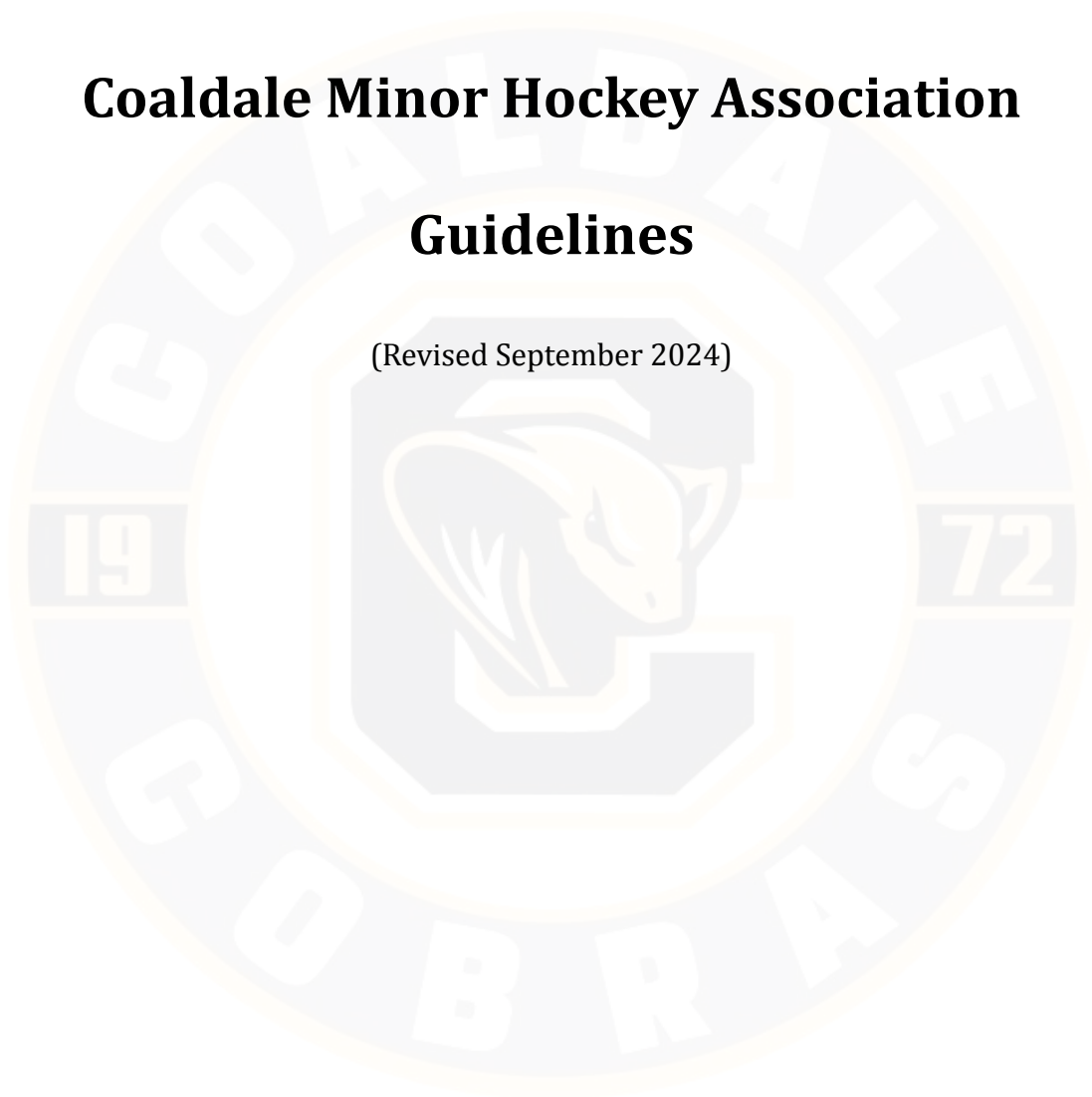


# **Coaldale Minor Hockey Association**

## **Guidelines**

(Revised September 2024)



## **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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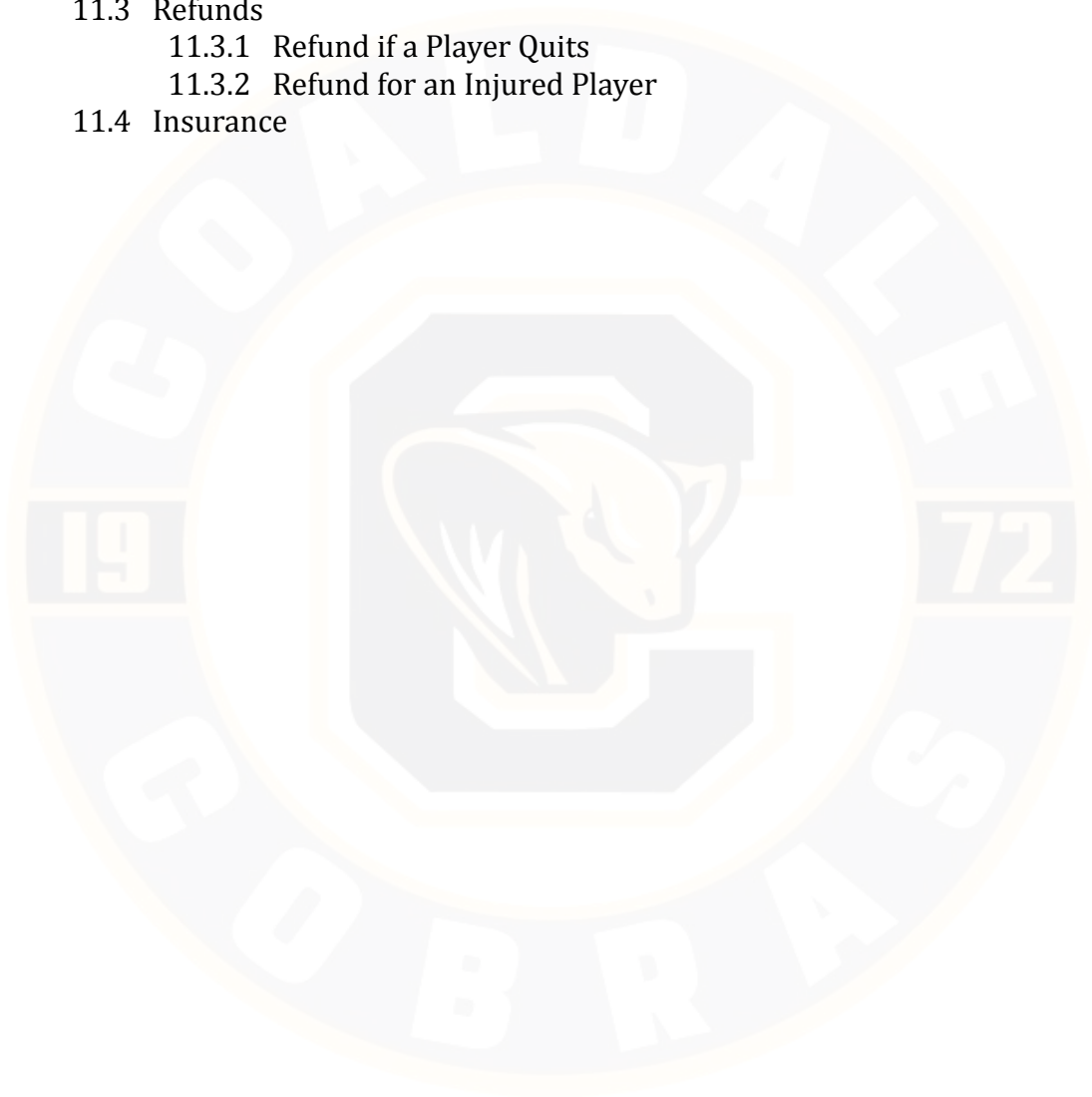
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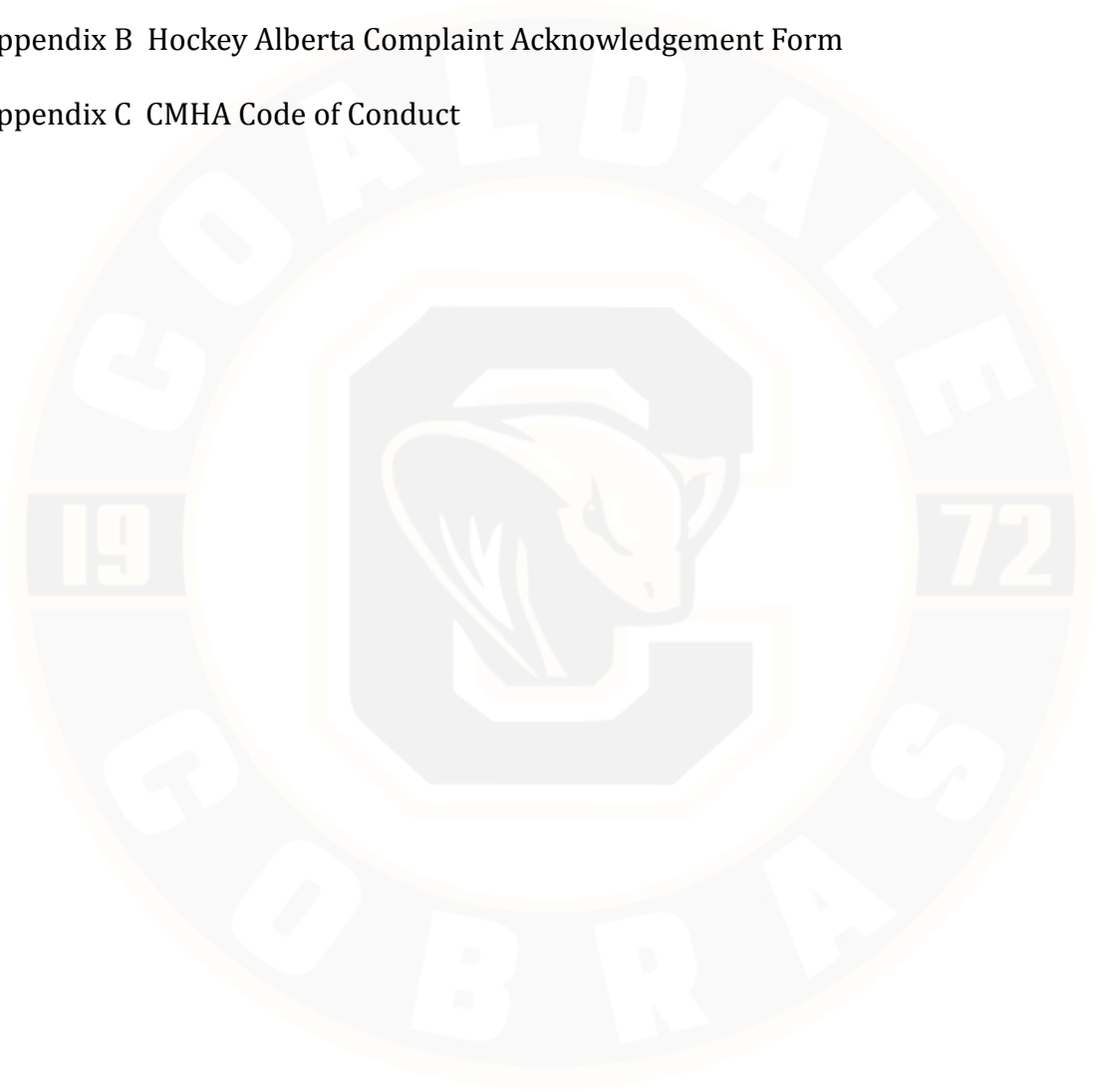


# Appendices

Appendix A Purchasing Policy

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# Section 1 Coaldale Minor Hockey Association

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## 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 Mission Statement

The Coaldale Minor Hockey Association is dedicated to organizing and advancing hockey for the youth of Coaldale and the surrounding areas. Through the efforts of our members and volunteers, we are committed to fostering fair play, teamwork, skill development, and positive life skills in a safe and respectful environment.

### Core Values

- **Commitment** – Dedicated to the game, teammates, and coaches.
- **Development** – Focused on enhancing individual skills, team strategies, and the growth of coaches and officials.
- **Fun** – Emphasizing that hockey is a game meant to be enjoyable and engaging.
- **Passion** – Driven to improve, uphold fair play, and ensure healthy, safe competition.
- **Respect** – Valuing the game, its officials, opponents, coaches, and teammates.

(Revised September 2024)

## 1.3 Divisions / Age Groups

- U7 (5 & 6 year old before Dec 31 of current season)
- U9 (7 & 8 year old before Dec 31 of current season)
- U11 (9 & 10 year old before Dec 31 of current season)
- U13 (11 & 12 year old before Dec 31 of current season)
- U15 (13 & 14 year old before Dec 31 of current season)
- U18 (15,16 & 17 years old before Dec 31 of current season)

(Revised July 2020)

## **Section 2 CMHA Board**

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### **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 Second 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).

(Revised September 2024)

#### **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 the 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 will require two signatures.
- Two members of the Board of Directors (Treasurer and President) shall have the signing authority.
- Signing authority will be reviewed and updated at the bank at the commencement of each new season.

(Revised September 2024)

## **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

## **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 CMHA Board Positions**

- Position descriptions for President, Vice President, Secretary and Treasurer are in the CMHA bylaws.
- CMHA will have a maximum of 15 voting board members
- In order to serve in the role of President, a board member must have already served a full 2 year term on the CMHA Board. (Revised February 2022).

## **2.8 Travel Expenses**

- Anyone traveling to the annual Hockey Alberta or other approved conferences/trainings/meetings 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 September 2024)

## **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.

(Revised February 2019)



## **Section 3 CMHA Discipline**

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### **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 Acknowledgement Form found in Appendix B or via Letter or Email sent to the appropriate Divisional Director. 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.

(Revised September 2024)

### **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:

- First offense is a verbal conversation with the Referee in Chief.

- Second offense is a written report, documented within CMHA, to be sent along to Hockey Alberta if necessary.
- Third offense is a 1-month suspension from all team activities including games, practices and organized off-ice.

(Revised 2017)

### **3.5 CMHA Player Attendance & Discipline Policy**

This policy is designed to cultivate a positive, respectful, and dedicated team environment. It provides clear guidelines and fair consequences regarding attendance at team events and behavior expectations, fostering team integrity, accountability, and sportsmanship.

#### **3.5.1 Attendance at Team Events**

##### **Definition of Team Events**

- Practices
- Games

##### **Notification Procedures**

Players must inform the coach or team manager as soon as possible if they cannot attend a team event, ideally at least 24 hours in advance unless in an emergency.

##### **Excused Absences**

Absences may be excused for:

- Medical appointments or illness
- Family emergencies
- Pre-approved academic obligations
- Any other significant reason (subject to coach's discretion)

##### **Unexcused Absences**

Unexcused absences include:

- Absence without prior notification
- Avoidable scheduling conflicts
- Non-emergency personal reasons

##### **Consequences for Unexcused Absences**

- **First Offense:** Verbal warning and a make-up session or additional conditioning.

- **Second Offense:** Written warning and a one-game suspension.
- **Third Offense:** Two-game suspension and a mandatory meeting with the coach to discuss commitment.

Players missing 75% of practices and games by December 15 will be removed from the CMHA with no refund.

### 3.5.2 Behavior Expectations

#### Code of Conduct

The CMHA Player Code of Conduct applies to all team members.

#### Examples of Poor Behavior

- Disrespectful or unsportsmanlike conduct during practices or games
- Ignoring team rules or coach's instructions
- Negative behavior affecting team morale

#### Consequences for Poor Behavior

- **First Offense:** Verbal warning and review of behavior expectations.
- **Second Offense:** Written warning and additional conditioning or team duties.
- **Third Offense:** Suspension from one game and a mandatory meeting with the coach, possibly involving a team counselor.

### 3.5.3 Severity of Discipline

#### Mild Offenses

- **Definition:** Minor infractions where remorse is shown.
- **Discipline:** Verbal reprimand and potential suspension.

#### Moderate Offenses

- **Definition:** More serious infractions or second offenses without remorse.
- **Discipline:** Written reprimand and a minimum of a two-game suspension.

#### Severe Offenses

- **Definition:** Serious infractions, such as physical threats, or repeated violations without accountability.
- **Discipline:** Written reprimand and a suspension ranging from five games to a maximum of three years.

The CMHA Board reserves the right to make final decisions.

### **3.6 Appeal Process**

Players have the right to appeal any disciplinary action taken against them.

To appeal:

1. Submit a written appeal to the coach within 48 hours of receiving the disciplinary notice.
2. The coach will review the appeal and may meet with the player to discuss it.
3. A final decision will be communicated within 72 hours of the appeal meeting.

### **3.7. Final Provisions**

#### **3.7.1 Reinstatement**

Players suspended or disciplined must demonstrate improved behavior and commitment to be reinstated for full participation.

#### **3.7.2 Confidentiality**

Disciplinary matters will be handled confidentially to respect the privacy of all involved.

#### **3.7.3 Consistency in Discipline**

All disciplinary actions will be reviewed by the same individual or committee to ensure consistent application.

#### **3.7.4 Conflict of Interest**

The association President and Discipline Committee members will assess suspensions but will recuse themselves from any situation where a conflict of interest arises.

(Approved September 2024)



## **Section 4 Code of Conduct**

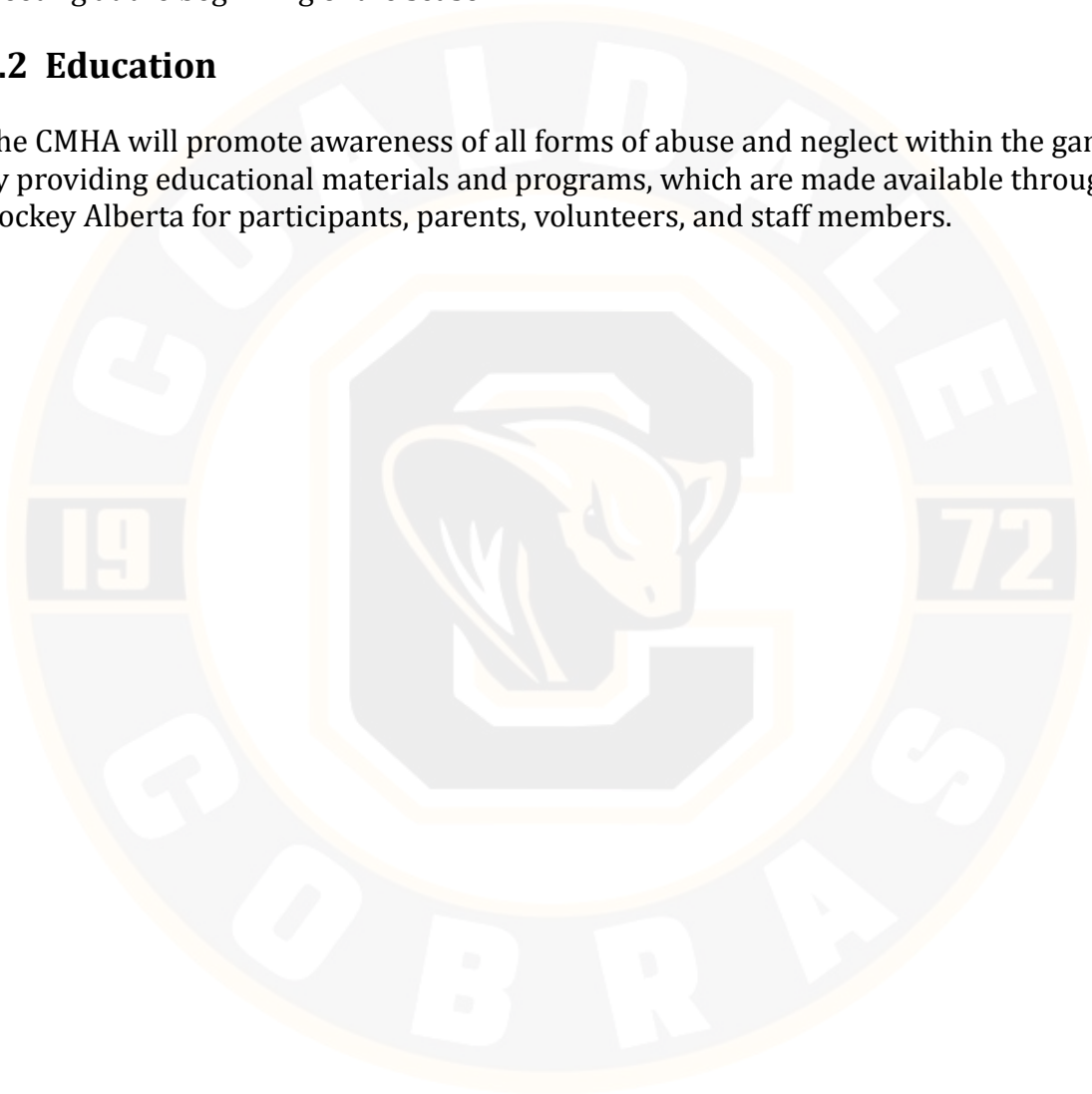
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### **4.1 Code of Conduct**

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**

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### **5.1 U7**

- Max 15 players Min 8 players per team
- Goaltenders must rotate with each child encouraged to play at least once
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#### **5.1.1 U7 (4 year old rule)**

- A maximum of 15 players are allowed per U7 team.
- Players can skate un-assisted.
- Parents must be willing to be a team volunteer (coach, manager, treasurer etc.).
- Underage players may not be permitted to play if registration numbers are too high, CMHA to review and make a decision before September 1 of the current season.

### **5.2 U9**

- Minimum 12 players
- Goaltenders can rotate with each child encouraged to play at least once

### **5.3 U11**

- Minimum 11 players
- Goaltenders can rotate with each child encouraged to play at least once make opportunity for all who want to be a goalie can participate

### **5.4 U13**

- Minimum 11 players per team
- Goaltenders may specialize at the division

### **5.5 U15**

- Minimum 14 players per team
- Goaltenders may specialize at the position

### **5.6 U18**

- Minimum 14 players per team
- Goaltenders may specialize at the position

(Reviewed/Revised September 2024)

## **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**

Player movement may be implemented by the CMHA Board to adjust the number of players at an age level or for a team. Player movement is NOT permitted for the purpose of accelerating a player based on their abilities. Player movement may also be permitted for special circumstances as determined by the CMHA board and will be dealt with on a case by case basis. Procedure for player movement (in order as written):

1. Player Movement to satisfy minimum roster numbers
  - 1.1 – Players will only be moved in the event the teams won't meet the minimum number of players to roster a team.
  - 1.2 – In the event that there are too many players for 1 team, but not enough for 2 teams and there are no other players to draw from other associations, then player movement to fill positions for the team will be permitted. Moving a player down will only be permitted to facilitate the goalie position or because of a safety issue.
  - 1.3 - Once it has been determined a team will need players to be moved up or down in order to meet roster number minimum requirements, the board director responsible for that team will work with the coach and organize tryouts.
  - 1.4 – Players younger than the age group they would move to will try out for the B team if there are two teams. Players moving up, have to be in their second year of the age group they are supposed to play for.
  - 1.5 - Players older than the age group they would move to will try out for the team needing players if there are two teams. Players moving down, have to be in their first year of the age group they are supposed to play for and fall within all the required criteria for an overage player within Hockey Alberta's Regulations. (Ref. Hockey Alberta Regulations; Player Registration 2.1)
  - 1.6 - The coach and Director of the age group requesting players will set up 2 practices for the players to try out. The tryout will be open to all players in their second year for those that would be moving up a level, and all players in their first year for those who would be moving down a level.
  - 1.7 - players/parent's that are notified must reply with their intent to try out 48 hours before the first scheduled try out to the director, coach, and administrator. Tryouts and player selection must be completed before September 31<sup>st</sup>. Player selection must be submitted to the administrator and director of that age group.

- 1.8 – The coach of the team the players are trying out for would make the final selection based on the tryouts, the coach is responsible for contacting the families of the selected players. The coach will also contact their board director for that level and notify them of the selection.
  - 1.9 - The new roster and the player movement will have to fall within guidelines for player movement with Hockey Alberta and the new roster will be subject to approval from Hockey Alberta.
  - 1.10 – The new roster will have to be approved by the league that the team will be playing in, ie. CAHL.
2. Requests for a player movement outside of team size can be applied for in writing from a legal guardian outlining reasons for movement to be submitted to the board no later than September 1<sup>st</sup>.
    - 2.1 Request can be applied for in writing from legal guardian and must outline reasons for movement to be submitted to the board no later than September 1<sup>st</sup>.
    - 2.2 Request for player movement to be reviewed by CMHA Board.
    - 2.3 Player movement to fall in line with Hockey Alberta and CAHL guidelines for player movement before board approval.
  3. Final approval for any Player Movement by CMHA Board no later than Sept. 30<sup>th</sup>.  
(Revised September 2021)

## **5.9 Amalgamating Teams**

If there is an amalgamation of community teams, the parents of the teams directly involved will be consulted before the first tiering round game.

## **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.

(Revised February 2019)

## **Section 6 Player Guidelines**

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### **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 U18 Tryouts**

Numbers may warrant tryouts and cuts at the U18 level due to the maximum number of players per team (Section 5.6).

(Revised July 2020)

## **Section 7 Coach Guidelines**

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### **7.1 Coach Meeting**

CMHA will at minimum conduct one meeting with coaches at the beginning of the season. At this time the 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 15<sup>th</sup>. 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 U9 coach will be required to run a U7 practice with the U7 coaches and run a U11 practice with the U11 Coaches before the Christmas break)

(Approved Feb 2019, Revised July 2020)

## Section 8 Referee Guidelines

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### 8.1 Number of Games

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

### 8.2 Conflict of Interest

To ensure fair play and maintain the integrity of our games, we discourage having Head Referees and players in the same game who are related. If this situation is unavoidable, it is the responsibility of the team's Coach and Manager to inform the opposing team of the relationship. Additionally, they must document this in the scorebook, with both teams signing off on the notation.

(Revised September 2024)

### 8.3 Referee Equipment

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

### 8.4 Referee Training Fees

- CMHA will pay 100% of the referee course 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.

(Revised September 2024)



## **Section 9 Equipment Guidelines**

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### **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 U11 and U13 levels.

### **9.3 Equipment Deposit**

Locker keys, pucks, first aid kits etc. will be issued to each Head Coach and Team Manager.

(Revised September 2024)

## **Section 10 Team Guidelines**

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### **10.1 Team Sponsors**

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

(Revised July 2020)

### **10.2 Team Apparel**

Teams are allowed to purchase apparel from any local business but must follow CMHA Logo Policy.

(Revised September 2024)

### **10.3 Jersey Numbers**

Team jersey numbers are subject to CMHA Board approval, if team numbers on CMHA provided jerseys are wanting to be altered. No alterations to CMHA provided jerseys should be made without the approval of CMHA Equipment Director.

(Revised July 2020)

### **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 directly pay officials for all League (Tiering, Regular Season, Playoff) Games as well as all Tournament Games
- Any exhibition games other than ones listed above will be invoiced to teams and CMHA can be e-transferred to [cmhacobra@gmail.com](mailto:cmhacobra@gmail.com).
- Teams will need to budget for this and make sure there is enough money in their team account to cover these fees.

(Revised September 2024)

## **10.7 Loans**

The CMHA Board will not issue any loans to CMHA teams

## **Section 11 Registration Guidelines**

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### **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. Alternatively registration fees can be paid in full at time of registration.
- Payment can be through Teamsnap via credit card. Sash and e transfer will also be accepted.
- 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)
- Creative payment options may be considered, at the discretion of the Executive Officers of CMHA
- Players transferring to Elite Male/Female or Female only programs will only be charged a \$30 transfer fee.

(Revised September 2024)

#### **11.1.1 Goaltender Discount**

Full time goalies in U13, U15 and U18 will get a \$300 refund on registration fees once the season has begun and the goaltender situation is set. A full time 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, Revised September 2024)

#### **11.1.2 Multiplayer Discount**

Any family who registers 3 or more players with CMHA will receive a 10% discount on all registration fees (Early Bird Fees ONLY).

(Approved September 2024)

### **11.2 Late Registration**

- Closing date for registration is September 1<sup>st</sup>. 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 31<sup>st</sup>, but before January 10<sup>th</sup> of the current season, the registration fee will be 60% of the total fee.

## **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 (i.e. 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 1<sup>st</sup> 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**

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(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 a 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 multi year 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

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### 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

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## Coaldale Minor Hockey Association

### PLAYER CODE OF CONDUCT

All players must sign and return this document to their coach or manager before Oct 5<sup>th</sup>, to be permitted to play hockey.

I will:

- Respect and adhere to the ideals, policies, and rules determined by Hockey Canada, BC Hockey Alberta, CAHL, LMHA, CMHA and my team.
- Respect the rules of the game, opponents, officials and their decisions.
- Maintain self-control at all times.
- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- Respect other athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are totally unacceptable.
- Refrain from participating in or condoning any actions involving hazing or inappropriate behavior that degrades, demeans or segregates certain players from the team
- Never advocate or condone the use of alcohol, mind altering drugs or other banned performance enhancing substances.
- Consistently display high personal standards and project a favorable image of their sport. Specifically, athletes shall:
  - Refrain from public criticism of athletes, coaches or officials.
  - Refrain from the use of profane, insulting, harassing or otherwise offensive language towards teammates, coaches, officials or opponents
  - Attend as many games and practices as reasonably possible.
  - Participate in a manner that ensures the safety of athletes, coaches and officials also participating in the game.
  - Be present before games and practices in a timely manner.
  - Notify the coach/manager ahead of time if I will be absent.
  - Respect the facilities and other user groups, either home or away, in which I'm privileged to play.
  - Refrain from recording audio or video using personal devices within dressing room areas.
- Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my team and the Association.
- Uphold the rules of the sport, the spirit of such rules and encourage other athletes to do the same.

- Show respect for the decisions, judgment and authority of the officials and timekeepers.
- Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to act accordingly.
- Direct comments or criticism at the performance rather than the individual.
- Accept the capabilities of other players.
- Accept defeat gracefully - love the game above the prize.

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I have read and understand this Code of Conduct and agree to abide by the principles and acknowledge that breach of this Code of Conduct will be subject to review by the CMHA Discipline Committee and players face possible disciplinary action including suspension and/or being removed from CMHA entirely.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE  
PARENT: \_\_\_\_\_

TEAM: \_\_\_\_\_

(Revised July 2020)