

Coaldale Minor Hockey Association

Guidelines

Note to CMHA President

These guidelines have been created to help the Coaldale Minor Hockey Association (CMHA) board make decisions and to help new board members understand their roles. It is the responsibility of the President to have a copy of these guidelines at each CMHA board meeting and to keep the guidelines up to date.

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Section 1 Coaldale Minor Hockey Association

1.1 Description

The Coaldale Minor Hockey Association (CMHA or Association) is a registered society in the Province of Alberta and is the local organizing body for minor hockey within Zone 6 of HA and CAHL. Coaldale Minor Hockey Association operates under the rules and regulations as set forth by CAHL, HA, and HC.

1.2 Objectives

- To encourage personal development and leadership qualities of individuals;
- To promote sportsmanship and fair play;
- To develop hockey skills;
- To foster and encourage the sport of amateur hockey;
- To encourage team play;
- To foster respect for officials, coaches, parents and other players;
- To encourage acceptable and responsible conduct;
- To allow the players to have fun;
- To foster a positive community spirit.

1.3 Divisions / Age Groups

- Initiation (Tyke) (5 & 6 year old before Dec 31 of current season)
- Novice (7 & 8 year old before Dec 31 of current season)
- Atom (9 & 10 year old before Dec 31 of current season)
- Peewee (11 & 12 year old before Dec 31 of current season)
- Bantam (13 & 14 year old before Dec 31 of current season)
- Midget (15,16 & 17 years old before Dec 31 of current season)

Section 2 CMHA Board

2.1 Board Meetings

2.1.1 Board Meeting Schedule

Regular Board meetings will typically be held monthly. Meetings in May, June, July and January are optional at the discretion of the Board. Meetings are held on the First Tuesday of the month at the Coaldale Sportsplex. When said Tuesday should fall on a statutory holiday, then another agreeable date shall be found. Regular meeting dates of the Board should be set and published on the CMHA Calendar (website) one week in advance. Dates of annual events and meetings such as the AGM should be set at the first meeting of the Board after being elected and published on the CMHA Calendar (website).

2.1.2 Board Meeting Agenda

All meetings shall follow an agenda as prepared by the Secretary and distributed to the Board Members before the meeting. Normally the President will chair the meeting; in his absence the Vice President will act as Chairperson. The agenda should include a report from each director and board position. Any CMHA member wishing to speak at these meetings must inform the President for it to be added to the agenda.

The first half hour of Board meetings will be open to any visitor/visitors or concerned coaches or parents.

2.1.3 Board Meeting Reporting

All Board members must submit a written report to the Secretary and a copy of same to the President the Thursday before the actual meeting date. These reports must be submitted by email and if not submitted then that person is omitted from the Agenda of the next meeting and should not be permitted to present anything unless they ask for it to be added to the Agenda prior to the Agenda being approved by the Board at the beginning of the meeting. This way the President can ensure that each member is held accountable to be diligent in preparing for the meetings and respectful of everyone else's time.

The Secretary, once (s)he has received the reports from all members, should send out an email, to all Board members, which contains the following:

- The Agenda for the next meeting.
- The minutes of the previous meeting.
- Copies of all reports that have been submitted for the next meeting.

2.1.4 Board Meeting Attendance

Any board member having three (3) unexcused absences to regularly scheduled monthly meetings may be subject to removal by the Board with a 50% +1 vote. The removed member will be notified by the President within 48 hours of the vote via email and all Board members will be copied.

2.2 Signing Authority

- All cheques in excess of \$500.00 require two signatures.
- Four members of the Board of Directors (Treasurer, President, Vice President, and
- Secretary) shall have the signing authority.
- Signing authority will be reviewed and updated at the bank at the commencement of each new season.

2.3 Board Correspondence

- The Secretary of the Association should be responsible for all correspondence of the Corporation. This means that he/she maintains a record of all documentation that is signed and sent out on behalf of the CMHA regardless of who signs it, a copy should be provided to the Secretary for document control for future reference.
- Any correspondence received by CMHA without a written signature will be mentioned, but not discussed, then destroyed.

2.4 Purchasing Policy and Procedure

From time to time the Coaldale Minor Hockey Association (CMHA) needs to make purchases on behalf of the board and its members. All purchases made on behalf of the Board must be made with the best interests of the Association in mind and therefore the purchasing policy and procedure has been created and approved by the CMHA board. The purchasing policy is to be followed for all purchases in excess of \$1000. This policy can be found in Appendix A of this document.

(Revised 2018)

2.5 Annual General Meeting (AGM)

- The AGM is to be held on a convenient day in late March or early April
- Notice of the AGM should be given to CMHA members at least 4 weeks in advance of the meeting through email and on the CMHA website
- As per the CMHA bylaws, a minimum of 5 directors should be elected every year at the AGM
- Directors are elected to a 2 year term
- Nominations for directors should be made at least 1 week prior to the AGM so that nominees can be posted on the CMHA website
- Maximum number of voting board positions at any time is 15 positions.

2.6 First Board Meeting after the AGM

As stated in the CMHA Bylaws “The Board of Directors are elected for a two (2) year term. The new directors' term of office shall begin with a board meeting within one month of the annual meeting. All the previous years board members are to attend this meeting. The previous years board members are to give a brief report on their duties for the various offices they held. They will also provide the board with any materials or resources helpful to the person assuming their position. Once this has been completed the current directors shall form their board for the upcoming term. All offices shall be filled and the board is ready to operate CMHA for the upcoming year.”

2.7 Board Position Descriptions

Position descriptions for President, Vice President, Secretary and Treasurer are in the CMHA bylaws.

2.8 Travel Expenses

- Anyone travelling to the annual Hockey Alberta meeting will be reimbursed for direct out of pocket expenses, which include accommodation, travel and meals.
- League representative travel expenses to meetings will be reimbursed at a rate of \$0.50/km (CAHL rate 2018).

(Revised 2018)

2.9 Communicating Situations or Issues Amongst Board Members

When dealing with issues or situations that affect other board members portfolios, the affected board members as well as board executives need to be made aware of the issue or situation. This should be done by inclusion in emails so that there is a record of the exchange.

(Approved Feb 2019)

Section 3 CMHA Discipline

3.1 Making a Complaint

Any complaints concerning discipline or other complaints to CMHA must be in written form before being discussed.

3.2 Complaint Handling Procedure

All complaints made should be acknowledged in the minutes of the next CMHA Board meeting., this can be done using Hockey Alberta's (HA) Complaint Acknowledgment Form found in Appendix B. If the board determines that an investigation is required, the complaint will be investigated by a Discipline Committee. The Discipline Committee's investigation should follow HA's "Guide to Effective Conduct Management", this guide can be found on HA's website under the "Game and Conduct Management" tab.

3.3 Discipline Committee

- A three member discipline committee is to be selected from the CMHA membership.
- The discipline committee is responsible for investigating complaints, as well as reporting its findings to the CMHA Board along with its recommended disciplinary action. If a complaint is deemed to be a conflict of interest for the Committee or the complaint is deemed to be a sensitive matter, a neutral party should be used for the investigation. This neutral party could be someone from another Minor Hockey Association or from Hockey Alberta. Complaints deemed to be criminal should be turned over to the police.
- HA's "Guide to Effective Conduct Management" can be found on HA's website under the "Game and Conduct Management" tab. This guide should be used by the Discipline Committee in its investigation of complaints and throughout the entire disciplinary process.

3.4 CMHA Coach Discipline Policy

When a coach in the CMHA has been abusive towards a referee or other game official, that coach will be subject to the following:

1. First offence is a verbal conversation with Referee in Chief.
2. Second offence is a written report, documented within CMHA, to be sent along to Hockey Alberta if necessary.
3. Third offence is a 1 month suspension from all team activities including games, practices and organized off-ice. [SEP]

(Revised 2017)

3.5 Appeal

Appeals will follow the process outlined in HA's "Guide to Effective Conduct Management".

Section 4 Code of Conduct

4.1 Code of Conduct

The CMHA Code of Conduct can be found in Appendix C of this document. This Code of Conduct should be distributed to all parents and gone over at the first parents meeting at the beginning of the season.

4.2 Education

The CMHA will promote awareness of all forms of abuse and neglect within the game by providing educational materials and programs, which are made available through Hockey Alberta for participants, parents, volunteers, and staff members.

Section 5 Team Size, Goaltender Guidelines, Player Movement

(Reviewed/Revised 5.1 to 5.6 Jan 2019)

5.1 Initiation

- Max 15 players Min 8 players per team
- Goaltenders must rotate with each child encouraged to play at least once
- Any one player can't play more than a third of games as goalie

5.1.1 Initiation 4 year old rule

- A maximum of 15 players are allowed per initiation team.
- Child can skate un-assisted.
- Parent must be willing to be a team volunteer (coach, manager, treasurer etc.).

5.2 Novice

- Max 15 players Min 8 players per team
- Goaltenders must rotate with each child encouraged to play at least once
- Any one player can't play more than half the games as goalie

5.3 Atom

- Max 16 players Min 10 players per team
- Goaltenders must rotate with at least 3 players able to practice and play games in the position
- Any one player can't play more than half the games as goalie

5.4 Pee wee

- Min 11 players per team
- Goaltenders may specialize at the position

5.5 Bantam

- Min 14 players per team
- Goaltenders may specialize at the position and are encouraged to mentor a novice team

5.6 Midget

- Min 14 players per team
- Goaltenders may specialize at the position and are encouraged to mentor an atom team

5.7 Release of Players Due to Team Numbers

In an instance where team min or max cannot be reached, we will accept players or release players to other associations with a priority given to proximity.

5.8 Player Movement

Procedure for player movement (in order as written):

- a) Team numbers will determine player movement.
- b) Written request from legal guardian outlining reasons for movement.
- c) To move up an age group (eg. Move a Novice aged player to Atom), the player must be a top 3 forward, top 2 defenceman or top goalie on the "A" team of the older age group. This will be determined by the Coach of the "A" team.
- d) Player reviewed by committee.
- e) Final Board approval.

(Revised Feb 2019)

5.9 Amalgamating Teams

If there is an amalgamation of community teams, the parents of the teams directly involved will be consulted before the start of the season/mass practice.

5.10 Dividing Player Numbers in a Division

Players will be divided up according to the following rules:

1. If over half of players (or over a third of players if there will be 3 teams) want to play on the "A" team, then there will be tryouts.
2. Team numbers must meet minimum numbers as outlined in guidelines 5.1 to 5.6
3. Divide team numbers as evenly as possible.

(Approved Feb 2019)

Section 6 Player Guidelines

6.1 Driving

Players are not permitted to drive to out of town games. A parent or guardian must drive a player to out of town games.

6.2 Two Teams

No player will be registered on 2 teams unless the 2 teams are affiliated under Hockey Alberta (HA) rules of registration. Then the approval of the district league governor is also needed.

6.3 Protective Equipment

Protective equipment is to be worn by ALL CMHA players while on the ice as set down in HA rules. As well, ALL spare goaltenders and injured players on the bench that are registered in CMHA must wear full hockey gear.

6.4 Releasing of Players to Junior A, AA, AAA etc.

CMHA will grant releases for Junior A, AA, and AAA team tryouts. A release will only be granted at or near the beginning of the tryout process. Players who fail to make the team at the level they are trying out at MUST come back to CMHA. Releases to Junior B will be dealt with on an individual basis.

6.5 Goaltending

Whenever we have more than 2 goalies per team at any level, tryouts will be required. The goalie that fails to make the cut will be accommodated on a case by case basis. Movement into another hockey association may be required.

6.6 Midget Tryouts

Numbers may warrant tryouts and cuts at the midget level.

Section 7 Coach Guidelines

7.1 Coach Meeting

CMHA will at minimum conduct one meeting with coaches at the beginning of the season. At this time coach's guidelines and code of conduct will be reviewed.

7.2 Ice Time

Coaches will make their best attempt to have all players on all teams play an equal amount of time.

7.3 Safety

The Hockey Alberta safety program is compulsory for all CMHA teams. One coach from each team must have this certification in order to be on the bench.

7.4 Coach Selection

- Head coaches will be selected by the CMHA Board. Assistant coaches and managers will not be appointed until after the teams have been selected. The CMHA Board must approve all assistant coaches and managers.
- Where possible, CMHA will have the head coach in place for each team no later than the August CMHA Board meeting of that year.
- All coaches are to apply at time of registration.

7.5 Coach Requirements

- All coaches must have proper Hockey Alberta qualifications before commencement of the regular season. As of 2017, all coaching requirements must be completed by November 15.
- All coaches, trainers and on ice/on bench help must complete the Respect in Sport Coach program before the regular season.
- All coaches, trainers and on ice/on bench help must get a criminal record check (CRC) done by December 15th. The CRC needs to be updated every 2 years.

7.6 Coach Mentorship

Coaches are required to coach one practice up a level and one practice down a level before Christmas. (eg. A Novice coach will be required to run an Initiation practice with the Initiation coaches and run an Atom practice with the Atom Coaches before the Christmas break)

(Approved Feb 2019)

Section 8 Referee Guidelines

8.1 Number of Games

Referees are to receive an equal amount of games, where possible, throughout the year.

8.2 Conflict of Interest

Avoid having referees and players in the same game being related.

8.3 Referee Equipment

Referees are to supply their own shirts, crest and armbands.

8.4 Referee Training Fees

- CMHA will pay 100% of admission and provide the rulebook for any CMHA player who takes the refereeing course and attains a passing grade, after they have refereed 5 games in the CMHA system.
- Any person over the age of 18 pays their own referee clinic fees.
- Out of town referees will be charged \$25.00 to take the course in Coaldale. Out of town is defined as someone who does not live in Coaldale or surrounding area and does not referee for the CMHA.

Section 9 Equipment Guidelines

9.1 Equipment Damage

Any players or coaches found having caused willful damage to Town or CMHA property (at home or away) will be disciplined by CMHA with possible fines and/or suspensions.

9.2 Jerseys and Goalie Equipment

- Jerseys and goalie equipment, once designated to teams, becomes the responsibility of the coach and manager.
- They must ensure that it is not used for off-ice purposes.
- All equipment must be turned in to the Equipment Manager at the end of the CMHA season.
- Equipment is for use by CMHA players only during the hockey season. There will be a \$250 deposit required by an individual if equipment is used out of season (eg. Summer Hockey)
- Goalie equipment for CMHA players will be provided up to and including the Atom and Pee wee girls levels.

9.3 Equipment Deposit

A deposit of \$100 will be levied against each team, refundable at the end of the season.

Locker keys, pucks, first aid kits etc. will be issued to each coach upon payment of the deposit.

Each locker will include 50 pucks, 10 pylons and 1 First Aid Kit.

The bond will be returned in full upon the return of ALL items including jerseys.

Section 10 Team Guidelines

10.1 Team Sponsors

CMHA teams that have jerseys supplied by sponsors are to provide that sponsor(s) with a team picture.

10.2 Team Apparel

Teams are allowed to purchase team apparel from the Board approved vendor. Any other requests require Board approval. (Revised Dec 2018)

10.3 Jersey Numbers

Team jersey numbers are subject to CMHA Board approval.

10.4 Fundraising

Any fundraising done by individual teams of CMHA, beyond home tournaments, must have approval of the CMHA Board. Teams involved in these fundraisers will be responsible for how it is conducted.

10.4.1 50/50 Raffles

When running 50/50 raffles at games, teams must use the format provided by the CMHA. CMHA will provide teams with a form that needs to be filled out for each 50/50 raffle (this is so that the CMHA is compliant with AGLC rules). This form, approved by the AGLC, will contain the following information: CMHA gaming license number, date of sales, winners name, earnings from sales, signature of winner and signature of seller.

(Revised 2018)

10.4.2 Progressive 50/50 Raffles

Any teams or tournament committees wishing to run a Progressive 50/50 must get CMHA Board approval. This is to ensure that the Raffles are properly reported to the AGLC.

(Revised 2018)

10.5 Provincials

CMHA will donate \$300.00 to any teams participating in Provincial Tournaments. If the location exceeds 500 km one-way, that team shall receive \$1000.00. Any fundraising efforts by the team are to be done under the jurisdiction of CMHA.

10.6 Team Funds

Proceeds of 50/50 and from home tournaments will go to the home team and is to be used for tournament registrations and/or other expenses. It is suggested that any extra fundraising money generated by CMHA teams be returned to CMHA.

10.6.1 Referee Payments

- CMHA will pay referees directly
- CMHA will cover referee fees for each team's first 10 home games (preseason, exhibition, league and league playoff games).
- Teams will have to pay for referee fees for home games after the first 10 home games. CMHA will invoice teams on the 15th and 28th of February and the 15th of March to cover the referee fees for these additional games. Therefore, teams will need to budget for this and make sure there is enough money in their team account to cover these fees.
- In addition to each team's first 10 home games, CMHA will also pay referee fees for home tournament games and provincial playdown games.

(Revised 2018)

10.7 Loans

The CMHA Board will not issue any loans to CMHA teams.

Section 11 Registration Guidelines

11.1 Registration and Payment

- \$100 per registrant of the CMHA registration fee is to be paid at the time of registration. The remainder of the registration fee must be paid by September 15. Alternately registration fees can be paid in full at time of registration.
- Payment is by credit card only
- All registration is online
- As per Hockey Alberta rules, the CMHA President cannot sign any forms for a player who is not registered with CMHA. (example: the CMHA President cannot sign a AA tryout form for a player who is not registered with CMHA)

(Revised Dec 2018)

11.1.1 Goaltender Discount

Full time goalies in Pee wee, Bantam and Midget will get a \$100 refund on registration fees once the season has begun and the goaltender situation is set. A fulltime goalie is a goalie that dresses as a goalie every game. If a player plays half the games as goalie and half as a player, they will get a \$50 refund.

(Approved March 2019)

11.2 Late Registration

- Closing date for registration is September 1st. Exceptions may be made on a case by case basis.
- Registrations made after July 15 will be subject to a \$100 late fee.
- If a player registers after December 31st, but before January 10th of the current season, the registration fee will be 60% of the total fee.

(Revised Dec 2018)

11.3 Refunds

11.3.1 Refund if a Player Quits

If a CMHA Minor Hockey League (CAHL or City League) player chooses to quit hockey prior to the player's first league game, that player will be reimbursed all of his/her registration fee excluding a \$30 administration cost; if he/she quits after the first league game but before December 31st of the year, he/she is reimbursed 40% of the registration fee; if he/she quits December 31st or after, there is no reimbursement.

If a CMHA Pond Hockey player chooses to quit the program before October 31, that player will be reimbursed all of his/her registration fee excluding a \$30 administration cost; if he/she quits after October 31 but before December 31st of the year, he/she is reimbursed 40% of the registration fee; if he/she quits December 31st or after, there is no reimbursement.

11.3.2 Refund for an Injured Player

When a player suffers a serious injury that prevents him/her from practicing and playing, and where the injury is verified by a doctor, the following refund schedule may apply:

- a) The player will be refunded 33% (less Hockey Alberta (HA) registration) for every 60 consecutive days that the player is unable to play or practice.
- b) All rebates will be minus the cost of registering the player with HA.
- c) All doctor recommendations must clearly include the date at which the player is able to return to practice and/or play in a game
- d) When there is a full roster of players (ie. 17 skaters and two goalies or 18 skaters and one goalie), the Board may release the injured player in order to make room for a healthy player.
- e) The player or his parents must apply, in writing, to the Board for the refund before the end of May 1st of the season in which the player was injured

11.4 Insurance

- CMHA will pay for the Hockey Alberta endorsed insurance policy for players, coaches, managers, and officials in our Association. A reimbursement will be given by CHMA with proof of receipt if a member has paid twice.
- For insurance reasons, all players, officials and coaches must be registered with CMHA before being able to participate in any CMHA on-ice activity.

Appendix A Purchasing Policy (Revised 2018)

All Purchases to be made on behalf of CHMA are to be brought to the Board attention either via a monthly report or as new business or round table discussion in ADVANCE of the purchases being made whenever possible.

All purchases in excess of \$1000.00 shall be placed on the next Meeting Agenda and voted on. Purchases less than \$1000.00 shall be noted into the minutes. The Purchaser does not need a vote, simply the notation into the Meeting minutes.

In the event that CMHA needs to expend an amount greater than \$1000.00 then the party responsible for the purchases shall obtain 3 written quotes for the purchase whenever possible and follow the procedures set forth below.

(It is understood that some products and services are sole source items and only available from limited number of vendors and suppliers. In this case a detailed description of product sourcing shall be provided by purchasing at board meeting and recorded in the minutes)

All written quotes shall be provided to the secretary for entrance into the monthly meeting minutes and kept as a matter of course.

Whenever large or multiyear commitments are required the Board is encouraged to look for proposals and not just bids with prices so that the knowledge of the Vendors can be considered.

The Board should encourage Electronic (email) submissions so that proposals can be easily tracked and reviewed by all who need to and all submission times and vendors may be accurately traced and identified.

If a product or service (with a value in excess of \$1000.00) is to be donated or delivered at a greatly reduced price it is the Board's decision to determine if the Purchasing Procedure needs to be followed.

Recognition of reduced services or donations should be recognized on the website, the monthly meeting minutes and the monthly newsletter so that further donations may be encouraged.

All Board members are required to make purchases that are in the best interest of the members of CMHA. Purchases that are made from existing members of the Board are to follow the procedures prior to making the purchase.

Appendix B Hockey Alberta Complaint Acknowledgement Form

Appendix A, Complaint Acknowledgement Form Template

(MHA Letterhead)

(Name and address of person receiving the letter)

(Date)

Via **(How this letter is being sent)**

Dear **(Person's first name)**

The purpose of this letter is to inform you that your letter of complaint submitted to **(Name of MHA)**, dated **(Date of Complaint)** regarding an incident involving **(name of individual/team named in complaint)** has been received by the **(Name of MHA)**.

As per the Association's Conduct Management Policy, your complaint will be reviewed by the Board of Directors to determine an appropriate course of action, either:

- There is sufficient reason to undertake an independent investigation that could lead to a Decision Committee hearing.
- There is not sufficient reason to indicate any further action is warranted, and closing the file.

Once a decision has been made by the Board of Directors, that outcome will be communicated to you.

Thank you.

(MHA REP)

Appendix C CMHA Code of Conduct

These guidelines are applicable to players, coaches and parents.

1. You are representing Coaldale Minor Hockey Association (CMHA) at all times and should conduct yourself in a manner of which you and the association will be proud. Expectations exist for everyone associated with CMHA and their conduct and contributions make for a better team and a better organization.
2. There is to be no swearing in the stands or public areas during games and practice.
3. Coaches and their staff must remember that they set an example for their players. They must behave in an appropriate manner whenever they are functioning in their role.
4. Parents should remember that we are developing players, coaches and referees. Your behaviour and conduct should be positive and encouraging of everyone involved in the game.
5. Team members will not smoke, chew tobacco or drink alcohol during league, tournament or Hockey Alberta sanctioned events. This applies to afterhours during tournaments and overnight trips.
6. Hazing is strictly forbidden and subject to Hockey Canada regulations.
7. *a. "Any player, team official, executive member or a team, club or association having been party to or having had knowledge of, any hazing or initiation rite shall be automatically suspended for a period of not less than one year from playing or holding office with any team, club, or association affiliated with Hockey Canada."*
8. Coaches and players are responsible for the state of dressing rooms, both home and away, during and after games and practices. Dressing rooms should be locked while players are on the ice. Damages to facilities that are caused by members of a team will be the legal and financial responsibility of the player and/or team.
9. Any disputes must be handled with respect and common sense. Matters should be referred to and handled by the liaison for each team – typically this is the manager of the team. Coaldale Minor Hockey Association subscribes to the 24 hour rule in dealing with matters: the parent should wait 24 hours after an incident to contact the team liaison. Where matters are deemed to be serious and potentially dangerous to a player or the team, the concerned party is to contact the manager or a member of the Board immediately. The general order of contact for disputes is – team liaison, governor, president or other member of the CMHA board.
10. CMHA is about player development. All players and lines will be used in all game situations. Coaches have discretion on the use of players and lines as established with the team and parents at the beginning of the season. It is strongly suggested that these guidelines be written down and given to players and parents at the beginning of the season.
11. The Board will deal with any conduct issues on an individual basis, following the Code of Conduct, CMHA policies and guidelines, Hockey Alberta policies and guidelines and Hockey Canada policies and guidelines. More serious matters will be referred to Hockey Alberta.
12. The CMHA has adopted the Hockey Canada Fair Play Code of Conduct. You can download a copy of the Fair Play contract by clicking the following link [Hockey Canada – Fair Play Code](#).

