and players are allowed on the ice, the Coach or his designate will be present on the ice to supervise all players and ensure all gates are shut.

## **9. Guidelines – Team Managers**

The Manager is responsible to help the Coach by enforcing the rules, discipline and behavior of the team.

Upon commencement of the hockey season the Manager will obtain the game schedule and practice times from the Ice Scheduler and relate this information to their team.

The Manager is responsible for ensuring that adequate notification (forty-eight (48) hours minimum) of a game time is given to the Referee Scheduler. The Manager will also contact the Referee Scheduler and Ice Scheduler when cancelling games and/or ice times.

The Manager will utilize all ice times and report to the Ice Scheduler immediately if the team is unable to use scheduled ice times (this ensures time for another team to use the ice time). If the ice time (practice or game) is not cancelled a minimum seventy-two (72) hours prior, the team may be charged for the ice time not used.

The Manager is responsible for the care and maintenance of CMHA equipment provided to the team.

The Manager is responsible for becoming thoroughly acquainted and abiding by the rules and regulations of the CMHA, Hockey Alberta and CAHL.

The Manager must ensure all game sheets and reports are filled out correctly and sent to the appropriate persons.

The Manager will make any necessary transportation arrangements and ensure all Hockey Alberta travel permits are obtained if required.

The Manager will compile a directory of players' information including names, addresses, telephone numbers, medical forms, parents' names, and note any special medical problems.

The Manager will notify players of practice times and location, giving as much notice as possible.

The Manager will arrange for exhibition games both home and away. League commitments take precedence over exhibition games.

When playing any out-of-town team, the Manager will ensure that the team is properly carded or sheeted due to insurance. Before entering a tournament the Hockey Alberta sanction number must be obtained. To play out-of-province, special permission must be obtained from the CMHA and Hockey Alberta.

The Manager will arrange for a timekeeper, scorekeeper and penalty box supervisors for each game. These persons are considered Minor Game Officials and must conduct themselves in an unbiased manner.

The Manager will ensure all new players are registered with the CMHA Registrar before any ice activity. All players must be carded or team sheeted by the deadline.

While attending tournaments the Manager will:

- Make sure to have all player cards or team sheets with him/her at all times, once approved by Hockey Alberta;
- Assist the Coach with the team while off the ice; and
- Check dressing rooms to ensure they are left clean.

If the team is fundraising through 50/50 draws or other means considered to be a gaming activity by the Alberta Gaming and Liquor Commission, the Manager is responsible for collecting the monies and forwarding to the CMHA Treasurer for deposit into CMHA accounts.

The Manager will handle all problems to the best of his/her ability and if necessary approach the CMHA Directors for assistance when he/she deems necessary.

The Manager will advise all parents and players that under no circumstances is CMHA equipment to be used outside of approved CMHA functions.

## **10. Guidelines – Other Team Volunteers**

Each team may decide to appoint individuals to other positions to assist in carrying out the work load, such as:

- Tournament coordinator
- Treasurer
- Fundraiser
- Phone person
- Minor game officials
- Special events coordinator

All team volunteers must act in a manner deemed appropriate by the CMHA Rules and Regulations.

## **11. Damage to Property**

CMHA Members will be held responsible for damages to any facilities caused by teams with which they are associated. A CMHA Member that is deemed responsible for damages at any facility may be suspended from further participation in any CMHA events until the damages have been rectified to the Director's satisfaction.

Where the individual directly responsible for the damage cannot be identified, the team as a whole will be held accountable. Any damage to a recreational facility as reported by the Cremona & District AG Society or any other Hockey Alberta associations will be disciplined.

## 12. Code of Conduct Management Plan - Zero Tolerance Policy

### **Zero Tolerance Policy**

Participation in the CMHA is a privilege, not a right. Members, players, coaches, volunteers, officials, parents, and spectators are required to abide by the Bylaws and Rules and Regulations of the CMHA as well as the Rules and Regulations set forth by Hockey Alberta and CAHL.

All members and participants of the CMHA shall respect other members, officials, parents, players, spectators, team officials, and volunteers. Any inappropriate conduct, threats, harassment, use of profanity, or abuse directed towards the game or team officials, volunteers, parents, players, or spectators will not be tolerated and will be subject to disciplinary actions.

All members and participants of the CMHA shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game

Violation of any provisions set forth in CMHA's Bylaws, Rules and Regulations or Hockey Alberta Rules and Regulations will result in disciplinary action.

### **Code of Conduct - Coaches**

- Coaches have an obligation to abide by the policies of the CMHA and failure to do so could result in the loss of coaching privileges.
- Ensure your players understand and abide by appropriate conduct.
- Be reasonable in your demands on the young player's time, energy, and enthusiasm. Remember that they have other interests and being able to pursue those interests, as well as hockey, will help them maintain their enthusiasm and make them better hockey players.
- Teach your players that the rules of the game are mutual agreements, which no one should evade or break. Without them there would be no game.
- Teach your players that doing their best is as important as winning. Never ridicule or verbally put down a player for making a mistake or losing a competition.
- At all times show respect - to all players, parents, coaches and officials.
- Follow the advice of a physician when determining when an injured player is ready to resume play. The player must obtain a letter from a physician authorizing play upon recovery from any serious injury (e.g. bone fracture)
- Remember that players need a coach they can respect and look up to. Be generous with your praise when it is deserved and always set a good example.
- Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development in children. Attend all clinics and functions the CMHA may hold.
- Treat the players as you would like to be treated.
- A key goal is to help each player grow and develop as an athlete and as a person.

- Obtain proper training and continue to upgrade your coaching skills.
- Communicate with players and parents to ensure your common goals are one and the same.
- Create a learning environment so players will experience success in improving individual and team skills.
- Be sure that equipment and facilities are safe and match the athlete's age and ability.

### **Code of Conduct - Parents**

- Players should be willing to participate - do not force an unwilling player to participate in hockey.
- Remember that participants should be involved in organized sports for their enjoyment, not yours.
- Encourage your son/daughter to always play by the rules and to resolve conflict without resorting to hostility or violence.
- Teach your son/daughter that honest effort is as important as victory and that if you give your best, then you have won, regardless of the score.
- Turn defeat to victory by helping your son/daughter work toward skill improvement and good sportsmanship.
- Never ridicule or yell at your child for making a mistake or losing a competition.
- Congratulate your son/daughter on his/her efforts and skill improvements, not just goals and assists.
- Remember that players learn best by example. Applaud good plays and performances by either team.
- Do not publicly question the official's judgement and never their honesty. Realize the officials are being developed in the same manner as the players.
- Abuse of players, coaches, officials or volunteers will not be tolerated.
- Actively support all efforts to remove verbal and physical violence from hockey.
- Recognize the value and importance of volunteers. They give their time and resources to provide recreational activities for your son/daughter.
- Be supportive and work with the coach, do not provide advice to your son/daughter that is contrary to what the coach is asking. If you have concerns, talk to the Coach or Manager.
- Be supportive of team functions and actively share in the duties required throughout the year.
- Attend most practices and games.
- Have players at the rink before games and practices at the Coach's specified times. Late arrivals disrupt the team.

### **Code of Conduct - Players**

- Play by the rules.
- Respect the officials and their decisions. Let your Coach or Manager ask any necessary questions.
- Control your temper. Mouthing off, throwing tantrums, breaking or throwing sticks or other equipment shows a lack of discipline and has no place in sports.
- Be a team player, work equally hard for your team and yourself.
- Be a good sport. Appreciate all good plays whether they are from your team or your opponent. Show respect to all teams.
- Treat all players as you would like to be treated. Interfering with, bullying, or taking advantage of any player shows poor sportsmanship and has no place in sports.
- Remember that the objectives of the game are:
  - to have fun and enjoy the sport;
  - improve your skills; and
  - enjoy your team comradery.
- Cooperate with your coach, teammates, officials, and opponents.
- Never come to a practice or game under the influence of any illegal substances, drugs, or alcohol. Such action may result in dismissal or suspension of the player.
- Attend practices regularly and be sure to listen and to do your best. Coaches and volunteers are giving their time for your enjoyment.

### **Code of Conduct - Volunteers**

- The obligation of any volunteer within the organization is to set an example of honesty, integrity, fairness and trustworthiness for the young athlete.
- Expect no special rights or privileges because you are a volunteer.
- Understand that even though you may not agree with all CMHA policies or practices, as a representative of the organization, you have an obligation to publicly support them and at all times abide by them. If you do not agree with them you can work within the system to have them changed.
- Accept that because you are a representative of CMHA, your actions, either positive or negative, reflect back on all of the other volunteers in the organization.
- Base your decisions and actions on what is best for the majority of hockey players while respecting the rights of the individual.
- Be prepared to listen and respond to any concerns brought to you.
- Be prepared to listen to ideas from other people even though they may differ from your own.
- Be open to new ideas. Judge ideas on their own merit and the benefit that they can bring to hockey.

- Work patiently for improvement and do not expect too much too quickly.
- Be slow to anger and hard to discourage.
- Be prepared to put in long, hard hours with little or no recognition except the self-satisfaction of knowing you have accepted a challenge many turn away from.

### **Code of Conduct - On & Off Ice Officials**

- Ensure each player has a reasonable ability to perform to the best of his or her ability, within the rules.
- Avoid or remedy any situation that threatens the safety of the players.
- Maintain a healthy atmosphere and environment for competition.
- Intimidation of any player either by word or action will not be permitted. Unacceptable conduct towards myself, other officials, players, coaches or spectators will not be tolerated.
- At all times be consistent and objective in calling all infractions, regardless of personal feelings towards a team or individual player.
- Be sure to handle all conflicts firmly but with dignity.
- Accept role as teacher and role model for fair play, especially with young participants.
- Be open to discussion with players before and after the game.
- Remain open to constructive criticism and show respect and consideration for different points of view.
- Obtain proper training to upgrade referee skills and knowledge.
- Create a cooperative environment with coaches for the benefit of the game.

## **13. Discipline, Suspensions**

Parental, player or team problems shall be reported to the Team Manager to be resolved. If such problem(s) can not resolved by the Team Manager, the issue shall be addressed by the Head Coach for resolution. If the respective Head Coach is unable for whatever reason to resolve the parental, player or team problem(s), such problem(s) shall be reported to the CMHA Directors, who can decide to address and resolve or alternatively report such problem(s) to the appropriate 2 & 27, CAHL and/or Hockey Alberta representative(s) for resolution.

Any player, coach, manager, trainer, official, volunteer, member, parent or spectator that is guilty of unacceptable conduct any other rule, regulation, or ruling of the CMHA Directors on or off the ice is subject to discipline or suspension.

Any player, coach, manager, trainer, official, volunteer, member, parent or spectator that is guilty of harassment on or off the ice is subject to discipline or suspension. Harassment is considered a form of discrimination and is prohibited by Human Rights Legislation and could be an offence under the Criminal Code of Canada.



Harassment is defined as conduct, which is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful.

The CMHA Directors have the power to impose suspensions and discipline as set out in the Bylaws of the CMHA and the Rules and Regulations of Hockey Alberta.

Any player, team or team official who knowingly supplies false information to a representative of the CMHA will be subject to discipline or suspension and the matter referred to the CMHA Directors.

In addition to any league sanctioned discipline, CMHA can suspend or discipline any CMHA player, parent, coach, official or spectator if the person is in violation of the Rules & Regulations or for conduct unbecoming off or on the ice. This authority may be delegated to other CMHA Directors as the President may determine.

The CMHA may establish a "Discipline Committee" or "Special Committee" when required to review serious violations or suspensions for more than two (2) games. Any suspension or discipline imposed by the Discipline Committee shall take effect immediately.

Any person disciplined or suspended by the Discipline Committee can appeal to the Directors by giving written notice within fourteen (14) days of the date of discipline/suspension. Such appeal shall be heard and considered by the Directors within fourteen (14) days of receiving the appeal.

If a person is not satisfied with the CMHA decision, the individual may appeal to the Hockey Alberta Appeals Officer within the time prescribed by the Bylaws and Regulations of Hockey Alberta. At that time, the CMHA surrenders all authority regarding the appeal. It is then the responsibility of Hockey Alberta to resolve the individual's appeal.

## Appendix A – CMHA Detailed Position Descriptions

In accordance with its Bylaws, the CMHA may change, add or remove its' Director designations from time to time as it sees fit. The following are possible CMHA Director designations. The following positions shall have the duties and responsibilities set forth in the Bylaws, in addition to the following:

### **Past-President**

The Past-President is responsible for attending regularly scheduled meetings of the CMHA, and for providing leadership for the decision making process. The position of Past-President is only recognized in years when there is a new President elected. The Past-President has a vote at any meeting.

#### RESPONSIBILITIES:

- Facilitate the transition of outstanding issues from the previous year(s);
- Provide assistance and guidance to the new Directors.

### **CAHL Director**

The CMHA is required by CAHL to provide a Director. The CAHL Director is one of CMHA's primary representatives on CAHL's Board of Directors. The CAHL Director is a voting Director and is required to regularly attend scheduled CMHA meetings.

#### RESPONSIBILITIES:

- Attend all CAHL meetings and serve as CMHA's representative, voting on CMHA's behalf;
- Report all new information from CAHL to the CMHA;
- Raise any concerns/issues on behalf CMHA at the CAHL meetings; and
- Perform any responsibilities required by the Bylaws of CAHL.

### **CAHL Governor**

The CMHA is required by CAHL to provide a Governor. The CAHL Governor also acts as CMHA's representative on CAHL's Board of Directors. The CAHL Governor is a voting Director and is required to regularly attend scheduled CMHA meetings.

#### RESPONSIBILITIES:

- Attend all CAHL meetings and serve as CMHA's representative, voting on CMHA's behalf if permitted;
- Report all new information from CAHL to the CMHA;
- Raise any concerns/issues on behalf of CMHA at the CAHL meetings;
- Perform any responsibilities required by the Bylaws of CAHL; and

- Represent a hockey division as determined by the CAHL fall organizational meeting.

### **Director of Coaching & Player Development**

The Director of Coaching & Player Development is responsible for reviewing and implementing skills or other specialty programs for CMHA players as needed, and is responsible for providing a liaison between CMHA coaches and the Directors. The Director of Coaching & Hockey Development is also responsible for the evaluations process at the beginning of the season, if any. The Director of Coaching & Player Development is a voting Director and is required to regularly attend CMHA scheduled meetings. This position can not be held by any CMHA Head Coach or Assistant Coach.

#### **RESPONSIBILITIES:**

- Ensure a specific team evaluation and selection is in place before the start of the season - all processes to hold the approval of the Directors;
- Recruit and organize the evaluators and on-ice coaches for each division if required;
- Assign each player to a team and oversee the assessment of bubble players and any over/under age player placements;
- Coordinate the reassessment of any players if required to complete the rosters for each team;
- Evaluate hockey skills programs that may be needed or wanted for CMHA players including power skating, skills development and goalie skills;
- Recruit and hire professionals to provide needed programs;
- Provide direction and support to new coaches;
- Hold meetings with coaches to provide information from the CMHA, CAHL or Hockey Alberta as necessary;
- Encourage coaches to further their skills by attending coaching, first aid and referee clinics
- Act as liaison between coaches and the Directors;
- Act as liaison between coaches and parents if difficulties arise that the team manager is unable to resolve;
- Ensure coaches are directing their teams in accordance with CAHL and CMHA policies and regulations and that appropriate certification is obtained;
- Inform coaches on the proper procedure for and importance of injury reporting; and
- Notify all coaches and/or managers that it is their responsibility to properly, and in a timely manner, file injury reports with Hockey Alberta
- Assist the Coaches and other Directors in league tier decisions

### **Referee Director**

The Referee Director is responsible for providing qualified referees for the league and exhibition games played on CMHA's home ice. The Referee Director is a voting position, and is required to regularly attend scheduled CMHA meetings.

#### RESPONSIBILITIES:

- Establish dates to hold referee clinics and arrange for ice and training rooms;
- Recruit referees and linesmen for the season;
- Provide referee payment information and rates to the Treasurer on a monthly basis;
- Evaluate referee performance on an ongoing basis;
- Schedule referees for all league, exhibition, playoff and provincial games played on CMHA's home ice
- Support referees by providing information from the CAHL as necessary; and
- Involvement with any complaints or disputes regarding referees or referee performance.

#### **Equipment Coordinator**

The Equipment Coordinator is responsible for maintaining accurate records of all CMHA owned equipment and jerseys, supervising the storage area and arranging for the purchase of new equipment or repair of old equipment. The Equipment Coordinator is not a voting position and is not required to regularly attend scheduled CMHA meetings.

#### RESPONSIBILITIES:

- Inventory all equipment, jerseys, goalie equipment owned by CMHA at the beginning of the season, ensure all jerseys are sorted by size, style and numbering sequence;
- All jerseys should be washed with name bars removed at the end of the season. Arrange for the purchase of any new equipment or jerseys as approved by CMHA;
- Ensure all teams are provided with medical kits;
- Assign jerseys, goalie equipment and locker keys to each team, ensuring the appropriate inventory forms are signed and filed;
- At the end of the season ensure all jerseys, goalie equipment, medical kits, accessories are returned and inspected for damage; and
- Ensure all lockers are cleaned out after the season ends and all keys have been returned.

#### **Communications Director**

The Communications Director is responsible for maintaining the CMHA website and other social media outlets. The Communications Director is a voting Director and is required to regularly attend scheduled meetings.

#### RESPONSIBILITIES:

- Maintain the content for the CMHA website and ensure the website platform and ongoing support is appropriate, and develop and recommend material for the website and any other social media outlet;

- Update team schedules as required on the Association's website and promote games to develop community involvement;
- Place proper notices of General, Special and Annual General Meetings on the CMHA website, and communicate the annual registrations timing and requirements; and
- Assist the CMHA with any other advertising or publicity as required.

## **Fundraising Coordinator**

The Fundraising Coordinator is responsible for coordinating annual fundraising events and seeking new fundraising opportunities. The Fundraising Coordinator is not a voting Director and is not required to regularly attend scheduled meetings.

### RESPONSIBILITIES:

- Schedule annual fundraising events and activities;
- Assemble organizing committees where required;
- Contact all team managers to ensure they understand their roles and responsibilities relative to fundraising (e.g. 50/50 draws);
- Prepare a summary of income and expenses for each fundraising event and activity for presentation to the Directors;
- Investigate new fundraising opportunities, including government grants or corporate donations;
- Ensure the CMHA sponsorship program is updated on the website and followed to ensure sponsors receive the required level of value for their level of sponsorship;
- Ensure that the Alberta Gaming & Liquor Commission is provided with an updated list of Directors at the beginning of each season;
- Complete casino license applications in relevant years; and
- Recruit and schedule volunteers to work casino fundraisers.

## **Tournament Coordinator**

The Tournament Coordinator is not a voting position, and is not required to regularly attend scheduled CMHA meetings.

### RESPONSIBILITIES:

- Establish tournament dates for the season;
- Request ice times from the Ice Scheduler for tournaments;
- Assist tournament committees for individual teams hosting tournaments; and
- Serve as overseer and source of information regarding CMHA tournament policies to teams and managers.

## **Social Coordinator**

The Social Director is responsible for all CMHA wide events. The Social Director is not a voting position, and is not required to regularly attend scheduled CMHA meetings.

### RESPONSIBILITIES:

- Schedule photographer to take CMHA player and team pictures;
- Coordinate the organization and purchase of trophies for the end of the season;
- Ensures that facilities are booked for CMHA functions; and
- Oversees committees formed to organize social functions.

## **Ice Scheduling Coordinator**

The Ice Scheduling Coordinator is not a voting position, and is not required to regularly attend scheduled CMHA meetings. CMHA may decide to make the Ice Scheduler a paid position.

### RESPONSIBILITIES:

- scheduling all ice requirements in cooperation with CMHA, league commissioners and the Cremona & District Ag Society; and
- serve as the liaison and attend meetings with the Cremona & District Ag Society as required and that pertain to ice rental.



































