

Regulations of the Cold Lake Minor Hockey Association

2018 REVISION

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1.0 GENERAL

1.1 PREAMBLE

These Operational Policies, Rules & Guidelines outline the regulations under which The Cold Lake Minor Hockey Association conducts hockey operations. Notwithstanding any item contained in these Operational Policies, Rules & Guidelines, all participants (individuals and teams) in Cold Lake Minor Hockey, all members of the Association, including player, parent, coach, team official, or team, follower and fan, are bound by the By-laws, Operational Policies, Rules & Guidelines of the Association, Hockey Alberta (HA) and the Hockey Canada (HC).

1.2 VISION

The vision of the Cold Lake Minor Hockey Association is to be recognized as the premier minor hockey association in Alberta and be the hockey Association after which other Associations are modeled.

1.3 MISSION STATEMENT

The mission of the Cold Lake Minor Hockey Association shall be to provide a full-ranged hockey program to enhance the abilities of participants at all levels.

1.4 PHILOSOPHY

The philosophy of the Cold Lake Minor Hockey Association shall be to provide a hockey program, which encompasses fun, development, competitiveness and challenge for all participants.

1.5 VALUES

The Cold Lake Minor Hockey Association shall value the game of hockey and strive to operate under a set of bylaws, rules and policies which ensures a fair, equitable and enjoyable hockey program that provides for the development of participants at all levels. The Cold Lake Minor Hockey Association shall value its volunteers and staff. The Association shall value a Team approach to the operation of the Association and value open communication to members.

Decisions shall be made by Teams of individuals subject to executive approval under the current bylaws, rules and policies of the Association. Cold Lake Minor Hockey Association shall apply the bylaws, rules and policies of the Association consistently.

1.6 NAMING POLICY

The Cold Lake Minor Hockey Association shall be referred to in this document as CLMHA or the Association.

1.7 GOVERNING BODIES

Hockey Alberta is the governing body of hockey in Alberta and will be referred to in this document as HA and has a web site at www.hockeyalberta.ca

Hockey Canada is the governing body of hockey in Canada and will be referred to in this document as HC and has a web site at www.hockeycanada.ca .

Any reference to specific governing body Regulations are accurate as of the revision date of this document and are subject to change without notice.

1.8 CONTACT INFORMATION

CLMHA has an office located at Cold Lake Energy Center 7825 – 51 Street Cold Lake, AB

The office telephone number is 594-5050; the fax number is 594-5040. Toll Free number is 1-888-794-CLMH.

E-mail is clmhadmin@clmh.com.

CLMHA's web site is at www.clmh.com

CLMHA's mailing address is:

Cold Lake Minor Hockey Association,
Box 478, Cold Lake, Alberta
T9M 1P1.

CLMHA employs a part-time administrator. Office hours are available by phoning the CLMHA office, are posted at the office entrance, and on the web site.

1.9 BYLAWS

The Bylaws of CLMHA shall be available at the CLMHA office for perusal by any member of the Association. Bylaws can only be changed or amended by vote as outlined in the Bylaws at the annual general meeting of the Association.

2.0 EXECUTIVE COMMITTEE / BOARD OF DIRECTORS

2.1 EXECUTIVE COMMITTEE / BOARD OF DIRECTORS

2.1.1 POLICY

The Executive Committee of the CLMHA shall consist of:

- President
- Vice President of Hockey Operations
- Vice President of Business
- Past President
- Director at Large
- Secretary/Registrar/Ice Scheduler (Employee)

The Board of Directors of the CLMHA shall consist of:

- The Executive Committee
- Category Directors (11) (appointed)
 - Initiation Director
 - Novice Director
 - Atom Director
 - Pee Wee Director
 - Bantam Director
 - Midget Director
 - Regional Director
 - Female Director
 - Pond Hockey Director
 - Equipment Director
 - Coach and Player Development Director
- Referee in Chief (appointed by the Referee Group)

The names and contact information of the persons currently holding the above positions are available from the CLMHA office or on the web site.

2.1.2 BOARD OF DIRECTORS OPERATIONS

2.1.2.1 POLICY

Board of Directors shall ensure that the business and affairs of the Association are conducted in accordance with the Societies Act, Association Bylaws, and the Operational Policies, Rules & Guidelines that may be enacted by the Board of Directors from time to time. In general, the Board of Directors supports a position of open access by its members and shall give full consideration to the affairs brought to its attention by any officer or member.

2.1.2.2 RULES & GUIDELINES

2.1.2.2.1 Administrative Powers and Duties

Board of Directors shall:

- a) Determine the general policies with respect to the organization, administration and operation of the Association.
- b) Operate the hockey programs at all levels.
- c) Provide for the development of players, coaches and officials.
- d) Make policy, rules and guidelines respecting the enrolment of players and their access to programs operated by the Association on a fee for service basis.
- e) Consider questions brought before it, with dispatch, and with due consideration of the opinions of petitioners.
- f) Enforce the Bylaws and Regulations of the Association, HA and HC.

2.1.2.3 CONDUCT OF MEETINGS

2.1.2.3.1 Order of Business

The items of Business at any regular meeting of the Board of Directors shall be as follows:

1. Reception of visitors

2. Approval of Agenda
3. Ratification of Minutes of previous, regular or special meetings
4. Correspondence
5. Financial Report
6. Old Business
7. New Business
8. Disciplinary Committee Report
9. Hockey Operations Committee Report
10. Director reports
11. In Camera
12. Adjournment

If there are agenda items which require specific members to be present, and they are not present, the Director shall immediately have those items tabled to the end of the meeting. If at the end of all other business, those members are still not present, those items shall be tabled until the next meeting.

2.1.2.3.2 Guests

Board of Director Meetings are open to any CLMHA Member upon 24 hours notice to the CLMHA Office. This will give the CLMHA membership the opportunity to audit the meeting without making a presentation. There will be a 15-minute period, minimum at the Board of Directors Meeting for questions from the General Membership.

2.1.2.3.3 Minutes

The minutes of Board of Directors meetings shall include a record of visitors received, motions considered and their disposition, reports received either explicitly or as attachments and shall be distributed to members as soon as possible and at the latest prior to the onset of the next regular meeting. Minutes shall be presented for ratification at the next scheduled executive meeting. The Board of Directors shall post minutes within 7 days after ratification. Minutes from Board meetings held within 30 days prior to AGM shall be ratified and posted 7 days prior to scheduled AGM.

2.1.2.3.4 Voting

- a) Every member present shall vote on every matter unless excused by resolution of the Board from voting on a specific motion, or unless disqualified from voting by reason of a conflict of interest as noted in 2.1.2.3.5 below.
- b) At all meetings of the Board of Directors, every question shall be decided by a simple majority of the votes cast on the question, unless otherwise stated in the Bylaws. The President or chair of the meeting shall not normally have a vote, except in the case of a tied vote.
- c) No absentee voting (voting by proxy) shall be allowed.
- d) A member may request his vote to be recorded in the minutes.
- e) Any paid employee(s) of the Board of Directors shall not vote.

2.1.2.3.5 Conflict of Interest

Any member excluded by virtue of the list below, shall so declare before discussion of the question and shall not participate in the debate, and shall be deemed absent for that specific question.

- a) Affecting a private company of which they are shareholders
- b) Affecting a public company in which they hold more than one percent of the number of shares.
- c) Effecting a partnership or firm of which they are members
- d) A contract for the sale of goods, merchandise, or services to which they are a party
- e) On any question in which they have direct or indirect pecuniary interest, except questions of general benefit to a class of which they
- f) Are by statute necessarily members
- g) Any question directly effecting the placement or discipline of any player to whom they are directly related.

2.1.2.3.6 Motions

- a) Chairman shall rule on the validity of any question in terms of order. If a motion is ruled "out-of-order" by the Chairman, it shall be so recorded in the minutes along with the reasons stated for the ruling.

- b) On any questions, members shall observe parliamentary courtesy. The proposer of any motion shall have the right to open and close debate; however, closure shall not take place until every member choosing to speak has had an opportunity to do so.
- c) No member shall speak more than twice to the same question (only once to a question of order), or no longer than ten (10) minutes at one time. No member shall speak a second time to a question until every member choosing to speak has spoken.
- d) A proposer shall not speak against a motion.
- e) Where the right to speak on a question is itself a matter for debate, the Chairman shall poll each member to ensure opportunity has been granted.
- f) A proposer has the right to withdraw the motion at any time, in which case it shall not be recorded in the minutes and business shall proceed as if the motion had never been proposed.
- g) A proposer has the right to amend the motion following debate and prior to voting if approved unanimously by the Board of Directors.

2.1.2.3.7 Amendments

- a) Each member shall have the right to propose amendments to a question under consideration, providing the amendment enhances the intent of the original motion, and does not attempt to contradict its application.
- b) An amendment, if accepted by the proposer of the original motion, becomes part of the motion, and is not recorded separately in the minutes.
- c) When the proposer of the original motion does not accept an amendment, all debates shall be confined to the merits of the amendment, unless it is of such nature that its determination practically decides the main question.

2.1.2.3.8 Decorum

- a) In debate, a member shall confine comment to the question, and shall not reflect on any act of the Committee, unless to give notice of intent to rescind a previous motion.

- b) The nature or consequences of a motion may be stated or condemned in strong terms. However, a member shall not arraign the motives of a proposer or other member during debate.
- c) A speaking member shall respect the Chairman's right to speak or recognize a point of order or information. The speaking member shall defer to the Chairman on such points.
- d) Calling for the previous question may be ruled out of order by the Chairman if, in their opinion, the motion is being made in a frivolous manner, or in an attempt to suppress normal debate.

2.1.2.3.9 Meetings by Telephone

A member may participate in a meeting of the Board of Directors by means of telephone or other communication facilities that permits all persons participating in the meeting to hear each other, and the member participating in such a meeting by such means shall be deemed to be present at the meeting.

2.1.2.3.10 Signed Resolution

A resolution signed by all members of the Board of Directors, as such, shall be as validated effectual as if it has been passed at a meeting of the Board, duly called and constituted, and shall be held to relate back to any date therein stated to be the date thereof.

2.1.2.3.11 Expenses

- a) All members of the Board shall be entitled to reimbursement for reasonable expenses incurred while engaging in business approved by the Board. The President and Administrative Assistant shall countersign all expense claims and ensure their validity.
- b) An individual having a cheque issued to them personally cannot sign the cheque.
- c) CLMHA cheques will not be issued without a detailed receipt.

All Board of Directors are authorized to make purchases in an amount not to exceed \$50.00 or not to exceed \$100.00 per month for miscellaneous items required for the operations of their respective program not covered by the

budget. Purchases in excess of that amount require approval of the Executive Committee at a regular meeting.

2.2 STANDARDS OF CONDUCT

2.2.1 POLICY

These standards of conduct shall apply to all members of Board of Directors, whether elected or appointed. This statement does not attempt to define all items of acceptable conduct. These items are minimum standards of behaviour which Board of Director members are expected to observe. Violation of the standards or the Code of Conduct outlined in the Bylaws by an officer may lead to a review by the Executive Committee and/or the Discipline Committee for subsequent exoneration, reprimand or expulsion.

2.2.2 RULES & GUIDELINES

2.2.2.1 IN RELATION TO THE ASSOCIATION

- a) Board members shall adhere to Association POLICY and seek to change such POLICY through the proper channels of the Association.
- b) Board members shall maintain the integrity of the Association at all times, and do not initiate or participate in any activity that will place the Association in ill repute.
- c) Board members shall honour commitments made on behalf of the Association.
- d) Board members shall not divulge to members of the general public any item raised at a Board of Directors meeting while in Committee of the Whole.
- e) Board members shall resign from their position immediately if they become unable to fulfill the duties or obligations of the position.
- f) Board members shall attend all Board of Director meetings, and any other meetings required by their position, unless there is a compelling reason preventing their attendance.

2.2.2.2 IN RELATION TO COLLEAGUES (OTHER BOARD MEMBERS)

- a) Board members shall not criticize the sphere of operation of another officer except to that officer or the President. Criticism or reports to the President shall only be made after the officer has been made aware of the nature of the criticism to be levelled.

- b) Board members shall not comment, render opinion or decisions, with respect to operations not under their control, to members of the general public.
- c) Board members shall refer issues arising in the community to appropriate Association officer.
- d) Board members shall not undermine the confidence of Association members in other offices.

2.2.2.3 IN RELATION TO THE MEMBERSHIP

- a) Board members shall fulfill the duties and obligations of their position to the best of their ability, always serving the best interests of all participants registered with the Association.
- b) Board members shall treat members with dignity and respect and are considerate of their circumstances.
- c) Board members shall not use their position for personal profit, or for the profit of immediate family members.
- d) Board members shall not use their position to influence the placement of any players.
- e) Board members shall not use their position to influence the selection of any coach or team official

2.3 DUTIES OF DIVISION DIRECTOR

2.3.1 POLICY

Division Directors are appointed by the Executive Committee, report to the Vice President of Hockey Operations and are charged with the duties listed for the operation of the Division they are responsible for.

2.3.2 RULES & GUIDELINES

A Division Director shall:

- a) Supervise and manage the Division.
- b) Participate in the selection of coaches in conjunction with the VP of Hockey Ops, subject to ratification by the Executive Committee.
- c) Conduct an orientation session for Coaches in his section.
- d) Co-ordinate, with volunteer assistance, player selection and placement on teams if required in Division.
- e) Distribute blocks of practice indoor ice.
- f) Co-ordinate, with Equipment Director, in the assignment and collection of equipment for teams. Any changes of equipment or extraordinary purchases of equipment must be authorized by the Equipment Director following the Purchasing POLICY of CLMHA.
- g) Monitor and approves requests by teams to play in tournaments outside Cold Lake.
- h) Attempt to resolve all disputes and problems within his /her division. Recurring or persistent problems should be referred to the VP of Hockey Ops.
- i) Ensure Incident Reports are completed, and a report of resolution is sent to VP of Hockey Ops.
- j) Co-ordinates division tournaments.
- k) Prepares monthly reports for Executive meetings.
- l) Prepares a season end report for the Division, including appropriate statistics and submits to the VP of Hockey Ops within two weeks of the conclusion of the season.
- m) Maintains a file of all game sheets for the division.
- n) Ensures that the by-laws, policies and procedures of CLMHA are followed.
- o) Meets regularly with coaches to review operations and develop suggestions for improving the program

- p) Attends and observes a minimum of 10 games/practices per season in his division.
- q) When possible, attends the first parent meeting held by each of his coaches and is available, upon request, to attend additional parent meetings during the season
- r) Meets throughout the season with coaches to review operations and develop suggestions for improving the program.
- s) Collects all coaches feedback forms at the end of the year and schedules a year end review with the coach for a constructive feedback session.

3.0 PLAYER ELIGIBILITY AND BOUNDARIES

3.1 POLICY

The Association shall provide programs for players, aged 4 to 18 years of age, residing within the recognized draw boundaries of CLMHA (3.2.2). Non-resident players are only admitted to the Regional category teams and under specific direction of the Executive Committee. Non-resident players that do not have a place to play in their home Associations shall be accepted for registration, if CLMHA is the closest Association to their home Association.

3.2 RULES & GUIDELINES

3.2.1 RESIDENT PLAYER

In order for a player to be eligible to register as a resident member of CLMHA, residency requirements as outlined in HA regulation **2.0** and HC regulation **F** shall be met.

Current Players: all players must have a copy of their Alberta Health Care card, or proof of other acceptable medical coverage, and a copy of their birth certificate on file.

New Players: all players must have a copy of their Alberta Health Care card, or proof of other acceptable medical coverage, and a copy of their birth certificate. As well all new players must complete a HA Parent Declaration and provide proof of residency to the satisfaction of the Registrar. Proof of residency includes, but is not limited to, the following documents:

- a) utility bills

- b) bill of sale for a residence
- c) valid lease
- d) letter from the player's school.

3.2.2 BOUNDARIES OF CLMHA

North Boundary:

- From the **SEC of 1-69-1-W4** West to the **SEC 3-69-4-W4**

West Boundary:

- From the **SEC 3-69-4-W4** South to the **SEC 2-67-4-W4**
- Then West to **SEC 3-67-4-W4**
- Then South to **SEC 28-66-4-W4**
- Then West to **SEC 25-66-5-W4**
- Then South to **Highway 55** (at 9-13-63-5-W5)
- Then East along Highway 55 to **SEC 24-63-4-W4**
- Then South to the **boundary of IR 122 Puskiakiwenin** (at 12-18-58-3-W4)

South Boundary:

- East from 12-18-58-3-W4 along the **north boundary of IR 122 Puskiakiwenin until the boundary turns South** (at 12-15-58-3-W4)
- Then South along the **East boundary of IR 122 Puskiakiwenin until the boundary meets Frog Lake** (at 12-3-58-3-W4)
- Then East along the **shore of Frog Lake until it meets the boundary of Fishing Lake Métis settlement 10** (at 4-2-58-3-W4)
- Then East to **SEC 1-58-3-W4**
- Then North to **SEC 1-59-3-W4**
- Then East to **SEC 1-59-1-W4**

East Boundary:

- From **SEC 1-59-1-W4** to **SEC of 1-69-1-W4**

(These are the boundaries of the Cold Lake Minor Hockey Association as determined by the Hockey Alberta

Association Boundaries Project of 1999 and accepted as correct since then.)

3.2.3 REGISTRATION

Registration is undertaken with the understanding that additional team fees and/or fundraising may be required. No registration will be approved until all fees are paid and required documentation is received. All registrations are subject to review by the Registrar.

4.0 OPERATION AND GUIDELINES

4.1 REGISTRATION AND PAYMENT OF FEES/ WITHDRAWAL & REFUND POLICY/RELEASES

4.1.1 POLICY

The Association shall provide for membership on the basis of registering one or more children in the hockey program. Formal fees administered by the Association are general in nature and categorized into three areas, namely, general registration fees, special program fees and league surcharges. The Association endorses in principle that the responsibility for financial planning rests entirely with the family unit, but also recognizes certain family circumstances may exist that can produce undue financial hardship. Such hardship can be alleviated by the co-operation of a number of community organizations and agencies.

4.1.2 RULES & GUIDELINES

All players must be registered with CLMHA before participating in any on ice activity.

- a) General registration fees, special program fees and league surcharges will be established annually, including any late payment penalties. In general, payment of the full registration fee is expected at the time of registration. The Registrar may, at his/her discretion, accept a registration without full payment of fees where extenuating circumstances prevail and a payment plan is defined. A family revoking payment plan shall have all registrations declared immediately null and void. Registration will then be viewed as a registration of new or past members of CLMHA. Late fees will be in effect (if applicable).
- b) The prime responsibility for counselling family units experiencing hardship as to the availability of special funding from sponsoring organizations or agencies resides with the Registrar and President. Benevolent requests are to be made in writing to the Registrar.

c) Payment Plans shall:

- Be approved by the President or VP of Business or such Executive Committee member with the exception of any paid employee(s).
- Be supported by post-dated cheques or approved online payment plan at the time of registration.
- Be immediately suspended if a payment is annulled.
- Have last instalment payment paid by December 31st of the current hockey season.

d) NSF Cheques: The NSF fee for a returned cheque is \$35.00. On receipt of an NSF cheque, the Registrar has the option to:

- Attempt, through any reasonable means possible, to collect the funds owing, inclusive of establishing a payment plan.
- Revoke the registration.

e) Refund of Fees: Refunds for players withdrawing from the program will be paid, upon written application to the Registrar, according to the following schedule:

i. Refund Schedule

- a. Withdrawing prior to conditioning skates = 100% of fee less \$40 administration charge.
- b. Withdrawing after conditioning skates but prior to evaluation skates = 90% of fee less \$40 administration charge.
- c. Withdrawing after evaluation and prior to December 15th = prorated amount beginning at 80% of fee and not less than 50% of fee less \$40 administration charge.
- d. Withdrawing after December 15th = No refund.

ii. No portion of the late registration fee will be refunded.

iii. Players suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees.

- iv. Registrar and Vice President Business in joint are charged with the responsibility of using reasonable discretion with respect to portioned months, (e.g. refund request received January 13 for a player injured December 3, and now known to be unable to return before the season end. Refund will then be based on participation for the months of October and November only).
 - v. For players withdrawing as a result of personal injury or to play for a team in the Elite or Developmental Streams, the \$40.00 administration fee will not be charged.
 - vi. For players withdrawing as a result of a residential move outside of CLMHA's boundaries, the \$40 administration fee will not be charged. Proof of new residence will be required along with written application to withdrawal.
 - vii. There will be no charge levied for the return of sweater or CLMHA equipment if in good condition.
 - viii. There will be no refund issued until all equipment assigned to the player, parent, or team is returned in satisfactory condition.
- f) Replacement Registration Receipt: The CLMHA will levy a charge of \$10.00 per receipt, for replacement copies of registration receipts.

4.2 PURCHASING POLICY

4.2.1 POLICY

All Board members shall adhere to purchasing policy rules & guidelines. Any Officer found to be in violation of such Guidelines shall be subject to suspension or removal by vote of the Executive Committee.

4.2.2 RULES & GUIDELINES

All purchases valued at \$500.00 shall be authorized by a vote of the Board of Directors. Purchases valued at less than \$500.00 may be authorized in writing by the President.

All purchases shall have written documentation submitted (receipts, contracts, etc.) to the Admin Assistant who shall file them. Financial documents shall be retained for a minimum of 5 years or as required by law.

Association members shall be reimbursed for expenses incurred in carrying out their duties. Claims for reimbursement for travel expenses or authorized purchases shall be submitted to the President on the CLMH Expense Claim form and must be accompanied by receipts.

4.3 ADVERTISING IN THE MEDIA

4.3.1 POLICY

The Association shall endorse the use of local media for disseminating information to its membership and recognizing significant achievement. The responsibility for all advertising activity is vested in the office of the Vice President of Business with accountability to the Board of Directors. This policy and associated guidelines and procedures shall be binding upon any member, group, subcommittee or official purporting to represent the Association. Any transgression is subject to disciplinary action.

4.3.2 RULES & GUIDELINES

The official logo shall be used on all advertising material relating to Association business or operations. All advertising material pertaining to a particular divisional operation or activity will also be endorsed of the Divisional Director.

All advertising material shall be worded to represent the Association and not give the impression of representing any member, group, sub-committee or official.

Material of a sensitive or controversial nature shall be referred to the President or Executive Committee for approval prior to publication.

4.4 LOGO, COLOURS, SUPPLEMENTARY CLOTHING

4.4.1 POLICY

The Association recognizes that a standard set of colours may provide for recognition of teams when participating in provincial competition or league play; cost benefits for equipment purchase; and a unifying influence for players, team officials and followers. Supplementary clothing is entirely optional, however, explicit specifications for products bearing the Association logo are designed to provide season-to-season continuity and reduce costs to parents.

4.4.2 RULES & GUIDELINES

4.4.2.1 LOGO

No team may use the logo without written consent of the Executive and must purchase apparel bearing the logo from approved suppliers. The President or their delegate must approve all correspondence bearing logo.

4.4.2.2 COLOURS

Association colors shall be black, blue and white. All legacy jerseys bearing the previous logo and colours are to be phased out as the need to replace said jerseys arises.

4.4.2.3 SUPPLEMENTARY CLOTHING

- a) All supplementary clothing is purchased by parents as a matter of personal choice.
- b) No stipulation shall be made by team officials or others requiring the purchase of supplementary clothing and no player shall be penalized for not participating in a purchase plan.
- c) Coaches and other team officials are encouraged to participate in the purchase of supplementary clothing on an equal basis with all parents. CLMHA recommends the team not subsidise the purchase of supplementary clothing for coaches and other team officials.
- d) Supplementary clothing, purchased as team wear, shall comply with Association colours and specifications to qualify to bear the Association logo.
- e) Teams are encouraged to avail themselves of the standard clothing, however, should a team elect to purchase supplementary clothing which does not meet the specifications, the only penalty is that it may not bear the Association logo without previous approval.

4.5 EQUIPMENT

4.5.1 POLICY

CLMHA will provide equipment including jerseys within set guidelines.

4.5.2 RULES & GUIDELINES

- a) Parents shall have the responsibility to ensure their child has all necessary equipment and that it is worn properly in accordance with HC requirements. Full safety equipment including approved helmet, face guard and neck guard must be worn and properly secured by all players when on the ice for try-outs, practices, warm-ups or games. The Association strongly recommends that all players wear mouth guards.
- b) The Association shall provide each team with numbered jerseys. In most cases teams will be given two sets of Jerseys away and home. It is required that teams assign a parent(s) to be responsible for collecting and washing jerseys after each game and bringing team Jerseys to games as a method of preserving the team jerseys. Jerseys are to be used only for games. **Once jerseys are assigned by the Equipment Director alterations to any part of the jersey i.e.: Numbers, Cresting, etc. is prohibited without written consent of the President.** Each jersey issued shall require a \$100 damage deposit cheque.
- c) Team jerseys are the property of the Association and shall be cared for accordingly.
- d) Sew on name bars are permitted on jerseys, however, this will not become a restricting factor when considering lateral movement of players to ensure balanced teams. Only removable name bars are permitted on jerseys.
- e) CLMHA teams playing at the Atom AA and A level will be equipped with two complete sets of Goaltending equipment. Atom, Novice and Initiation Programs will have one complete set (stick included) of goaltending equipment provided per team. Peewee House and higher-level goaltending equipment will be issued on an "As required" basis to meet each team need. Each set of goaltending gear signed out will require a \$400 damage deposit cheque per set of gear.
- f) Team officials shall ensure all team equipment (including sweater sets) is returned to the Equipment Director on schedule.

4.6 SPONSORS

4.6.1 POLICY

CLMHA shall seek the support of local businesses and individuals to sponsor Association activities. Naming rights to Association teams shall be subject to Board of Director approval.

4.6.2 RULES & GUIDELINES

CLMHA encourages members, players, and parents to support these fine Businesses and individuals who support CLMHA.

4.7 FUNDRAISING

4.7.1 POLICY

Fundraising activities shall be a team activity and responsibility. The Association does recognize the desirability for individual teams to participate in fundraising activities to defray the costs of tournaments, additional ice rentals, etc. Teams and individuals that undertake such activities are representing the Association (intentionally or not) and are therefore subject to the Association guidelines and accountable for their actions.

4.7.2 RULES & GUIDELINES

- a) Fundraising is to be kept to a reasonable level for justifiable hockey team expenses.
- b) All fundraising activity is to be documented, collected, disbursed and recorded as outlined under the policies for Team Financial Accounts.
- c) Any refunds to parents or players are not to exceed the amount of cash contributed to the team by the individual parent or player. In other words, there is to be absolutely no fundraising for individual gain.
- d) Excess fundraising is to be turned over to the association at the end of the playing year and placed in general revenue.
- e) Sale or resale of Association scheduled ice is strictly prohibited.
- f) Certain activities, such as raffles, require approval and licensing by the Alberta Gaming Commission. It is the responsibility of the individuals obtaining such approval to ensure that all requirements, including requirements regarding use of proceeds, are met, and the Association is not named on the license nor penalized in any way.
- g) Use of the name, logo or other property of the Association for fundraising purposes requires the prior approval of the Executive.
- h) These guidelines apply to groups of teams (e.g. tournament committees) and their constituents as well as individual teams and their members.

4.8 SPECIAL PROGRAMS

4.8.1 POLICY

CLMHA shall co-operate with groups in providing special programs in the support of hockey in Cold Lake such as hockey program Bingos to help offset the cost of playing hockey in Cold Lake and dire need programs. Information on any of these programs is available at the CLMHA office.

4.8.2 CLMHA SUMMIT

The function and/or objective of the CLMHA Annual Summit is to promote to the General Membership the overall CLMHA program. More specifically:

- to encourage the general membership to constructively discuss items and provide input into the program in a timely and orderly manner;
- allow the participants sufficient time to discuss the relevant issues and its effects on the CLMHA program; and
- the results of these discussions will be in the form of recommendations that are presented in writing to the CLMHA Executive.

All recommendations must be submitted to the CLMHA Hockey Operations Committee no later than March 15. This is to allow the HOC to discuss the report and its impact on the CLMHA program in relation to the Leagues and commitments that CLMHA has to its partners.

4.9 DELEGATE EXPENSES

Association members who incur expenses on behalf of the Association are entitled to full reimbursement of those expenses. Claims for reimbursement shall be made to the Admin Assistant and shall be accompanied by receipts. Meals will be paid per diem at a rate as follows, Breakfast - \$10.00, Lunch - \$12.00, Dinner, 23.00. Only meals will be covered while within pre-approved travel times. Mileage will be reimbursed at a rate of .35 cents per kilometer or as posted by Hockey Alberta (HA) By-laws and Regulations. Travel expense forms and itinerary will be pre-approved by the President or designate.

5.0 HOCKEY OPERATIONS

5.1 HOCKEY OPERATIONS COMMITTEE (HOC)

5.1.2 POLICY

The Hockey Operations Committee (HOC) shall be the operational arm of the Board of Directors charged with the responsibility of managing CLMHA's Hockey Operations as set out in the Bylaws, Policies, Rules & Guidelines, and procedure manuals of the Association. The objective of the Hockey Operations Committee is to ensure the orderly operation of all hockey programs, in the best interests of the Association members. The committee's mandate will be to set the operational parameters for each program. This will include among other items, ice allocation per division, and coaching selection. The committee can make recommendations for POLICY or bylaw changes to the Board of Directors. Any member of the committee, on their own, can request the President to call for an emergency meeting of the Board of Directors to review or challenge any decision of the Hockey Operations Committee. The Administrator will be required to keep minutes to be submitted to the Board of Directors. This committee reports to the Board of Directors. The committee members are:

- Initiation Director
- Novice Director
- Atom Director
- Pee Wee Director
- Bantam Director
- Midget Director
- Female Director
- Regional Director
- Pond Hockey Director
- Coach and Player Development Director

5.2 DIVISIONAL ORGANIZATION

5.2.1 POLICY

The Association shall support a comprehensive program for all players resident within established boundaries, irrespective of talent or ability. Access to the program is via registration with the

Association and is non-restrictive. Program organization is based on criteria, which supports recreational endeavour while pursuing excellence and personal development. Tiering within the program shall follow the guidelines set out by the governing bodies. Segregation of players in each age division is generally based on demonstrated skills in the sport of ice hockey.

5.2.2 RULES AND GUIDELINES

The above categorization philosophy reflects CLMHA's view that all players registered in the Association play at the level consistent with their skills and abilities and that as players move from level to level the emphases is on developmental hockey.

Exceptions may be made by the respective Director where:

- the program is strictly developmental in nature where minimum competition exists, e.g. Initiation,
- insufficient quality of players exists to form a "Tier 1" or "Tier 2" category.
 - In these situations, the resulting tier would be formed based on HA guidelines for tiering.

Within any division, player selection to subdivisions shall be on the basis of demonstrated skills, estimates of developmental potential and perceived commitment.

5.3 LEAGUES

5.3.1 REGIONAL POLICY

CLMHA may operate Regional programs under the jurisdiction of CLMHA. Regardless of any agreements in force, CLMHA shall have the right to impose any decisions or directives, upon the Regional team(s), that it feels may be required for the good of the Association.

5.3.2 COMPETITIVE LEAGUES

5.3.2.1 POLICY

Mainstream teams in the Atom to Midget Divisions shall play in the North East Alberta Hockey League (NEAHL) or as directed by Hockey Alberta and must comply with all their league policies and regulations.

Female teams in the Atom to Midget Divisions shall play in the East Central Alberta Female Hockey League (ECAFHL) or as directed by Hockey Alberta and must comply with all their league policies and regulations.

5.3.3 INTRO TO HOCKEY (NOVICE AND INITIATION)

5.3.3.1 POLICY

CLMHA believes that the beginning years of a young hockey player should be spent in an age appropriate program that allows the child to learn and enhance basic hockey skills, so the child can enjoy the sport. As such, CLMHA follows the Intro to Hockey program as set forth by Hockey Alberta and Hockey Canada.

Any participation in a formal League at the Initiation or Novice level requires the approval of the Executive Committee.

5.4 ICE ALLOCATION

5.4.1 POLICY

The CLMHA Ice Scheduler shall assign all ice for the Association.

5.4.2 RULES & GUIDELINES

- a) Practice ice times are set yearly based on available ice and can change.
- b) In cases where ice has been assigned to teams and not used, CLMHA imposes a penalty on the team of \$50.00 plus cost of the vacant ice assigned. This amount may change without notice to the membership based on increased costs to the Association.
- c) Ice is allocated to teams as fairly and equitably as possible on a basis of ice availability, fees paid, number of teams, tournaments and related issues.
- d) Division Directors shall inform the Ice Scheduler of plans for controlled practices, beginning exhibition season, round robins, tournaments, etc., with reasonable lead time.
- e) Division Directors share the responsibility for cross checking schedules to ensure accuracy.
- f) Scheduler may block book divisions at request of the Director. In such cases the Director is responsible and accountable for ensuring distribution of ice between categories is fair and equitable.

- g) Trades on ice time shall be kept at a minimum and where possible within a division or category. Directors are the only ones empowered to make trades across major categories or divisions
- h) Scheduler may make direct contact with coaches with respect to ice schedules. All communication from coaches to Scheduler, with respect to the regular schedule or practice ice, shall be channelled through the Division Director.
- i) The Association reserves the right to change ice allocations as it deems necessary. Reasons for such changes include, but are not limited to, facility availability, league or provincial commitments, clinics and developmental activities.

5.5 LEAGUE GAMES

5.5.1 POLICY

All league games will end at the scheduled time regardless of the time started.

5.5.2 RULES & GUIDELINES

- a) Teams participating in leagues outside CLMHA, game length will be specified by the leagues in which these teams play.
- b) In all cases of stop time games, should scheduled time be running out, the game clock will be stopped when 5 minutes remain in the scheduled arena time. Game clock will be reset to 2 minutes, and this 2-minute period will be played out under stop time.
- c) Player Boxes: Maximum five (5) team officials allowed in player's box at any time.
- d) Precedence: All league and playoff games scheduled by the Association will take precedence over all other commitments, except Provincial playoffs. Teams defaulting on scheduled games may lose all rights to future games or playoff positions.
- e) No player shall participate in regular league games with any other team other than his designated or affiliated team. In Peewee and above, if a goaltender is injured, and no other player on the team can substitute, the Division Director may assign a goaltender from another team within the same category, or from a lower category to substitute following Hockey Alberta regulations.

5.6 TOURNAMENTS

5.6.1 POLICY

Teams shall only participate in Hockey Canada Branch sanctioned tournaments. Teams must get permission to enter tournaments from the Division Director.

5.6.2 RULES & GUIDELINES

5.6.2.1 LOCAL TOURNAMENTS

All costs for a tournament shall be the responsibility of the host team.

Teams wishing to host a tournament will request it, in writing, through their Director. The request will include:

- the desired dates
- proposed entry fee
- the division/category
- the number of teams expected
- amount of ice time required
- the name and contact information of the Tournament Chair.

When the Director is satisfied with the request, they will forward it to the VP Business. When the VP Business is satisfied with the request, they will approve it, notify the Scheduler to book the required ice, notify the Director and submit a request for a tournament sanction.

Once the tournament is approved, the requesting team shall provide a \$200.00 deposit to the Association. If the tournament is cancelled 3 weeks or more before the start date the deposit shall be returned to the team. If cancellation occurs with less than 3 weeks remaining before the tournament, the Association will retain the deposit. If the tournament proceeds, the deposit will be applied to the cost of the ice or officials.

5.6.2.2 OUT-OF-TOWN TOURNAMENTS AND EXHIBITION GAMES

For Atom through Midget, each team within CLMHA may participate in a maximum of four tournaments per season, including a home tournament. Any additional tournaments must be approved by the Division Director and the Vice President of Hockey Operations. If tournaments affect league game schedules, then it is the team's responsibility to follow their respective league policies with respect to game changes. The Division Director must be notified of any game **changes or away tournaments**. If a team is found negligent in their responsibility to game changes, they may be fined by their respective leagues.

When a Director is informed that a team will be attending an out-of-town tournament, they shall in turn inform the Scheduler.

5.7 TRAVEL PERMITS

5.7.1 POLICY

Travel permits shall be required by all teams travelling to tournaments, exhibition games or other events as dictated by Hockey Alberta. Blanket permits shall be utilized wherever possible to reduce the administrative burden on teams.

5.7.2 RULES & GUIDELINES

5.7.2.1 TRAVEL PERMITS

- a) Teams shall apply for a Travel Permit at least 5 days in advance of the tournament or exhibition game through the Registrar. The application is available on the Association website. Allowing 72 hours to receive an approved travel permit after submission is recommended.
- b) CLMHA teams must have a copy for their Travel Permit with them at the game or tournament and place the Travel Permit number on the/each game sheet.
- c) Within 48 hours of the completion of the tournament or exhibition game the game sheets shall be forwarded to the Zone 2 Discipline Co-ordinator.

5.7.2.2 TRAVEL

CLMHA recommends to all teams that they follow these steps before deciding to travel:

- a) Check the weather. If the weather is colder than -40 degrees Celsius, do not travel.
- b) Call AMA 1-800-642-3810 or go to their web site at www.ama.ca or www.511.ca for all road reports in Alberta 2 hours prior to leaving Cold Lake.
- c) Listen to the local radio station 95.3FM for reports on travel. If police recommend no travel it will be updated on the radio station hourly.
- d) Use common sense – If you feel travel should not occur then the Coach and/or Manager may cancel the game and ask the opposition to reschedule due to inclement weather conditions. League Governor should be notified and must approve.
- e) Travel is not recommended by CLMHA in poor weather conditions. Please, keep our children safe and do not travel when Police, AMA or any other source of media advises against travel.
- f) Games that are cancelled due to inclement weather must be reported to the Scheduler and Ref-in-Chief as soon as possible. This will be done by either the

manager or coach. The Scheduler will then inform town of cancellation so CLMHA can negotiate not to pay for the ice time.

- g) Our insurance does not cover any player 18 years & under who drives themselves to their games or team events. The Association accepts no liability for any accidents or incidents which occur under these circumstances. Should a Parent or Guardian allow a player 18 years of age or under to drive to a CLMHA game or event they shall indemnify CLMHA for any and liability caused by the minor driving.
- h) CLMHA does not approve of any player to drive him/herself to any out of own games.

6.0 TEAM OPERATIONS

6.1 POLICY

The Head Coach of a hockey team shall have the ultimate responsibility for all team operations.

6.2 DUTIES OF COACHES

6.2.1 POLICY

Head Coaches, as chief team officials, shall be fully responsible for all activities of their team. Delegation of responsibilities to assist coaches, managers and parents is necessary, desirable and encouraged; however, ultimate responsibility for these activities rests with the Head Coach. Supervision over delegated responsibilities is a necessary function of the Head Coach, who may make changes in his staff in consultation with the Division Director or Chairman.

Coaches and team staff members are role models for the players on their team and must keep this in mind as they go about their duties.

6.2.2 RULES & GUIDELINES

Coaches and team management are expected to:

- a) Be responsive to directives of Division Director and operate the team within established policy and guidelines.
- b) Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop their potential.

- c) Recognize their responsibilities as leaders, educators and role models for young players. Conduct towards players parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse, or profanity is not tolerated.
- d) Be sensitive to parent concerns and be prepared to respond cordially when warranted.
- e) Establish regular communication with parents on games, practices, schedules, fund raising, etc.
- f) Recognize that while hockey may be the major winter activity of the player, it is not the only activity. In priority it comes after family and educational responsibilities, any reasonable accommodation to these other factors is expected.
- g) Participates in the player evaluation and selection process for the team based on direct observation of demonstrated skills, estimates of future developmental potential and perceived dedication to the program.
- h) Commit to the continued development of all players for the full season once players are selected to a team.
- i) Deal fairly with players at all times. Rewards or considerations to players or parents should be those reasonably available to all members of the team. Coaches should not accept gifts, favours or other considerations from players or parents or place themselves in a situation where their actions may be compromised because of such considerations.
- j) Ensure proper supervision of the team, before, during, and after all games and practices and accept reasonable responsibility for the conduct, safety and well being of their players. Also ensure proper supervision, and takes responsibility of the team, during all team functions whether they are at home or away.
- k) Develop a set of rules for the team, which are clearly communicated and enforced equally on all players.
- l) Have a development plan for the season that is congruent with the Associations' Development Program.
- m) Encourage and motivate their players towards enjoyment of the game, team concept, and skill development.
- n) Pursue objections to directives or POLICY through appropriate channels and in a manner that is not detrimental to the team, league or Association.

- o) Comply with normal administrative directives by:
- Holding a beginning of season parent meeting
 - Submitting a budget to parents and Division Director
 - Submitting financial statements on schedule
 - Completing a coaching application and declaration
 - Submitting a team directory.
- p) All coaches shall hold a meeting of parents of players prior to November 15 of each season. Items to be covered include:
- Proposed budget, including ice rentals and other purchases, total financial commitment.
 - Number of games and practices planned.
 - Relevant items of Association policy.
 - All activities above and beyond Association planned program, i.e. Exhibition games, tournaments, practices, etc. are a team decision.
- q) Coaches are encouraged to foster an environment between parent, player and himself that communicate continued development throughout the season.
- r) All coaches should have a practice plan prepared for their practices.
- s) The coach is also to abide by the team rules that are agreed to with the team, which includes arrival times for games and practices.
- t) The coach is responsible to ensure that the team managers and treasurer also know their responsibilities and CLMHA policies, rules and guidelines.
- u) Coaches shall use discretion when using outdoor ice with respect to varying weather conditions, and age and stamina of players.
- v) Ensures that they have the required qualifications, or commits to acquiring the required qualifications, as detailed in HA Bylaws Section F.
- w) Upon accepting a coaching position, the coach is provided with this list of duties and understands his responsibilities.

6.3 DUTIES OF MANAGERS

6.3.1 POLICY

Association Team Managers shall report to the Head Coach who shall be responsible for delegating specific duties.

6.3.2 RULES & GUIDELINES

In general, team managers should assume responsibility for most of the off-ice organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development. Team Managers are expected to:

- a) Be responsive to directives of the Board of Directors and operate the teams within established policy, guidelines and regulations.
- b) Ensure financial requirements of the Association are fulfilled.
- c) Assist the Head Coach in monitoring off-ice conduct by team members and team followers, to ensure that the team's role as a community and Association ambassador is maintained.
- d) Establish, maintain and enhance communication with other Association team managers at the appropriate level.
- e) Establish, maintain and enhance communication with League commissioners, representatives and participants.
- f) Special Tasks: While the following is not a comprehensive listing of all duties for managers, it may serve as a guide, for tasks which the head coach delegate:
 - Gathering of relevant player medical history data, and establishment of a medical treatment permission waiver
 - Obtaining of travel permits
 - Organization of parent meetings
 - Participate in formulation of team objectives and rules
 - Preparation of team budget
 - Supervise and monitor collection of money and fund raising

- Present financial statements to parents and Association in accordance with POLICY-Team Financial Accounts
 - Arrange team transportation, accommodation and subsistence
 - Arrange for additional ice
 - Confirm officials for home games
 - Confirm scheduled away games
 - Act as co-ordinator for Provincial competition
 - Organize and manage parents or parent committees as may be required from time to time, e.g. Team treasurer, Fund raising committee, Year book committee, Equipment Manager, Statisticians, etc.
- g) The manager, upon accepting his or her position as team manager is provided with this list of duties and understands his responsibilities.

6.4 DUTIES OF TREASURERS / MANAGING TEAM FINANCIAL ACCOUNTS

6.4.1 POLICY

Team financial accounts shall be a team activity and responsibility. CLMHA assumes no liability or responsibility in the management of team accounts. Team budgets shall be a team responsibility. The Association recognizes that local team officials, by whatever name: coach, assistant coach, manager, treasurers, etc., are placed in a position of trust with respect to the Association, parents and players. As such, individuals appointed to these positions shall accept the responsibility for operating within Association guidelines and the accounting for their actions and will ensure all parents are aware of the following rules and guidelines before team budgets are finalized. Coaches will ensure parents are encouraged to ask questions.

6.4.2 RULES & GUIDELINES

The normal line of communication is through the team coach, who acts as the chief team official. Specific duties may be delegated by the coach to other team officials. However, the final responsibility for the team's financial affairs resides with the head coach. Team budgets are to be approved by a majority vote of team parents. Every family gets one vote, per child on the team, and must participate in this vote.

One team official, other than the coach, will be designated for the collection, receipting and disbursement of team funds and the maintenance of appropriate records and accounts. This official:

- a) Prepares financial statements for team parents 3 times a year and makes available at any time upon request.

- b) Prepares financial statements for submission to CLMHA Executive Committee via the Division Director on December 15th and April 1st.
- c) Ensures team account is closed by April 30th.
- d) Follows proper financial procedures including establishing an official team account at a financial institution for the security of team members' funds with all team revenues to be deposited to such account and documented and all expense charges to be supported by official original receipts from hotels, restaurants, bus companies, referees, equipment stores and the like. Records are to be maintained up to date at all times.
- e) Provides, under their immediate supervision, any parent or team member to review the team's financial operation. Any parent or team member who requests to review the team's financial is to be provided, without question, within three business days of making the request, full access to the team's financial records including original bank statements and records, original expense receipts and any other related financial item of the team's financial operation so as to perform a full and complete audit of the team's accounts and financial operation.
- f) Any person becoming aware of discrepancies in accounting or reporting is charged with the responsibility of reporting the facts of the case to the coach, Division Director, or a member of Executive Committee immediately.
- g) Coaches, Division Directors, or Board of Directors becoming aware of such a problem will immediately report the matter to the appropriate Division Director.
- h) Division Directors, upon receiving a report, shall initiate corrective action, in an attempt to solve the problem internally and with minimum embarrassment to the individual and team involved. Such action may include a range of activities as follows:
 - i) Meetings with team officials and affected parties
 - General meeting of team parents
 - Meeting of a Discipline or Appeal Committee
 - Involvement of Executive Committee members, President, etc.
 - j) Should the above informal activity not bring the problem to resolution, the matter will be reported to Executive Committee who may elect to take other action as deemed necessary.

- k) The individual, upon accepting his position as team treasurer is provided with these policies, agrees to and understands them.

6.5 DUTIES OF PLAYERS

6.5.1 POLICY

Players shall recognize that coaches, managers and other team officials are placed in a position of "loco parentis" (acting as a responsible and reasonable parent) by the Association. As such they are charged with controlling and directing player behaviour both on and off the ice, at all hockey or team activities, while representing the Association. Players are, therefore, subject to disciplinary action at the team, league or Association level, should they exhibit behaviour that transgresses these guidelines/expectations.

6.5.2 RULES & GUIDELINES

Players shall:

- a) Comply and obey all reasonable direction of the coach, manager, and team officials, providing such direction does not transgress normal moral, ethical or religious standards.
- b) Protest unreasonable direction in a respectful, courteous fashion.
- c) Comply with all Association, League, HA and HC rules.
- d) Demonstrate a positive attitude to the game, practice and learning in general.
- e) Arrive for games, practice and other team functions at the time specified by the team.
- f) Have all equipment maintained in good repair and ready for use prior to games and practice; returning team or Association property to appropriate officials in a condition similar to that when issued other than normal wear and tear.
- g) Advise the appropriate team official if unable to attend a game or practice due to illness, injury or other commitment, well in advance of the activity.

- h) Demonstrate respect for the game officials, teammates opposing players and officials by refraining from profane, verbal, physical or other abuse (including physical gestures) at all times.
- i) Maintain dressing rooms in a clean and orderly fashion. Vandalism of any sort is expressly prohibited.
- j) Dress cleanly and smartly for all team activities, recognizing that teams may specify a dress code (Normally agreed at a team meeting, which does not place excessive financial burden on the player or parent)
- k) Refrain from the use of alcohol, tobacco, chewing tobacco, vaping, cannabis or other banned or illegal substances, while participating in a team activity.
- l) Recognize that they are subject to the authority of the team and the Association for the time spent in the arena before, during and after any game or practice, and for the full extent of any road trip from the time the bus leaves Cold Lake to its time of return.
- m) Road trips are a team activity and behaviour in hotels, restaurants and other arenas is to be consistent with these guidelines/expectations.
- n) Shall not use any electronic recording devices in dressing rooms or any other areas where players are changing.

6.6 PARENT, FAN, RESPONSIBILITIES

6.6.1 POLICY

Parent and fan responsibilities shall be centered on commitment and support. Registering in CLMHA means not only a commitment to your child, but a commitment to the coaching staff and other players on a team that are counting on your child's commitment to that team.

6.6.2 RULES & GUIDELINES

Parents shall ensure their child attends all practices and games for the team unless family or educational responsibilities dictate that the player cannot attend. In which case, the appropriate team official would be notified in advance, as laid out in the team rules. It is difficult for a coach to develop a team when some players miss practice. Remember hockey is a team sport; each player is a valuable member and contributes to the team and to the development and enjoyment of each other player on the team. The team comprises and operates as a total unit. The team relies on parent volunteers to assist the team throughout the season in roles such as managers, assistant coaches, phoning and most importantly support at games. A total unit in this game is important; parents must do their part and be there.

Conduct of Fans and Team Followers:

Parents or hockey fans who are abusive, either verbally or by other means including social media use, to referees, game officials, players, team officials, the Association or other fans can be reported to the President who will call a meeting of the Disciplinary Committee to decide if any further action is necessary.

7.0 PLAYERS AND TEAMS

7.1 POLICY

The Association shall form teams based on results of an evaluation process, a try-out process or a combination thereof. The evaluation process may be an internally conducted process or an externally conducted process. The process being used will be approved by the Board of Directors and posted for membership review prior to the process beginning. The purpose of both processes is to determine, as best as possible, the skill level, abilities, commitment and coachability of each player, in comparison to their peers. This information is then used to place the player on a team where they will play with teammates, and against other teams, of nearly the same level of skills and abilities. Once teams are finalized, players will be informed of their placement from the coach or Division Director. **The Association reserves the right to place a player on any team it chooses when it deems that placement to be in the best interest of the Association.** In no circumstances shall finalized team lists be posted for public access until such time as all players have received personal notification of placement.

All records generated by the Association during the evaluation process shall be retained and kept in the Association office. Upon request through the Division Director, a parent can receive the results of the evaluation of their child only.

7.2 RULES AND GUIDELINES

7.2.1 TRYOUTS

For teams utilizing a try-out process, that process will be approved by the Board of Directors prior to the beginning of the season. The aim of the tryout shall be to determine the best possible players that will be assigned to the teams. The tryout process shall be set up to test the players' skills, abilities, coachability and commitment. Players that are cut shall be notified by the coach either by phone or in writing. Players that are cut during tryouts shall have the right to be informed of the reason they were cut.

7.2.2 PLAYER EVALUATIONS

CLMHA may use an external evaluation process, an internal evaluation process or a combination thereof. The process being used will be approved by the Board of Directors and posted for membership review prior to the process beginning.

Whether internal or external evaluations, player evaluations shall be carried out in such a manner that player names are not listed on the evaluation data collection documentation. The use of coloured and numbered pinnies or jerseys shall normally be employed.

7.2.2.1 EXTERNAL EVALUATIONS

An external evaluation process will be subject to the parameters required by the external evaluation company. These parameters will be approved by the Board prior to the commencement of evaluations.

Generally, external evaluations will occur over the course of a single weekend and will consist of a technical skate and two scrimmages.

Variations to this process may occur but will be approved by the Board and posted for the membership to review prior to the evaluation process beginning.

Once evaluations are completed the Vice President of Hockey Operations and the President will merge evaluation result data into the player lists to create subsequent player lists for Tiering skates that may follow. Any player list created by this endeavour will be distributed alphabetically and will not include any scoring data from the external evaluators.

7.2.2.2 INTERNAL EVALUATIONS

An internal evaluation process will be subject to parameters established by the Association.

Internal evaluations generally occur over the course of a few weeks to accommodate the schedules of the volunteers required.

The internal evaluation process will be based on Hockey Canada evaluation guidelines and will usually consist of one technical skate and two scrimmages.

Variations to this process may occur but will be approved by the Board and posted for the membership to review prior to the evaluation process beginning.

Once evaluations are completed the Vice President of Hockey Operations and President will merge evaluation result data into the player lists to create subsequent player lists for

Tiering skates that may follow. Any player list created by this endeavour will be distributed alphabetically and will not include any scoring data from the internal evaluators.

7.3 INTRO TO HOCKEY (INITIATION AND NOVICE)

CLMHA will follow the Hockey Alberta and Hockey Canada Intro to Hockey program and will adapt, as required, to any changes made by our governing bodies.

7.3.1 INITIATION

Initiation will be divided by birth year as outlined in the HA Intro to Hockey guidelines. The 6-year olds will be referred to as “Major Initiation”, the 5-year olds will be referred to as “Minor Initiation”. The 4-year olds will be referred to as “Learn to Play”.

7.3.1.1 THE SEASON

The players will undergo initial evaluations and then grouped based on ability and skill following Section 7.1 & 7.2. Initiation teams should be created with parity in mind. Coaches are encouraged to “line match” to ensure like skilled players are on the ice at the same time. All Initiation teams are to follow the HA seasonal structure. Only 2 games are allowed prior to October 31st. Any participation in an Initiation league requires Executive Committee approval.

7.3.1.2 FESTIVALS / JAMBOREES

Initiation teams may participate in a maximum of 3 festivals or jamborees including the home event. In all cases, the team coach shall discuss festivals / jamborees with the parents at the beginning of the season and shall seek the Director’s approval before entering in any festival or jamboree.

7.3.2 NOVICE

Novice will be divided by birth year as outlined in the HA Intro to Hockey guidelines. The 8-year olds will be referred to as “Major Novice”, the 7-year olds will be referred to as “Minor Novice”.

7.3.2.1 THE SEASON

The players will undergo initial evaluations and then grouped based on ability and skill following Section 7.1 & 7.2. Novice teams should be created with parity in mind. Coaches

are encouraged to “line match” to ensure like skilled players are on the ice at the same time. All Novice teams are to follow the HA seasonal structure. Only 2 games are allowed prior to October 31st. Any participation in a Novice league requires Executive Committee approval.

7.3.2.2 FESTIVALS / JAMBOREES

Novice teams are permitted to enter 3 Festivals or Jamborees including any home events. No Festivals or Jamborees are permitted prior to October 31st.

7.4 AFFILIATION

7.4.1 POLICY

CLMHA shall establish affiliations annually as deemed necessary for hockey operations within Hockey Alberta and Hockey Canada regulations.

7.4.2 RULES & GUIDELINES

All affiliations must be approved by the Vice President of Hockey Operations and the President prior to submission into the Hockey Canada registry. A coach must have the permission of the player’s parents prior to submitting the player’s name for approval.

Before a player can play with the team they are affiliated to, a call and/or agreement must be made, and permission granted from the coach the player is registered to. Regular season games have precedence over any other hockey activity. This means that; if the player has a regular season game with his/her own team and is called up for a game, the player has a responsibility to play for his or her own team (unless his/her coach grants permission for them to play up). Coaches should, at every opportunity, encourage players to play at a higher level. If this means that the team must affiliate players while their players are playing up, the coach shall do so.

7.5 PLAYER RELEASES

7.5.1 POLICY

CLMHA shall provide a release:

- when the player’s family moves away from Cold Lake.
- when a player tries out for, and makes, a team in the Elite or Developmental Stream.

- when the release is deemed by the Executive Committee to be in the best interest of the Association.
- on May 1st for all non-resident players

7.5.2 RULES & GUIDELINES

- a) When a player's family moves away from Cold Lake, a release shall be granted only when requested by the player's new home Association.
- b) When a player completes a **"Notification of Try-Out Form"**, it may only be signed by the President or their delegate.
- c) Release forms must be signed by the President or acting designate and the Registrar.

7.6 UNDER AGE PLAYERS

7.6.1 POLICY

Under age players in the categories Novice and above, shall be allowed to enter evaluations for the category immediately above their age group.

7.6.2 RULES & GUIDELINES

- a) Parents wishing to have their child tryout as an underage player must get the approval of both their age group Division Director (losing director) and the Division Director for the age group they wish to try out for (gaining Director).
- b) The player trying out as an underage player must rank in the top 5 players in the entire evaluation pool. If the player does not rank in the top 5 in the division for which they are trying out, they must return to the evaluations in their appropriate age category.

7.7 PLAYER ICE TIME

7.7.1 POLICY

Coaches shall, within reason, give fair playing time to all team members. There may be variations on the implementation of this in terms of discipline issues, suspensions and other matters, but these should generally have a minimum impact on final playing time.

7.7.2 RULES & GUIDELINES

7.7.2.1 FOR PLAYERS NOT PLAYING GOAL:

- Players will receive **fair** playing time

7.7.2.2 GOALTENDERS

- **Initiation and Novice:** Can only play a maximum of 25% of the games for the team. This is done to encourage players to try all positions
- **Atom, Pee Wee, Bantam Midget:** Designated goalies will receive **fair** playing time.

8.0 COACHES

8.1 COACH SELECTION

8.1.1 POLICY

CLMHA shall use a formal coach selection process.

8.1.2 RULES & GUIDELINES

Prior to each season, the Executive Committee shall establish a Coach Selection Committee. The committee shall consist of either three or five members of the Executive.

- People wishing to coach must submit a resume and complete a coaching application by the published application deadline. The objective of the coach selection process is to select the best possible coach(s) for each particular coaching position. Selection shall be based on:
 - Experience
 - Qualifications

- Conduct in previous years and Associations
- Parent and player evaluations from the previous years
- The committee selects coaches and presents a list of eligible coach names to the Executive for approval. Once approved by the Executive and following player evaluations the Division Director may inform coach appointments with prospective coaches. However, in no case will a potential parent coach be confirmed until evaluations are complete. Once evaluations are complete and amalgamated player scores indicate a parent coach's child qualifies in the eligible player pool, the parent may be confirmed as a coach by the Division Director and VP of Hockey Operations. Notwithstanding, some positions may be filled year to year at the discretion of the Executive Committee
- All team officials and on ice helpers will be required to complete a Volunteer Security Clearance and Request for criminal Record Check form prior to assuming a team position. These forms will be forwarded to and cleared by the RCMP Detachment in Cold Lake.

8.2 COACH DEVELOPMENT

8.2.1 POLICY

CLMHA recognizes that coach development is the single most important factor in player development. CLMHA encourages coaches to engage in continuous education and upgrading. Support for the training shall be to cover the costs of the clinics and expenses to attend these clinics.

8.2.2 RULES AND GUIDELINES

Coaches shall approach the Development Director when considering training. After discussing the reason(s) for the training and the location and dates of the clinics available, The Development Director shall either approve or deny the coach's request. If approved, the Director shall instruct the Administrative Assistant to book the training. If denied, the reasons shall be provided to the coach, in writing.

9.0 RISK MANAGEMENT

9.1 POLICY

CLMHA shall adhere to the risk management policies outlined by Hockey Canada and Hockey Alberta. Risk Management in HA refers to Insurance, Safety, and Abuse Issues. HC has extensive reference material available on their website:

<https://www.hockeycanada.ca/en-ca/hockey-programs/safety/essentials/downloads>

The Hockey Canada has adopted a zero-tolerance policy on abuse and harassment. CLMHA supports this policy.

9.2 RULES & GUIDELINES

9.2.1 INSURANCE ISSUES

Insurance is provided, through HA registration fees, for the protection of coaches, assistant coaches, managers, and players on a team. Only coaches, managers, and players registered or affiliated to that team are protected. Under no circumstances:

- are players not registered or affiliated with the team allowed to practice or play with that team.
- shall any person, not registered or affiliated with team be allowed on the players' bench during games

Violation of this policy puts the coach, parents and players of the team and the Association at a high level of personal financial risk and liability.

Violation of this policy is an automatic one-year suspension from the Association for the coach and any others responsible for the violation, in addition to any sanctions provided by HA.

9.2.2 ABUSE AND NEGLECT

When any person has reasonable grounds, in the course of CLMHA business, activities or events that a child is being abused or neglected, he or she shall report this to the child protection authorities and/or Police. The CLMHA President should also be advised of the intent to report.

CLMHA shall take no further action until such time as the authorities and/or Police have concluded their investigation, unless there is cause for an immediate suspension on an interim basis to protect the child from further harm.

The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be utilized as required by CLMHA.

9.2.3 HARASSMENT

Harassment is a form of discrimination. Harassment is prohibited by human rights legislation. In its most extreme forms, harassment can 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 Association believes that regardless of where the harassment is taking place, it is incumbent on us to aid our players in situations where harassment is occurring. Types of behaviour which constitute harassment include, but are not limited to:

- a) Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, religion, sex or sexual orientation.
- b) Condescending, patronizing, threatening or punishing actions which undermine self esteem or diminish performance.
- c) Practical jokes that cause awkwardness or embarrassment endanger a person's safety or negatively affect performance.
- d) Unwanted or unnecessary physical contact including touching, patting or pinching.
- e) Any form of hazing.
- f) Any form of physical assault or abuse.
- g) Any sexual offense.
- h) Behaviours such as those described above which are not directed towards individuals or groups, but which have the effect of creating a negative, hostile or uncomfortable environment.
- i) Bullying, including cyber-bullying, of any sort is considered harassment.

It is the policy of the CLMHA that any member who has reasonable grounds to believe harassment is occurring to another member should report their suspicions to the President immediately whether or not the alleged harassment is occurring during Association activities, or outside them. The President shall take action as appropriate and if required engage other community resources as needed. This appropriate action would be to have the allegations investigated if internal to the Association and to inform, and aide, outside agencies if the harassment is external to the Association.

9.2.4 INJURIES

9.2.4.1 POLICY

Injuries can and do happen despite all the precautions that are taken. In any case where there is the possibility of injury, the course of action by any member of the Association shall be to select the most cautious response (“**When in doubt, sit them out.**”). Unless an individual is a trained medical person, they will have little knowledge in diagnosing injury, and should not attempt to do so. First aid shall be given as necessary and transportation to a medical facility shall be arranged.

Further, the **Hockey Canada Injury Report Form** shall be used to report injury incidents.

9.2.4.2 RULES & GUIDELINES

9.2.4.2.1 Removal from Play

Whenever a player is involved in an incident where there is a possibility of injury, it shall be the responsibility of the team staff to decide whether or not the player should continue in the activity (game, practice, dry-land training, etc.). The mechanism and severity of the incident should be the most important factor in deciding whether a player should continue, as actual symptoms may not appear immediately. Once a decision is made to remove the player from the activity, they should be turned over to their parent(s) with a recommendation to seek medical attention. If a parent is not available and there is evidence that the injury is severe enough to warrant immediate medical attention, then a member of the team staff should arrange to have the player transported to a medical facility and accompany them there.

9.2.4.2.2 Return to Play

After an injury, or suspected injury, when a player is removed from an activity, they shall not be allowed to participate again until the parent provides a written approval for their child to re-join the team. It is expected that the parent shall have the best interest of the child in mind when providing this written approval, and that they are basing their approval on the advice received from a medical professional. The written approval may be in electronic or paper form and provided to the player’s coach. The only exception to this shall be the requirement to complete HC Concussion Policy Appendix 2 for returns from Concussion. The coach shall forward this to the Director who shall retain the approval on file for the remainder of the season.

9.2.4.2.3 Injury Report Form

All coaches are given a supply of the Hockey Canada Injury Report Form. Additional copies are available from the CLMHA office or the Hockey Alberta website. Regardless of whether a claim is to be made, the form must be completed within 90 days of the accident and a copy filed in the CLMHA office. CLMHA shall file the report with HA.

9.2.4.2.4 Concussions

Of all the injuries that can be sustained during hockey, brain injuries are the most difficult to diagnose and recognise yet have the potential of causing the most harm to the player. Brain injuries can have a profound and devastating effect on the lives of those injured years after the injury occurred. Further, brain injuries are cumulative. CLMHA follows Hockey Canada's Concussion Policy as described in the link below. In any case where there is the slightest possibility that a player has received a blow to the head that could be severe enough to cause injury, the team staff shall remove the player from play and follow the HC policy and 9.2.4.2.1 to 9.2.4.2.3 above.

<https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Concussion/Downloads/2017-hockey-canada-concussion-policy-e.pdf>

9.2.5 CODE OF CONDUCT, ZERO TOLERANCE POLICY

9.2.5.1 POLICY

Membership and participation in the Association's activities is a privilege not a right.

Members, Players and participants are required to abide by the Bylaws, Rules and Policies of the Association and their behaviour is expected to mirror the spirit of the Bylaws, Rules and Policies and this Code.

9.2.5.2 RULES AND GUIDELINES

- a) All members and participants of the Association shall respect other members, officials, parents, players, fans, team officials, volunteers, Executive Committee members, employees and property of the Association. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity or derogatory use of

social media) directed towards game or team officials, members, parents, players, fans, volunteers, Executive Committee members, employee or damage to the property of the Association or of another Association will not be tolerated.

- b) All members, fans and participants of the Association shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
- c) The Association will not tolerate loud, obscene, obnoxious Coaches, Managers, Assistants, Players, Parents, or Fans.
- d) Parents and fans are not permitted in the dressing rooms except as expressly permitted by the respective Division Director and/or Coach to assist their child in changing before or after a game.
- e) In no circumstances is a parent or fan to enter the opposing team's dressing room.
- f) Coaches and other team officials, players, parents and fans are not permitted in the officials' dressing room, nor are they permitted to confront game officials about the game.
- g) Violation by any member, fan or participant of any provision of this Code of Conduct may result in disciplinary action being taken by the Association against such individual as provided in the By- Laws or the Operational Policies, Rules and Guidelines of the Association.

9.2.6 ISSUES, CONCERNS, COMPLAINTS AND GRIEVANCES

9.2.6.1 POLICY

All issues, concerns, complaints and grievances must be dealt with in a spirit of shared mutual respect.

9.2.6.2 RULES AND GUIDELINES

- a) Unless otherwise specified, the procedure for resolving issues, concerns, complaints and grievances in CLMHA is to take them through the following levels in order:
 - i. Coach
 - ii. Division Director

- iii. Vice President
- iv. President
- v. Executive Committee

- b) At the first parents meeting for the team each coach will outline their manner of dealing with parent's issues, concerns, complaints and grievances. The coach has the ultimate responsibility for the team and will discuss issues, concerns, complaints and grievances with parents. Some practical etiquette and common sense must be remembered. If you have a concern about a particular game, discuss the issue after waiting for 24 hours. Following the procedures outlined by the coach and waiting for 24 hours will result in a better discussion and more effective resolution to the issue. The coach and team management need to know about the issue, concern, complaint or grievance so they can be dealt with effectively and in a timely manner. Should the coach not be able to provide a resolution to concern, then the parent has the right to elevate the concern to the next level in the chain. At this point, the issue, concern, complaint or grievance must be put in writing, dated and signed. The submission must contain a description of the event, its location, the division involved etc. and a contact phone number. At each level the complainant shall be given a written answer within 10 days.
- c) CLMHA recognizes the need for privacy and discretion in the gathering information to respond to an issue, concern, complaint or grievance. The name of the complainant will be held in confidence whenever possible, except in the case where a complaint is made against an individual. Then the person being complained about has the right to know who their accuser is.
- d) Should the Executive Committee's answer to an issue, concern, complaint or grievance not satisfy the complainant they may appeal the decision, as outlined in **11.0**.
- e) CLMHA will not entertain lawyers present at Executive meetings, with the exception of a lawyer representing CLMHA.
- f) Complaints about referees must be made in writing by team management to the Division Director. If it is felt by the Division Director that a complaint is warranted, it will be passed on to the Referee in Chief. Team members and team representatives SHALL NOT speak to the officials about officiating concerns during or after the game, nor contact the Referee-in- Chief or assignor.

10.0 DISCIPLINE

10.1 POLICY

All members, players, participants and fans are expected to abide by CLMHA's Code of Conduct. Violation of the Code of Conduct may result in disciplinary action being taken.

10.2 RULES AND GUIDELINES

- a) The Association expects members to exhibit qualities of leadership, which promotes in players' sportsmanship and decorum, consistent with acceptable levels of propriety, towards opponents, game officials and spectators.
- b) As such, standards of behaviour should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, that behaviour may transgress acceptable standards and disciplinary action may be required. Such discipline may be applied to any member of the Association including Executive, Directors, Team Officials (Coaches, Assistants, Trainers, Managers, etc.), Players, Parents and spectators and may take the form of, but are not limited to:
 - i. a verbal reprimand
 - ii. a written reprimand
 - iii. a demand for an apology, either written or verbal, to any affected party
 - iv. a suspension from participation in or at Association activities
 - v. a recommendation for an expulsion from the Association
 - vi. a combination two or more of the above.
- c) A complaint may be raised by any member of the Association, by members of another Association (through their Association's executive), by league officials or by members of the Association's Executive acting in response to a report from game officials or by any other party. A complaint must be in writing, must identify the discipline issue by providing a summary of the incident and must identify the complainant. Examples of incidents which may warrant disciplinary action are as follows:
 - d) Profanity by any member of the Association
 - e) A player or team official who receives a game misconduct, gross or match penalty.
 - f) A team assessed two or more bench minors in one game.

- g) A coach, who in the opinion of the Division Director or Chairman, is being assessed too many penalties of a serious nature.
- h) Any member of the Association who repeatedly brings discredit to the team and the Association, through violent, abusive or gross behaviour, on or off the ice.
- i) Use of alcohol, or other illegal substances, while representing the Association, through participation in a team activity.
- j) Any other inappropriate incident.

- k) On the receipt of a complaint on a discipline issue, the President shall form a Discipline Committee to deal with that specific complaint. The Committee will be comprised of three (3) members of the Board of Directors, one of who will be designated as the Committee Chair.

- l) The Disciplinary Committee shall review the complaint or report and determine if an Informal Process or Formal Hearing is required. The Committee shall make this determination within 10 days of being formed.

10.2.1 INFORMAL PROCESS

If the members of the Discipline Committee believe that the matter can be dealt with on an informal basis without the necessity of a hearing, such committee may investigate the complaint, accept submission in writing or verbal submissions from the Complainant, person being investigated, and such other persons as may be required to ensure a fair and reasonable decision is rendered. The Discipline Committee shall provide a written notice of its decision to the Complainant and party being investigated within 10 days from the start of the process. Should either the Complainant or party being investigated feel that the informal process has not satisfactorily resolved the issue, either may request in writing, that the Discipline Committee undertake a formal hearing within seven (7) days of the decision.

10.2.2 FORMAL HEARING

The Discipline Committee shall establish a date and time for the formal hearing within 14 days from the date a Formal Hearing was decided upon.

- a) At least 5 days prior to the hearing, both the Complainant and the Respondent (accused party) shall be issued a "Notice of Discipline Hearing" which shall set out the date, location and time of the hearing, the nature of the charge of misconduct and any information to be provided to the Discipline Committee prior to the hearing.

- b) The Respondent and the Complainant shall provide the requested information prior to the hearing.

- c) At least 2 days prior to the hearing the Respondent and the Complainant shall provide the Discipline Committee with a list of the witnesses they intend to request appear at the hearing.
- d) The Discipline Committee shall also request the attendance by any other party whom the Committee believes should appear by delivering to each such witness a "Notice of Discipline Hearing" which shall set out the date, location and time of the hearing, the nature of the charge of misconduct and any information to be provided by the witness to the Discipline Committee prior to the hearing.
- e) If either the Complainant or the Respondent shall fail to appear at the Hearing, the hearing shall be conducted with the available witnesses and information available to the Discipline Committee.

10.2.3 CONDUCT OF THE FORMAL HEARING

- a) Prior to the hearing, any member of the Discipline Committee who is in or could be perceived to be in, a conflict of interest shall declare such conflict and leave the Hearing
- b) The Chairperson of the Discipline Committee shall chair the Hearing and be responsible for the orderly conduct of the Hearing. If the Chairperson is not available, the remaining members of the Discipline Committee shall appoint a chairperson for the hearing who shall be responsible for the orderly conduct of the hearing.
- c) Prior to the commencement of the hearing, the chairperson may either provide each witness with an information sheet on the hearing process or, alternatively, may hold a briefing session immediately prior to the commencement of the hearing to ensure all parties understand the hearing process.
- d) The witnesses will not be sworn, nor will there be a transcript taken of the proceedings.
- e) Neither the Respondent nor the Complainant may make a tape recording of the proceedings.
- f) The Respondent and the Complainant must appear in person and may not be represented at the hearing by another individual. The only exception to this rule is that minors must be accompanied by a parent or guardian
- g) The Discipline Committee comprises volunteers who are not versed in the application of law. Accordingly, neither the Respondent nor the Complainant may have legal counsel representing them at the hearing.

- h) The Complainant and the complainant's witnesses shall appear before the Discipline Committee first. Each witness will appear individually and will not be present in the hearing room during the presentation by other witnesses. The Respondent shall be present during these presentations and shall have the right to ask questions of each witness through the Committee Chairperson.
- i) The Committee Chairperson may determine if a question asked by the Respondent is irrelevant to the investigation. The Chairperson may then instruct the witness not to reply to the question and inform the Respondent of the reason why the question is not relevant. The question will be documented and remain part of the file for future reference.
- j) The Respondent will then be asked to present their version of the events, which led to the complaint, and to respond to the information provided by the complainant and their witnesses.
- k) The Discipline Committee shall, with all dispatch, render a decision, and communicate that decision to both the Complainant and the Respondent. Such communication may be verbal, at the outset, but shall be confirmed in writing.
- l) The Discipline Committee shall maintain a file on each matter referred to it, comprising the original complaint or report, copies of all "Notices of Discipline Hearing", copies of the witness lists, the notes made by each member of the Discipline Committee during the hearing, and a copy of the written decision of the Committee. The Discipline Committee maintains such files in a locked filing cabinet accessible solely by the Discipline Committee.
- m) The Discipline Committee Chairman shall provide a written report of the outcome of the hearing to the President within 10 days from the conclusion of the hearing.
- n) The decision of Discipline Committee, resulting from a formal hearing shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta, the Canadian Hockey Association or legislation.

10.2.4 DEFINITION OF SUSPENSION

When applied to parents, coaches or team followers, shall normally restrict the access of those persons to dressing rooms, bench areas, spectator areas of arenas, or the arena itself.

11.0 APPEAL PROCESS

11.1 POLICY

In all cases where the Association has made a decision on a complaint or grievance, the complainant shall have the right to appeal this decision.

11.2 RULES AND GUIDELINES

- a) An Appeal Application must be accompanied by an Appeal Fee of one hundred and fifty- dollars (\$150.00) in cash, bank draft, money order or certified cheque payable to the Cold Lake Minor Hockey Association.
- b) Upon the Association receiving an appeal, the President shall form an Appeal Committee to deal with that specific appeal. The Committee will be comprised of three (3) members of the Executive Committee, one of who will be designated as the Committee Chair.
- c) The Appeals Committee shall convene a meeting to deal with the appeal within 10 days of being formed.
- d) The Appeals Committee shall determine whether the appeal shall be in the form of a hearing or whether it can be dealt with based upon the written material and summaries previously submitted.
- e) The Appeals Committee may either dismiss or grant the appeal. If the appeal is dismissed the fee shall be forfeited. If the appeal is granted the fee shall be refunded less any expenses the process may have incurred.
- f) Appeal Committee Chairman shall provide a written report of the outcome of the hearing to the President within 10 days from the conclusion of the hearing or review.
- g) The decision of Appeals Committee shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta, the Canadian Hockey Association or legislation.