



CMHA Members Handbook

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Version 4

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1. The Crossfield Minor Hockey Association (CMHA) and its Governance

The Crossfield Minor Hockey Association, shall hereafter be referred to as "the Association" or "CMHA", is the sole governing body of minor hockey in the Town of Crossfield and immediately surrounding area.

The CMHA is a registered society in the Province of Alberta. The Association shall maintain membership in Hockey Alberta "HA" and as such is subject to the bylaws, rules and regulations of Hockey Canada "HC" and Hockey Alberta.

The CMHA shall conform and comply with their Bylaws and the Policies and Procedures Handbook.

The CMHA shall also conform and comply with the Bylaws, Rules and Regulations as set forth by Hockey Canada and Hockey Alberta.

Divisions

The CMHA hockey program shall operate the following divisions (subject to registration numbers) as defined by Hockey Alberta:

**Under 7 (U7) Under 9 (U9) Under 11(U11) Under 13(U13) Under 15(U15)
Under 18(U18)**

Vision and Mission

The Crossfield Minor Hockey Association ("CMHA") is the sole governing body of minor hockey in the Town of Crossfield and immediately surrounding area. The CMHA is a registered society in the province of Alberta.

The CMHA is established to foster, promote, and develop organized minor hockey in the Crossfield community. It is through our program that the CMHA wishes to instill positive values and life skills in its youth by providing an opportunity to develop promote and improve hockey skills in a positive environment for the children, parents, and volunteers of our community.

CMHA Vision

The CMHA dedicates itself to foster an environment so that any individual wishing to participate in minor hockey can do so in a safe, sportsmanlike and fun manner. The CMHA wants to address the fundamental values of the game:

- Shared respect for all participants of the game
- Development of the players involved in the game
- Fun while participating in the game

CMHA Mission

To provide a program that plays a significant role in the development of a young person's values, morals, social maturity, physical and mental fitness. To promote acceptable conduct which provides:

- Respect for other participants
- Respect for the great game of hockey
- Respect for officials, coaches, parents and other volunteers
- Protection from harm
- Development of ethical conduct towards others

- Notions of justice, fairness and integrity
- Caring attitudes
- Freedom to enjoy
- Encouragement for team play, sportsmanship and fair play
- Encouragement for positive community spirit

Definitions

The following terms and acronyms are used throughout this document:

CMHA - Crossfield Minor Hockey Association

AAHA - Alberta Amateur Hockey Association ("Hockey Alberta")

CAHA - Canadian Amateur Hockey Association

The Board - Board of Directors - refers to the elected governing body of the Crossfield Minor Hockey Association

Board Member - An individual who has been elected to serve on the CMHA Board of Directors CAHL - Central Alberta Hockey League

2. Membership

Membership Eligibility

Members of the Association shall be limited to the parents and guardians of players registered with the Association for the current year and shall pay the annual registration fee as described in the Policies and Procedures Handbook.

A member shall be deemed not to be in good standing if his/her registration fee is overdue. Voting rights are extended to all members in good standing over the age of eighteen (18) on the basis of one vote per family. Only elected Board Members in good standing may vote at a Board Meeting.

The Board may award Life Members or Annual Honorary Membership, as it deems fit. Both Life and Honorary members are entitled to one vote a General Meeting.

Any member not in good standing may not register until all previous fees have been paid in full.

Suspension/Dismissal of Members

Any member, upon a two-thirds majority vote at a general or special meeting may be expelled or dismissed from membership for any cause which the Association may deem reasonable. No member shall be expelled without being notified of the complaint against him/her, and without first having been given an opportunity to be heard by the members at the aforesaid meeting.

Resignation of Members

Any member may resign from the Association at any time. Resignation may take the form of a letter addressed to the CMHA Board or by a phone call to a CMHA Board Member.

3. Board of Directors

Description

The Board of Directors shall implement all resolutions of the Association, exercise all powers and do all acts and things that the Association is authorized pursuant to these Bylaws and the Societies Act. The Board shall have full control and management of the Association.

Eligibility

Any member in good standing shall be eligible to hold any office in the Association.

Board Positions

The CMHA Board shall consist of no less than ten (10) and no more than twenty (20) members and can include the following positions - President, Past-President, Vice-President, Registrar, Treasurer, Communications Coordinator (Secretary), Director of Coaching, CAHL Governor, Director of Hockey Development, Referee Coordinator & Ice Scheduler, Equipment Coordinator, Apparel Coordinator, Fundraising Coordinator, Tournament Coordinator, CAHL Director. Appendix A attached provides detailed descriptions and responsibilities for each position.

Executive Members will consist of the President, Vice-President, Past President, Communications Coordinator (Secretary), Treasurer and Registrar, hereinafter referred to as "the Executive". Multiple Executive members cannot be from the same household.

The number of Board Members needed to serve on the Board for the following year shall be determined by the Board and communicated to the membership in the notice for the Annual General Meeting.

All positions are filled by elections at the Annual General Meeting. Board Members are elected for a one year term.

Confidentiality

All members of the Board must maintain total confidentiality of all matters discussed in a board meeting for En Camera Matters.

Once a decision has been passed by a majority of the Board, all Board Members must support that decision regardless of personal opinion.

Resignation and Removal of Board Members

A Board Member may resign from office upon giving notice thereof in writing to the CMHA and such resignation becomes effective in accordance with its terms or upon acceptance by the remaining Board, whichever may be the earlier date.

The Board may, by a two-thirds (2/3) vote, remove a Board Member who, in the opinion of the Board has been or is being remiss or neglectful of duty or by conduct tending to impair his/her usefulness and/or discretion as a Board Member.

Remuneration

Unless authorized at any meeting and after notice of same shall be given, no Board or other member of the Association shall receive any remuneration for their services.

The profits, if any, or any other income of this Association, shall be applied solely towards the promotion of its objectives and no part of any profit or income or assets of the Association shall be payable to or otherwise available for the personal benefit of any member or members of the Association.

4. Meetings

Annual General Meetings

The Annual General Meetings of the Association are to be held on or before the 31st of May. The membership shall have a minimum of seven (7) days' notice of when and where the meeting will be held. Notification is to be made either via bulletin boards, newspaper ads, email or web page posting.

The Annual General Meeting will be the only General Meeting of the Association.

Board of Director Meetings

Board Meetings shall be held once a month or at the discretion of the President. Board Members shall have seven (7) days' notice of when and where a meeting will be held. Notification is to be made either in person, by phone or by email.

All Board Meetings shall be open to the public, but only members of the Board shall be entitled to vote and take part in debates or address the meeting, except as otherwise provided in these Bylaws. Any other individual requires the permission of the Chairperson before they may address any Board meeting.

Executive Meetings

The Executive can hold separate meetings as required to discuss CMHA issues. Executive Members shall have at least three (3) days notice of when and where a meeting will be held. Notification is to be either in person, by phone or by e-mail. Executive Meetings will not be open to the public.

Special Meetings

All other meetings of the membership shall be referred to as Special Meetings. The Board or Executive, whenever they see fit, or upon the written request of not less than seven (7) members in good standing, may convene such a meeting. All written requests must outline the purpose of the meeting being requested. No less than ten (10) days' notice shall be given to the members in good standing of when and where a meeting shall be held. Notification is to be made either via bulletin boards, newspaper ads, email or web page posting.

Procedures

The order of business at every regular meeting, including the Annual General Meeting, will include:

- (a) Adoption of agenda of the last meeting
- (b) Business arising out of the minutes
- (c) Reports of Board Members
- (d) Correspondence
- (e) Unfinished or old business
- (f) New business, including declaration of accredited representatives, elections and ratification of appointments.

The President and in his/her absence, the Vice-President, shall preside as Chairperson

at all meetings of the Association. If both the President and Vice-President are unable to attend then an alternative meeting must be held within 14 days (14) of the original meeting date.

The notice of any meeting shall specify the place, date, time of the meeting and general nature of the business to be transacted. The non-receipt of a notice by any member shall not, however, invalidate the proceedings at any such meeting or any resolution passed.

Voting and "Quorum"

At all Board, Executive, General and Special Meetings, all questions shall be decided upon by a majority vote (50% + 1). All voting shall be open and by show of hands except on any matter that is personal in nature, in which case voting shall be done by secret ballot. In the case of a tied vote at any meeting the Chairman shall have the deciding vote.

A Board Meeting quorum is to be eight (8) Board Members in good standing. An Executive Meeting quorum is to be four (4) Executive Members in good standing. A General or Special Meeting quorum is to be eight (8) members in good standing.

Conflict of Interest

Any member, Board Member or Executive Member must excuse themselves from a meeting if it could be perceived that they have a "conflict of interest" in the issues to be discussed or voted on. These individuals must also excuse themselves if asked by the majority of the other members, Board Members, or Executive Members present at the particular meeting if it is determined a conflict of interest may exist.

5. Books and Records

Requirements

The Board shall ensure such books and records are kept by the Association as determined by the Board and as may be required by the provisions of the Societies Act.

The Communication Coordinator shall keep correct minutes of all proceedings of the Association at every meeting. These minutes shall be read at each ensuing meeting and be adopted by a Board vote.

Financial Records

The Treasurer shall keep true accounts of all sums of money received and expended, all assets and liabilities, and all other transactions affecting the financial position of the CMHA.

The books, accounts and records of the Communication Coordinator (Secretary) and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society with adequate knowledge to perform the task who volunteer or are elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such an auditor at the Annual Meeting of CMHA. The fiscal year of the society in each year shall be April 1st to March 31st.

Signing Authorities

Four (4) Board Members (Treasurer, President, Vice-President, Communications Coordinator (Secretary) and Registrar may be required) shall have signing authority for the Association. Signing authority will be reviewed and updated with the appropriate financial institution at the commencement of each new season. All cheques require two (2) signatures.

Review of Records

The books and records of the society may be inspected by any member of the society at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

6. Administrative Matters

Borrowing Powers

For the purpose of carrying out its objects, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Association. In no case shall debentures be issued without the sanction of a Special Resolution of the Association.

Voting on a Special Resolution shall be open and by show of hands. A Special Resolution will be passed if a minimum of 75% of the members present vote in favour of the Resolution.

Use and Custody of Society Seal

The Association has not adopted a society seal.

7. Amendments to Bylaws

Amendments

These Bylaws may be rescinded, altered or added to by Special Resolution of the Association, with notice of such resolution to be given at least 21 days prior to the Annual General Meeting or Special Meeting at which it is intended to present the Special Resolution.

Voting on a Special Resolution shall be open and by show of hands or equivalent. A Special Resolution will be passed if a minimum of 75% of the members present vote in favour of the Resolution.

Any amendments or Special Resolutions made shall not take effect until it has been registered in accordance with the laws of Alberta.

8. Dissolution of the CMHA

In the event of the winding up or dissolution of the CMHA, all funds and assets of the CMHA remaining after payment of any debts of the Association, shall be given, transferred and distributed to such organizations that are determined by the Board of the Association to be registered charities pursuant to the provisions of the Income Tax Act, which have purposes similar to those of the CMHA, and if effect cannot be given, transferred or distributed to such organizations that are registered charities pursuant to the provisions of the Income Tax Act that shall be designated by the Board of the Association at the time of winding up or dissolution of the Association.

9. Indemnity and Protection of the Board of Directors

Indemnity Clause

Each and every Board Member shall be deemed to have assumed office on the express condition that every Board Member, his/her heirs, executors, administrators, Estate and effects respectively shall at all times be indemnified and saved harmless out of the funds of the Association against all costs, charges, and expenses whatsoever, which such Board Member sustains or incurs in any action or proceeding which is brought or prosecuted against him/her in respect of any act or matter done or permitted by him/her in the execution of the duties of his/her office unless such expenses are occasioned by his/her own fraud, dishonesty, willful neglect or default.

No Board Member of the Association shall be liable for the acts, receipts, neglects or defaults of any other Board Member, volunteer, or member. They shall not be liable for any loss, damage or expense happening to the Association:

- through the insufficiency or deficiency of title to any property acquired by order of the Board for or on behalf of the Association,
- for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Association shall be placed out or invested,
- for any loss or damage arising from the bankruptcy, insolvency, or wrongful act of any person, firm or corporation with whom any monies, securities or effects shall be lodged or deposited,
- for any loss occasioned by an oversight or error in judgment on his/her part,
- for any other loss, damage, misfortune which may happen in the exercise of his/her respective duties of trust or in relation thereto unless the same shall happen by his/her own or through his/her own willful act or default.

Board Members may rely upon the accuracy of any statement or report prepared by the Association's appointed auditors and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.

The resolutions and minutes of all General, Board, and Special Meetings shall be sufficient evidence without any further proof of the facts therein stated.

10. Registration and Fees

All players must be registered with the CMHA Registrar before being permitted to tryout, practice, or play in a game.

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

The Registrar, with the approval of the Board, will set the payment deadline dates but all fees must be paid in fall by November 15th.

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

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

After January 15th of the current hockey season no refunds will be issued. Up to January 15th refunds will be granted by the CMHA on a prorated fee assessment. To qualify for the refund the player or the player's guardian must apply in writing to the CMHA Registrar stating the reason for leaving.

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

11. Player Eligibility

Player Categories

U18	15, 16 & 17 years old
U15	13 & 14 years old
U13	11 & 12 years old
U11	9 & 10 years old
U9	7 & 8 years old
U7	4, 5 & 6 years old
Learn to Play / Pond Hockey	4, 5 & 6 years old (4 by October 1 st .)

The player must reach the appropriate age by December 31st of the current year

Player Transfer To or From the CMHA

The CMHA has a boundary or service area recognized by Hockey Alberta including:

- North Boundary - Township Road 29-02 (292) West from Range Road 28-00 W4M to Range Road 2-05 W5M
- East Boundary - Range Road 28-00 (280) South from Township Road 29-02 (292) W4M to Township Road 280 W4M
- South Boundary-Township Road 280 West from Range Road 280 W4M to Range Road 25 W5M
- West Boundary - Range Road 25 (2-05) North from Township Road 280 W5M to Township Road 29-02 W5M

Any player residing within this boundary is eligible to play for the CMHA. The purpose of the boundary is to define the service area for all neighboring associations.

CMHA players residing within the CMHA boundary requesting to transfer out of the CMHA

to another association:

- a) Will not be allowed to transfer to another association if the CMHA player is participating at the U11 level or lower.
- b) Will be provided with a 'Letter of Permission' to try out for a different association team if the CMHA player is participating at the U13, U15, or U18 level and it is clearly a team of higher caliber than what the CMHA can offer (i.e., a 'AA' or 'AAA' level team).
If a player is successful in tryout and the association verifies that the player will play for that team of the stated higher caliber for the season, a release will be provided to the player for that season.

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

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

The CMHA Board will annually review and determine if the CMHA has the space to accommodate the player. Before any player is accepted the player's present association would be contacted.

If the player's present association has no team in an age category, the CMHA will still consult the player's association and Hockey Alberta.

Team Amalgamation

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

Player Affiliation

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

- a) An affiliated player is to be used only for replacement of a sick, injured, or suspended player and/or to fill out line-ups for tournaments.
- b) The Coach wishing to use an "affiliated player" must follow the following steps:
 - Speak to the player's regular Coach to receive permission.
 - The Coach can then speak to the player's parents and obtain their consent.
 - The Coach (wishing the affiliated player) may then approach the player to inquire whether the player wishes to play for the affiliated team.
- c) Hockey Alberta Rules and Regulations concerning affiliated players and cut-off dates must be strictly adhered to. The affiliated player may only participate in the maximum number of games allowed by Hockey Alberta. After the specified cut-off date, excluding any exhibition or tournament games, if it is proposed that the player play a game in excess of the maximum set out by Hockey Alberta this will be considered a "player

transfer" and permission to do so must be obtained from the CMHA prior to the proposed transfer or game.

- d) The Coach using any Affiliated Player is fully responsible to track the **Teams** number of games played and report it to the regular Coach when requesting permission to use that player for any subsequent games.
- e) The Coach using any Affiliated Player must ensure regular team players are being given equal ice opportunities.
- f) The use of Affiliated Players is considered a development opportunity for the Affiliated Player, and the regular Coach should make a reasonable effort to accommodate the request provided it does not create any conflict with upcoming games.
- g) The decision to affiliate team to team or team to player shall be made by the Coach Coordinator with input from the Coaches and approved by the Board.

Female Players on Male

All female players shall be provided with a suitable private dressing room, both at home and away arenas. Female players at U11 level or below can change in the same dressing room as the male players if they wish as long as there are always two (2) adults present in the dressing room.

The Coach must ensure all male players are appropriately dressed before and after the game or practice so the female player may enter the dressing room for team instructions, pep talks, etc.

12. Player Movement

Player Movement

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

Players with the need for overage status may apply to the Board.

Overage players will be considered on an exception basis and must be approved by the Board. Factors which will be considered for approval of overage status will follow Hockey Alberta guidelines in addition to any other factors which the parent may wish to bring to the attention of the Board in a written request for overage status. The Board will submit the request to CAHL and Hockey Alberta for approval. Overage status cannot be granted until all three (3) bodies approve the request - the CMHA, Hockey Alberta and CAHL.

Players will be considered for advancement based on exceptional abilities and must be ranked in the top 5 of their age categories. Underage players must also be ranked in the top half of the top team in the higher age category into which they wish to move. For example, for U7/U7 players acceleration will only occur where exceptional U7 players rank in the top 50% of the top U9 team.

The CMHA Board will determine if it is appropriate to move the player into the next higher age category based on input from the evaluators, and the player's evaluation score.

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

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

13. Team Selection

The CMHA believes "A", "B" and "C" teams should be selected in the U9, U11, U13, U15, and U18 levels. The philosophy is the "A" Team will enable players of a higher ability an opportunity to excel. The "B" and "C" teams will enable players to play at a competitive level and further develop their skills. The division of U7 players will be determined by the Coaches at the beginning of the season.

"A" Team Selection

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

The selection process will be predetermined by the Director of Hockey Development and hold the approval of the Board.

If necessary, a Selection Committee will be formed of individuals not related to the players and each member will have a strong knowledge of the game. This will be the decision of the CMHA prior to player evaluation.

If a Coach is unrelated to any player, he/she could be part of the Selection Committee at the beginning of the process.

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

The selected Coach of the "A & B" team will be allowed the decision of final player selection.

"B" and "C" Team Selection

After the "A" team has been chosen the remaining players will comprise the "B" and "C" team(s).

The Director of Hockey Development will provide a process approved by the Board to assist Coaches jointly to rate and select players.

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

Number of Players

For U11 and above league play the CMHA will only allow a team to play with a minimum of ten (10) players and a maximum of nineteen (19) players.

U9 & U7 – Teams playing under the Hockey Alberta model with two games occurring at once can have team sizes with a minimum of 13 and a maximum of 21 players. Small teams playing on only one half of the ice will have a minimum of 7 and maximum of 12 players.

For provincial play a team must have a minimum of twelve (12) players and a maximum of nineteen (19) players carded.

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

- Accommodate players by moving them to different categories with the

approval of the parents and the Central Alberta Hockey League.

- Try to amalgamate with a neighboring association to provide a team.
- Make reasonable efforts to find another association to accommodate these players who will then be released for that season.

Number of Goalies

The maximum number of players who can expect to be in a 'full-time' goalie position is two (2) goalies per team. If the total number of goalies is more than two (2) per team, a selection will occur based on ability.

14. Coach Selection

Prior to commencement of the hockey season, CMHA will invite applications for all coaching positions. All applications for coaching positions will be reviewed by the Coach Coordinator, and decided upon by the CMHA Coach Selection Committee. The Committee will be comprised of 5 persons, the President, Vice President, Coach Coordinator, and 2 members at large (volunteers, or elected nominees). The 2 members at large will be elected at the Spring AGM. This Committee will meet and select Head Coaches for each team from applications prior to the official start of the hockey season. An alternate Board Member will be used if a conflict of interest arises during the Coach Selection. Selected Head Coaches will choose Assistant Coaches, Team Managers, Safety Persons (HCSP), and any other necessary volunteers as required. All coaches will be required to meet the minimum coaching requirements and deadlines of Hockey Alberta, Hockey Canada, and the CMHA.

15. Equipment

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

The following applies with regards to CMHA equipment and uniforms:

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

Names are not to be pressed onto hockey jerseys but stitched only. If pressed on the parent will be responsible for the cost of a new jersey. If jerseys are damaged or lost by players the parents will be charged \$100.00 to replace the jersey.

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

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

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

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

- Crossfield teams are easily identifiable

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

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

The use of a mouth guard is mandatory for all players, except goaltenders, registered in the categories of U18, U15 and U13. The term "mouth guard" is defined as "a device which is commercially manufactured for the purpose of protecting a player's mouth". The mouth guards must be worn during all games and practices.

16. Referees

To be a qualified Referee the individual must:

- a) be thirteen (13) years of age or older by January of the current season,
- b) have successfully completed a Level I Hockey Alberta Referee Clinic,
- c) must be capable of handling the specific level of hockey,
- d) games will be refereed strictly in accordance with the rules,
- e) to referee certain levels the referee must successfully complete Level II or III, and
- f) for younger referees the individual must be two (2) years older than the players or teamed with a more experienced referee.
- g) U9 referee role will be considered more senior than U11 linesman, and it is preferred that they line a game prior to refereeing.

All referees shall provide their own equipment.

Referees will pay the cost of their Referee Clinics. The CMHA will reimburse them if they pass their Clinic with a mark of not less than 50% and after they have refereed five (5) games for the CMHA.

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

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

17. Mandatory National Liability Insurance

Liability insurance is provided for all Hockey Alberta players, teams, coaches, managers, referees, administrators and minor officials operating under the umbrella of Hockey Alberta and the CAHA.

Deviations from Hockey Alberta Bylaws and Regulations are not permitted as this may negate insurance coverage.

18. Guidelines - Coaches

The CMHA endorses the National Coaching Certification Program (NCCP). All coaches will complete the Canadian Hockey U7 Program.

There will be zero tolerance of alcohol or substance use at any time when involved with

the CMHA. Alcohol consumption or substance use by minors will not be tolerated at any league or team function. Coaches are not allowed to use profane language on the ice, in the box or in the dressing rooms.

In U9, players are encouraged to try every position on an equal opportunity basis.

In U9, all players shall be provided the opportunity to play goaltender in at least one game and prior to any goaltender playing twice.

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

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

The Coach will arrange:

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

A Parent Coordinator/Manager may be selected by the parents.

The Coach will attend all practices and games. If unable to attend, the Coach is to arrange for his Assistant or someone else to take charge.

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

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

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

The Coach will name affiliate team or players by deadline when necessary.

The Coach will develop an effective working relationship with the Team Manager and Coaching Assistants.

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

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

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

19. Guidelines – Team Managers

There will be no tolerance of alcohol or substance use at any time when involved with the CMHA.

The Manager is not allowed to use profane language on the ice, in the box or in the dressing room.

The Manager is responsible to help the coach by enforcing the rules, discipline and behaviour of the parents and the team.

On commencement of the hockey season the Manager will obtain game schedule and practice times from the relevant Coordinator and relate this information to their team.

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

The Manager will utilize all ice time and report to the Ice Scheduler immediately if the team is unable to use the scheduled ice (this ensures time for another team to use the ice time). If the ice time (practice or game) is not cancelled two (2) days prior, the team may be charged for the ice time not used.

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

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

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

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

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

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

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

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

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

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

While attending tournaments the Manager will:

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

The Manager will act as a liaison between the team and any sponsors. Once the team is established the Manager is responsible for the financial status of the team.

If the team is fundraising through 50/50 draws or other means considered to be a gaming activity by the Alberta Gaming and Liquor Commission the Manager is responsible for ensuring the team has the appropriate gaming licenses. The CMHA will not apply for or possess an association license and will not be liable for any fines or penalties teams may incur for not having the appropriate licenses.

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

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

20. Guidelines – Other Team Volunteers

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

- Tournament coordinator
- Treasurer
- Fundraiser
- Phone Person
- Minor Game Officials
- Special Events Coordinator

All team volunteers must act in a manner deemed appropriate by the CMHA Rules and Regulations and are also subject to the Conduct Management Plan or Codes of Conduct.

21. Damage to Property

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

Where the individual directly responsible for the damage cannot be identified the team as a whole will be held accountable. Any damage to a recreational facility as reported by the Town of Crossfield or any other Hockey Alberta associations will be disciplined in the following manner:

First Offence: Janitorial and/or Restitution Fees paid by team

Second Offence: Janitorial and/or Restitution Fees paid by team as well as two-week team suspension from all hockey activities including practices and games

Third Offence: Janitorial and/or Restitution Fees paid by team as well as team suspension from all hockey activities including practices and games for the remainder of the season. No refunds will be issued.

This policy will be strictly enforced.

Zero Tolerance Policy

The CMHA has adopted a Conduct Management Plan and Codes of Conduct.

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

Each player, parent, coach and official will be required to sign a Code of Conduct Pledge before they or their child will be allowed to participate in any hockey activities.

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

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

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

Code of Conduct - Coaches

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

practice plans together and recognize that shared ice requires all coach's agreement to use shared ice in any way other than for a combined practice.

- Create a learning environment so players will experience success in improving individual and team skills.
- Be sure that equipment and facilities are safe and match the athlete's age and ability.
- Never come to any practice or game under the influence of any illegal substances, drugs, or alcohol. Such action may result in dismissal or suspension.

Code of Conduct - Parents

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

Code of Conduct - Players

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

Code of Conduct-Volunteers

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

Code of Conduct - Officials

- Ensure each player has a reasonable ability to perform to the best of his or her ability, within the rules.
- Avoid or remedy any situation that threatens the safety of the players.
- Maintain a healthy atmosphere and environment for competition.
- Intimidation of any player either by word or action will not be permitted. Unacceptable conduct towards myself, other officials, players, coaches or spectators will not be tolerated.
- At all times be consistent and objective in calling all infractions, regardless of personal feelings towards a team or individual player.
- Be sure to handle all conflicts firmly but with dignity.
- Accept role as teacher and role model for fair play, especially with young participants.
- Be open to discussion with players before and after the game.
- Remain open to constructive criticism and show respect and consideration for different points of view.
- Obtain proper training to upgrade referee skills and knowledge.
- Create a cooperative environment with coaches for the benefit of the game.
- Never attend any game under the influence of any illegal substances, drugs, or alcohol. Such action may result in dismissal or suspension

23. Discipline, Suspensions and Appeals

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

Any player, coach, manager, trainer, official, volunteer, member, parent or spectator that is guilty of harassment on or off the ice is subject to discipline or suspension. Harassment is considered a form of discrimination and is prohibited by Human Rights Legislation and could be an offence under the Criminal Code of Canada. Harassment is defined as conduct, which is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful. Types of behaviour which constitute harassment include, but are not limited to:

- Unwelcome jokes, innuendo, or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation
- Condescending, patronizing, threatening actions which undermine self-esteem or diminish performance
- Practical jokes that cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance
- Unwanted or unnecessary physical contact including touching, patting or pinching
- Any form of hazing
- Any form of physical assault or abuse
- Any sexual offense
- 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

The CMHA Board has the power to impose suspensions and discipline as set out in the bylaws of the CMHA and the Rules and Regulations of Hockey Alberta.

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

The CMHA President can suspend any CMHA player, parent, coach, official or spectator if the person is in violation of the Rules & Regulations or for conduct unbecoming off or on the ice for up to two (2) games. This authority may be delegated to such other CMHA Board Member as the President may determine.

The CMHA will establish a "Discipline Committee" or "Special Committee" when required to review serious violations or suspensions for more than two (2) games.

This Committee will be comprised of three (3) Board Members with preference to the Director of Coaching, Referee Coordinator and one (1) other Board Member, but will not include the President. Any suspension or discipline imposed by the Discipline Committee shall take effect immediately.

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

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

All players, coaches, managers, trainers, officials, volunteers, members, parents or spectators will agree that any recourse to the law courts of any jurisdiction before all rights and remedies as provided by the bylaws and rules and regulations of the CMHA, Hockey Alberta and CAHA have been availed and utilized shall be prohibited.

Further, any such recourse to the law courts as aforesaid shall be deemed by the CMHA to be conduct unbecoming or unsportsmanlike conduct enabling the President of the CMHA Board to suspend and/or disqualify the person indefinitely.

24. Freedom of Information and Privacy Protection Act (FOIPPA)

The FOIPPA of Alberta identifies that all personal information from all members will not be shared for any other reason than purposes required for the CAHL organization. When a member submits personal information to the CAHL they accept that they are granting permission to CAHL to allow organizational and promotional use associated with CAHL activities.

All personal information shared by a member with team volunteers will be managed as per the separate Information Management Policy mandated by Hockey Alberta. This policy will be made available upon request of any member to the President. Any comments, questions or concerns will be forwarded directly to the League President. They will be ultimately responsible for all aspects of Privacy Policies. The President may delegate this role to a volunteer Privacy Officer but they will be the designate as required by the separate Association Policy

25. Grievances

Procedures

Any member who has been affected by an action or omission of the Association or any member acting on behalf of the Association may file a written grievance with the Board within fourteen (14) days of the member's reasonable knowledge of the act or omission.

The Board shall consider the written grievance and render a written decision to respond within fourteen (14) days of receipt of the written grievance. The written decision shall include a copy of the written grievance, what evidence was considered, and the ultimate decision.

All determinations under this Bylaw made by the Board shall be determined in accordance with the Rules. The Board shall use reasonable discretion in relation to considering each grievance.

Appeal of CMHA Board Decisions

Any decision of the Board under this Bylaw shall be a decision of the Association for the purposes of appeal to the Hockey Alberta Appeals Officer.

Any member who is subject to a decision of the Board under this Bylaw may appeal that decision, within the time prescribed by the Bylaws and Regulations of Hockey Alberta, to the Hockey Alberta Appeals Officer.

All grievances or appeals shall be made in accordance with the Complaint Handling Process if required.

All grievances will be regulated by and follow the guidelines of the Complaint Handling Process.

Appendix A – CMHA Board of Directors – Detailed position descriptions

President

The President is responsible for coordinating the activities of the Board and interfacing with members of the CMHA on issues that arise. The President is also the primary contact between the Association and the Town of Crossfield. The President is responsible for regularly attending Board meetings and providing leadership for the decision-making process. The President does not vote at any General or other meeting except in the instance of a tie.

RESPONSIBILITIES:

- Schedule and chair all meetings of the Association
- Prepare agenda and ensure copies of any pertinent information are made available for other members of the Board
- Maintain liaison between the CMHA and Hockey Alberta, attending Hockey Alberta meetings as necessary and reporting all Hockey Alberta business to the CMHA Board
- May dismiss or suspend any player, official, coach, volunteer or spectator pursuant to the procedures in these Bylaws
- May call on CMHA members to attend emergency meetings at any time
- Must assume a leadership role for the Association by:
 - Initiating - keep the Association active by challenging it with new ideas
 - and by stimulating its members to action
 - Regulating - guiding the direction and rate of the Association's activities
 - Informing - bring information to the Board - keep up on all the latest information available
 - Supporting - creating the proper emotional climate in order to hold the Board together and make it easy for members to contribute and express new ideas
 - Evaluating - encourage and assist the Board to evaluate its decisions, goals and procedures
- Acts as signing authority on bank accounts

Past-President

The Past-President is responsible for attending regularly scheduled meetings of the Board and providing leadership for the decision-making process. The position of Past-President is only recognized in years when there is a new President elected. The Past-President does not vote at any meeting.

RESPONSIBILITIES:

- Facilitate the transition of outstanding issues from the previous year(s)
- Ensure a complete set of records is available and up to date
- Provide assistance and guidance to the new Board of Directors

Vice-President

The Vice-President is responsible for assuming the duties of the President in the event that he/she is unable to carry out their duties. He/she also takes on the role of Ice Scheduler ensuring adequate ice allotments are provided to each team and that secured ice times are fully utilized. The Vice-President is a voting member of the Board and is required to regularly attend scheduled meetings and support the decision-making process.

RESPONSIBILITIES:

- Responsible for attending the Crossfield Arena Board Annual General Meeting to negotiate the ice schedule for the following season
- Responsible for all scheduling of CMHA ice
- Attends Hockey Alberta Annual General Meeting
- Participate in budget discussions to determine the amount of ice time required to support each team
- Develop an ice requirement proposal for submission to the Crossfield Arena Board, including ice times for sanctioned tournaments
- Schedule conditioning and evaluation ice times in conjunction with the Director of Coaching
- Schedule practice and game times for each team including league, playoff and provincial games in accordance with CAHL requirements
- Maintain accurate records of ice distribution and utilization
- Return unusable ice times to the Crossfield Arena Board with reasonable notice
- Acts as signing authority on bank accounts

The positions of Ice Scheduler and Vice-President can be divided and filled by two (2) people if it is so decided at the Annual General Meeting.

Treasurer

The Treasurer is responsible for maintaining accurate financial records, preparing payment of invoices and other Association expenses. The Treasurer is also responsible for providing advice and assistance in budget preparation for the Board. The Treasurer is a voting member of the Board and is required to regularly attend scheduled meetings

RESPONSIBILITIES:

- Prepare and present monthly financial statements for the Board of Director Meetings, including a list of disbursements to be approved by the Board,
- Outgoing Treasurer must prepare annual financial statements as of March 31st and provide CMHA financial information to the appointed auditors,
- Submit a CMHA budget to the membership at the Annual General Meeting Collect revenue from registration, fundraising, and other events, ensuring timely deposit in appropriate financial institution
- Prepare cheques for payment of all invoices and expenses
- Prepare and file Association documents with the Corporate Registry annually

- Prepare and file CMHA corporate tax returns as required annually with appropriate tax authorities
- Prepare annual income tax receipts for members reporting payment of hockey fees
- Acts as signing authority on bank accounts

The positions of Communications Coordinator (Secretary) and Treasurer may be filled by one (1) person if it is so decided at the Annual General Meeting.

Registrar

The Registrar's primary responsibility is to ensure all players in the CMHA are registered according to AAHA requirements and provides assistance to the Treasurer on matters relating to payment of fees. The Registrar is a voting member of the Board and is required to regularly attend scheduled meetings.

RESPONSIBILITIES:

- Coordinate the early registration of players in the months of July and August each year
- Collect payments of fees on behalf of Treasurer, complete paperwork and prepare ongoing tally of registered players
- Ensure coordination of AAHA and CAHL registration forms and cards ensuring residency, release forms and birth certificates are in order
- Prepare summary of players registering at each level (U7 through U11), including addresses, phone numbers
- Ensure all players, coaches, Board Members, etc are registered for required liability insurance with Hockey Alberta and Town of Crossfield
- May act as signing authority on bank accounts if required

Communications Coordinator (Secretary)

The Communications Coordinator (Secretary) is responsible for the recording and distribution of meeting minutes. The Communications Coordinator (Secretary) is a voting member of the Board and is required to regularly attend scheduled meetings.

RESPONSIBILITIES

- Accurately record proceedings and minutes of the Association's meetings
- Notify the Board and membership of the time and place of all meetings
- Ensure all correspondence is dealt with and given to the appropriate Board Member
- Maintain the CMHA website
- Gather, compile, and distribute a monthly newsletter to CMHA members and players during the season
- Place notices of General and Special Meetings in newspapers, bulletin boards or web posts
- Assist Board with any other advertising or publicity as required

- Acts as signing authority on bank accounts

The positions of Communications Coordinator (Secretary) and Treasurer may be filled by one (1) person if it is so decided at the Annual General Meeting.

CAHL Director

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

RESPONSIBILITIES:

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

CAHL Governor

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

RESPONSIBILITIES:

- Attend all CAHL meetings and serve as CMHA's representative, voting on CMHA's behalf
 - Report all new information from CAHL to the CMHA Board
 - Raise any concerns/issues on behalf of the Association at the CAHL meetings
 - Perform any responsibilities required by the Bylaws of CAHL
 - Represent a hockey division as determined by the CAHL fall organizational meeting
 - Must attend all provincial playoff meetings
-
- Provides coaching and mentorship to association managers

Director of Hockey Development

The Director of Hockey Development is responsible for reviewing and implementing skills or other specialty programs for CMHA players as needed. The Director of Hockey Development is also responsible for the evaluations process at the beginning of the year. This Director is a voting member of the Board and is required to regularly attend scheduled meetings.

RESPONSIBILITIES:

- Ensure a specific team evaluation and selection is in place before the start of the season - all processes to hold the approval of the Board

- Recruit and organize the evaluators and on-ice coaches for each division
- Establish the Evaluations Committee
- Assign each player to a team and oversee the assessment of bubble players and any over/under age player placements
- Coordinate the reassessment of any players if required Complete the rosters for each team
- Evaluate hockey skills programs that may be needed or wanted for CMHA players including power skating, skills development, goalie skills
- Recruit and hire professionals to provide needed programs

Director of Coaching

The Director of Coaching is responsible for providing a liaison between the Coaches and the Board. The Director of Coaching is a voting member of the Board and is required to regularly attend scheduled meetings. The Director of Coaching may only act as a Head Coach if there are no other qualified applicants.

RESPONSIBILITIES:

- Recruit and evaluate all applications for coaching positions for the Association
- Recommend a Head Coach for every team in accordance with the policy
- Provide direction and support to new coaches
- Hold meetings with coaches to provide information from the CMHA, CAHL or Hockey Alberta as necessary
- Ensure all coaches have been to the Canadian Hockey U7 Program as required
- Encourage coaches to further their skills by attending National Coaching Certification Program clinics, first aid and referee clinics
- Act as liaison between coaches and the Board
- Act as liaison between coaches and parents if difficulties arise that the team manager is unable to resolve
- Ensure coaches are directing their teams in accordance with AAHA, CAHL and CMHA policies and regulations and that appropriate certification is obtained
- Temporary
- Inform coaches on the proper procedure for and importance of injury reporting
- Notify all coaches and/or managers that it is their responsibility to properly, and in a timely manner, file injury reports with Hockey Alberta

The positions of Director of Coaching and Hockey Development can be filled by one (1) person if it is so decided at the Annual General Meeting.

Referee Coordinator

The Referee Coordinator is responsible for providing qualified referees for the league and exhibition games played on the Association's home ice. The Referee Coordinator is a voting member of the Board and is required to regularly attend scheduled meetings.

RESPONSIBILITIES:

- Establish dates to hold Referee Clinics and arrange for ice and training rooms

- Recruit referees and linesmen for the season
- Provide referee payment information and rates to the Treasurer on a monthly basis
- Evaluate referee performance on an ongoing basis
- Schedule referees for all league, exhibition, playoff and provincial games played on the Association's home ice
- Support referees by providing information from the AAHA as necessary
- Involved with any complaints or disputes regarding referees or referee performance

The positions of Referee Coordinator and Referee Scheduler can be divided and filled by two (2) people if it is so decided at the Annual General Meeting.

Equipment Coordinator

The Equipment Coordinator is responsible for maintaining accurate records of all CMHA owned equipment and jerseys, supervising the storage area and arranging for the purchase of new equipment or repair of old equipment. The Equipment Coordinator is a voting member of the Board and is required to regularly attend scheduled meetings.

RESPONSIBILITIES:

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

Fundraising Coordinator

The Fundraising Coordinator is responsible for coordinating annual fundraising events and seeking new fundraising opportunities. The Fundraising Coordinator is a voting member of the Board and is required to regularly attend scheduled meetings.

RESPONSIBILITIES:

- Schedule annual fundraising events and activities
- Assemble organizing committees where required
- Contact all team managers to ensure they understand their roles and responsibilities

relative to fundraising, including the need for teams to obtain raffle licenses for all individual team fundraising (e.g., 50/50 draws)

- Prepare a summary of income and expenses for each fundraising event and activity for presentation to the Board
- Investigate new fundraising opportunities, including government grants or corporate donations
- Ensure that Alberta Gaming is provided with updated list of Boards at the beginning of each season
- Complete casino license applications in relevant years
- Recruit and schedule volunteers to work casinos

- Coordinates the organization of and purchase of trophies for the Association Wind-Up at the end of the season
- Ensures that facilities are booked for CMHA functions
- Oversees committees formed to organize social functions

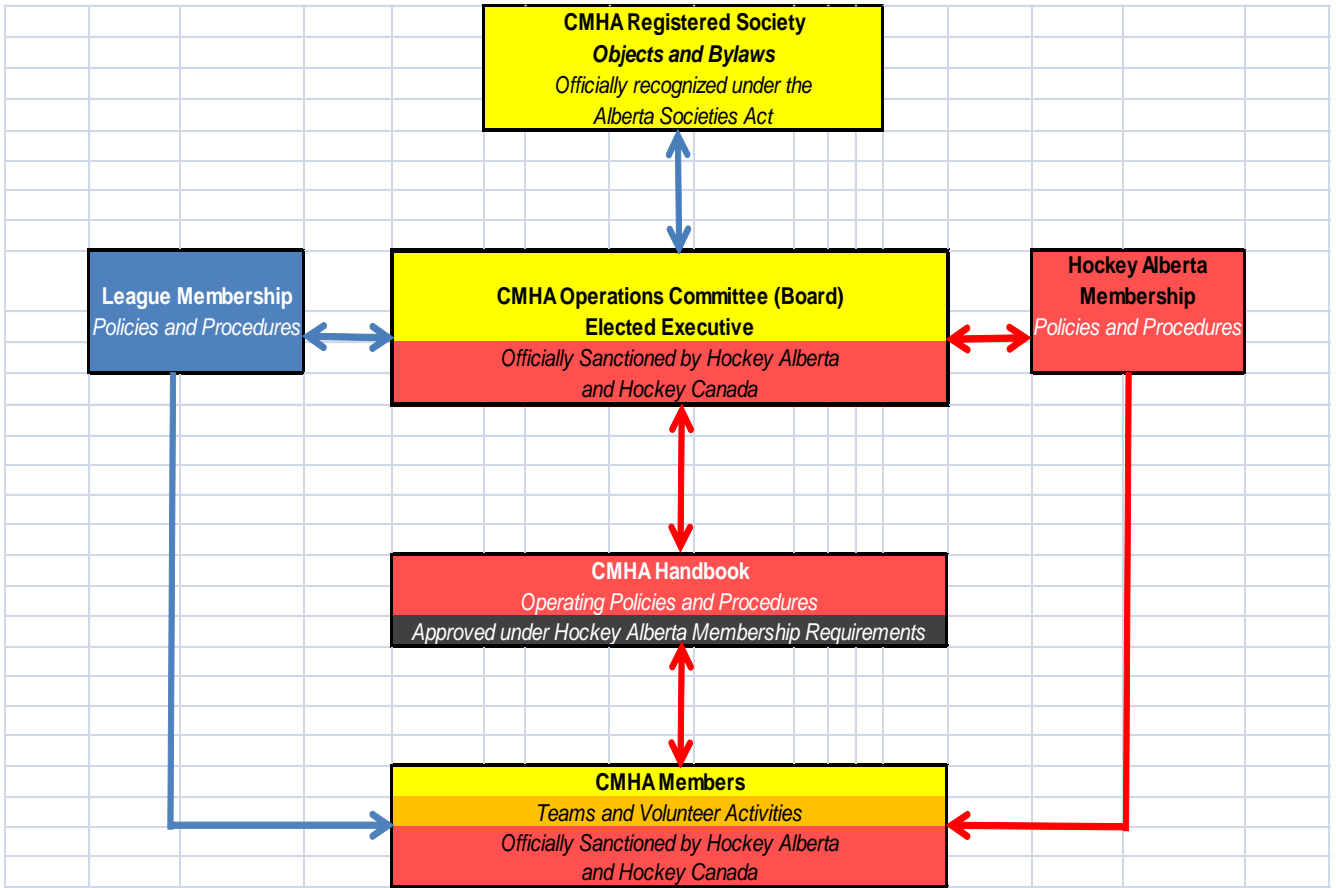
Tournament Coordinator

The Tournament Coordinator is a voting member of the Board and is required to regularly attend scheduled meetings.

RESPONSIBILITIES:

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

Appendix B – Information Flowchart



Document History

Original Approval	The document was originally issued by – Wes Giebelhaus, May 2015	
Review History	<p>This document shall be reviewed annually by the President and 2 members of the association.</p> <p>This document shall also be reviewed by Special Committee during the Hockey Season as necessary</p> <p>The following identifies the reviews and all revisions that were completed for the last 36 months.</p>	
Date	Reviewed by	Comments
June 30, 2016	Signed “Wes Giebelhaus”	Annual Review
	Signed “Jeremiah Kanderka”	
	Signed “Tyler Urzada”	

Revision History		
Date	Membership Approval Date	Description of Changes
Version #1	July 29, 2015	Initial implementation of Handbook upon new Bylaw approval from the Societies Act of Alberta
Version #2	May 17, 2016	Notice of Motions 2016.1 – Manual Name Change
		Notice of Motions 2016.2 – Addition of Information Flowchart
		Notice of Motions 2016.3 – Coach Selection
Version #3	April 3, 2019	Section 3. pg 5 “for En Camera Matters” & “Support.”
		Section 5. pg 8. signing authority: Secretary” & “Registrar may be required.
		change U7 to U7.
		Section 13. pg 13 Head Coach player selection
		Section 13. pg 13 U9 team numbers
		Section 18. pg 16. Add U9 Goalie
		Apendix A CAHL Govenor: Add duties
		Aprndix A Equipment; Add Duties
		Apendix A Fundraising: Add duties
Version #4	April 22, 2021	Section 1. pg. 3 Divisions change name of divisions
		Section 3. pg.5 Board Positions - multiple households
		Section 7. pg. 8 Amendments - show hands or equivalent

		Section 13. pg. 13 “B” and “C” Team Selection - Hockey Development replaced Coaching Coordinator
		Section 13. pg. 13 Number of Players-team sizes
		Section 16. pg. 15 Referees – U9 referee role
		Section 18. pg. 16 Guidelines-Coaches – changed wording from pucks to players
		Section 22. pg. 19 Code of Conduct Management Plan – coaches work constructively with other coaches
		Appendix A. pg. 28 Registrar-delete name bar responsibility
		Appendix A. pg. 28 Merge responsibilities of Secretary and Communications Coordinator into one – Communications Coordinator (Secretary)
		Appendix A. pg. 30 Director of Coaching – add that they can act as Head Coach should they need to -add recommend Head Coach for every team