

CLOVERDALE MINOR HOCKEY ASSOCIATION



OPERATING POLICIES

TABLE OF CONTENTS

SECTION 1	GLOSSARY OF TERMS	5
SECTION 2	MISSION STATEMENT	5
SECTION 3	CONSTITUTION AND BYLAWS	6
SECTION 4	RULES, REGULATIONS, AND POLICIES THAT GOVERN CMHA	6
SECTION 5	OFFICIAL CMHA COLOURS	6
SECTION 6	CORRESPONDENCE, USE OF CMHA LETTERHEAD AND OTHER OFFICIAL BUSINESS.....	6
SECTION 7	USE OF CMHA LOGO	7
7.1	GENERAL	7
7.2	GOALIE MASKS	7
SECTION 8	EXPENSES RELATING TO CMHA	7
SECTION 9	REGISTRATION AND FEES.....	8
9.1	GENERAL	8
9.2	AGES OF PLAYERS	9
9.3	PROCESS FOR REGISTRATION	9
9.4	GOALIE REGISTRATION LIMITS	10
9.5	REQUEST TO MOVE A PLAYER TO A LOWER DIVISION	10
9.6	REQUEST TO MOVE A PLAYER TO A HIGHER DIVISION	10
9.7	HOCKEY 1 TO 4 – PLAYING AT A LOWER OR HIGHER LEVEL	10
9.8	REGISTRATION FEES AND REFUNDS	11
9.9	‘A’ TRYOUT FEE AND REFUNDS	12
9.10	‘A’ CARDING FEE AND REFUNDS	12
9.11	JERSEY DEPOSIT	12
9.12	CURRENT FEES AND AMOUNT	12
SECTION 10	BOOKING MEETING ROOMS.....	13
SECTION 11	SELECTION OF TEAM OFFICIALS	13
11.1	GENERAL	13
11.2	SELECTION PROCESS FOR ‘A’ TEAMS Head Coaches	13
11.3	SELECTION PROCESS FOR HOUSE ‘C’ TEAMS Head Coaches	15
SECTION 12	ACCOUNTABILITY OF TEAM OFFICIALS	15
SECTION 13	SELECTION OF ‘A’ TEAMS	16
SECTION 14	SELECTION OF HOUSE ‘C’ TEAMS	16
14.1	GENERAL	16
14.2	SELECTION PROCEDURE (ATOM TO MIDGET).....	16
14.3	Draft Procedure	18

SECTION 15 – AFFILIATION OF PLAYERS	20
15.1 GENERAL	20
15.2 ‘A’ TEAMS.....	20
15.3 HOUSE ‘C’ TEAMS.....	21
15.4 PROCEDURE (‘A’ AND HOUSE ‘C’ TEAMS).....	21
SECTION 16 – TEAM CLOTHING	22
16.1 GENERAL	22
16.2 ‘A’ TEAMS.....	22
16.3 HOUSE ‘C’ TEAMS.....	22
SECTION 17 – TOURNAMENTS HOSTED BY CMHA	22
17.1 GENERAL	22
17.2 TOURNAMENT COORDINATION	23
17.3 TOURNAMENT FINANCIAL REPORTING AND SURPLUSES	23
17.4 ASSOCIATION RESPONSIBILITY	23
SECTION 18 – TOURNAMENTS ATTENDED BY CMHA TEAMS	24
18.1 GENERAL	24
SECTION 19 REFEREES	24
19.1 GENERAL	24
19.2 REGULATIONS.....	24
19.3 TEAM OFFICIALS	24
19.4 CONDUCT.....	25
SECTION 20 – CODE OF CONDUCT AND DISCIPLINE	25
20.1 - GENERAL.....	25
20.2 PENALTIES - PLAYERS AND TEAM OFFICIALS	26
20.3 PLAYER DISCIPLINE	27
20.4 PARENT DISCIPLINE	28
20.5 TEAM OFFICIALS DISCIPLINE	29
SECTION 21 - COMPLAINTS.....	29
21.1 MINOR COMPLAINTS	29
21.2 MAJOR COMPLAINTS	30
SECTION 22- EQUIPMENT (UNDER DEVELOPMENT)	30
SECTION 23 – FUNDRAISING.....	30
SECTION 24 – TROPHIES AND BANNERS.....	31
SECTION 25 – CMHA AWARDS	31
SECTION 26. SCHOLARSHIPS.....	31
26.1 PCAHA SCHOLARSHIPS.....	31

26.2 BC HOCKEY SCHOLARSHIPS	31
26.3 CMHA SCHOLARSHIPS.....	32
SECTION 27 – RISK MANAGEMENT	32
27.1 RECOGNITION AND PREVENTION OF ABUSE	32
27.2 RECOGNITION AND PREVENTION OF HARRASSMENT	33
27.3 CRIMINAL RECORD / PARDON CHECKS	36
27.4 INSURANCE (UNDER DEVELOPMENT)	37
27.5 INJURIES (UNDER DEVELOPMENT)	37
SECTION 28 – SPONSORSHIP	37
SECTION 29 – TEAM BUDGETS	37
SECTION 30 - SUBSIDIES FOR DEVELOPMENT	37
SECTION 31 – PRIVACY (UNDER DEVELOPMENT)	38
SECTION 32 – MAILBOX (UNDER DEVELOPMENT)	38
SECTION 33 SOCIAL MEDIA.....	38
33.2 SOCIAL MEDIA GUIDELINES.....	38
33.3 SOCIAL MEDIA VIOLATIONS	39
33.4 DISCIPLINE.....	39
33.5 SUMMARY	39

SECTION 1 GLOSSARY OF TERMS

AFFILIATE PLAYER - A registered player who is temporarily included on the playing roster of a team in a higher division or category as per the rules/regulations of HC, BC Hockey and/or PCAHA.

ASSOCIATION – Cloverdale Minor Hockey Association.

BC Hockey - British Columbia Amateur Hockey Association.

BYLAWS – Bylaws of CM HA.

CMHA – Cloverdale Minor Hockey Association.

CARDING - The act of registering a player on a specific 'A' team as per the rules/regulations of HC, BC Hockey and/or PCAHA.

CASUAL PLAYER – A registered player who plays on a casual basis with a team in the next highest category within the same division in CM HA. As per the rules/regulations of PCAHA, the casual player rule effectively applies only to Atom "A" teams.

CONSTITUTION – Constitution of CMHA.

DIVISION DIRECTOR – An Officer of CMHA that is assigned by the President to manage a division (e.g. Bantam).

DIVISION MANAGER – A member of CMHA appointed by the Executive to assist the Division Director in managing a division (e.g. Bantam).

EXECUTIVE – The Executive Committee of CMHA as defined by the Bylaws.

HC - Hockey Canada (also referred to as Canadian Hockey Association).

PCAHA - Pacific Coast Amateur Hockey Association.

PARENT(S) – The parent(s) or guardian(s) of a registered CMHA player.

HOUSE 'C' TEAM – A CMHA team playing in a structured PCAHA "C" league.

REFEREE In-CHIEF(RIC) – Member of CMHA appointed by the Executive to Manage Referees/Officials

'A' TEAM – A CMHA team playing in a structured BC Hockey and/or PCAHA "A" or "B" league.

TEAM OFFICIALS – The head coach, all assistant coaches, the Hockey Canada Safety Person, and the team manager.

NOTE: Unless otherwise stated, all references to positions such as President, Secretary, Treasurer, etc. refer to the Officers or other positions of CM HA.

SECTION 2 MISSION STATEMENT

Mission of CMHA is set out in its Constitution. As per the Constitution, the mission of the Association is to:

- a) Perpetuate the game of hockey in the interest of the development of body, mind, and character of the young people in and around Cloverdale;

- b) Promote & encourage good citizenship and sportsmanship among the members of the Association; and
- c) Establish, maintain, conduct and promote among the members of the Association and others, an active interest in amateur hockey.

SECTION 3 CONSTITUTION AND BYLAWS

- a) The current Constitution and Bylaws came into effect on September 27, 1991.
- b) All members of the Association are entitled to request and receive a copy of the Constitution and Bylaws, but may be charged a fee as permitted by the Society Act of British Columbia. All requests must be made in writing to the Secretary.

SECTION 4 RULES, REGULATIONS, AND POLICIES THAT GOVERN CMHA

1. CMHA is governed by various external and internal rules, regulations, and policies that:
 - a) Provide safety and protection to all participants;
 - b) Provide fairness and integrity to the game of hockey; and
 - c) Provide guidance in the management and operation of the Association.
2. CMHA is affiliated to and governed by the rules, regulations and policies of HC, BC Hockey, and PCAHA. CMHA must adhere to the rules, regulations and policies as set out by these governing bodies; thus it is important for everyone involved in the management and operations of CMHA to be diligent in the execution of their respective role(s) to ensure compliance with these rules, regulations and policies.
3. CMHA is also governed by its own Constitution and Bylaws. Additionally, CMHA has the authority to implement internal policies that are within its jurisdiction (e.g. 'A' tryout policy). The purpose of this manual is to detail the internal policies of CMHA.
4. As noted above, CMHA must adhere to the rules, regulations and policies of HC, BC Hockey and PCAHA - if any internal CMHA policy conflicts with or contradicts any rule, regulation or policy of these governing bodies, then the rule, regulation or policy of the governing body shall take precedence over the internal CMHA policy.
5. In matters where the CMHA policies are silent, the Executive shall refer to the HC, BC Hockey, and/or PCAHA rules, regulations and policies for guidance, and if appropriate based on the circumstances, to the most recent edition of Robert's Rules of Order.
6. It is the responsibility of the Secretary to update this manual, as required.

SECTION 5 OFFICIAL CMHA COLOURS

The official colours of CMHA, as registered with PCAHA, are Royal Blue with Red/White trim. Home colour is blue and away is white.

SECTION 6 CORRESPONDENCE, USE OF CMHA LETTERHEAD AND OTHER OFFICIAL BUSINESS

1. No one shall represent CMHA in an official capacity, except for the Executive (including individual members of the Executive) or anyone granted permission by the Executive.

2. No one shall use the CMHA letterhead for any reason, except for the Executive (including individual members of the Executive) or anyone granted permission by the Executive.
3. All official written correspondence sent by any CMHA member must be copied to the Secretary.
4. No one shall conduct any surveys or opinion polls for any reason in relation to CMHA, except for the Executive or anyone granted permission by the Executive.

SECTION 7 . USE OF CMHA LOGO

7.1 GENERAL

1. No one shall use or reproduce the current or any past CMHA logo for any reason, except for the Executive or anyone granted permission by the Executive. In order to obtain permission, a letter outlining why and how the logo is to be used must be sent to the Executive for consideration and possible approval.

7.2 GOALIE MASKS

1. Goalies playing for CMHA may reproduce the logo on their masks with the permission of the Executive. In order to obtain permission, a sample drawing of the finished mask must be submitted to the Executive for examination and permission may be given under the following conditions:
 - a) The reproduction appears professional; and
 - b) Any other images or markings on the mask are not offensive in nature.

SECTION 8 EXPENSES RELATING TO CMHA

1. No one is permitted to incur any debts on behalf of CMHA, except for the Executive (including individual members of the Executive) or anyone granted permission by the Executive.
2. As per the Bylaws, all members shall work on a voluntary basis with no remuneration other than expenses that are directly related to the activities of the Association.
3. Expenses for the Executive and other members while representing CMHA on official business will be covered as follows:

Travel:

- Local travel by personal vehicle - as per the current Canada Revenue Agency approved rate per km.
- Long distance travel by personal vehicle - cost of gas as per gas receipt(s).
- Air travel - return trip by economy class fare.

Accommodation:

- Hotel/Motel and related expenses (e.g. parking).
- Reasonable discretion must be used when selecting accommodation in order to obtain a reasonable rate per day taking into consideration the location of the venue (e.g. hotel rates may be more expensive in some locations than others and thus a higher rate would be reasonable).
- The maximum that will be subsidized by the Association is \$200.00 per day (including taxes, any other standard fees, and parking).
- Incidentals (e.g. in-room movies and snacks) will not be covered by the Association.

Meals:

- Breakfast (maximum \$12.00), lunch (maximum \$13.00) and dinner (maximum \$25.00).

- No meal can be claimed if provided for free (e.g. if a meal is provided for free as part of an event being attended).
- No alcohol may be claimed as an expense.

Computer Paper and Ink:

- Cost of computer paper and ink for a printer used for official Association business. As this may be very difficult to track and justify due to the use of personal computers/printers for official Association business, an effort must be made to determine a reasonable estimate as to the expense that may be claimed.

Telephone and Other Related Expenses:

- Actual cost of acquiring and maintaining a telephone number for the purpose of conducting official Association business.
- Long distance calls relating to official Association business.

Cellular Telephone:

- Cost of calls relating to official Association business. As this may be very difficult to track and justify due to official Association business calls being sent/received on a personal cellular telephone, an effort must be made to determine a reasonable estimate as to the expense that may be claimed.

Other Expenses:

- Actual costs relating to various other official Association business, for example photocopying, purchasing envelopes, purchasing binders, purchasing file folders, purchasing stamps, purchasing medium to store electronic data, etc.

4. A receipt, bill or invoice must be provided to verify all expenses (except for local travel).

SECTION 9 REGISTRATION AND FEES

9.1 GENERAL

1. The registration of players is governed by HC, BC Hockey and PCAHA, but CMHA does have jurisdiction over various issues such as the number of players that will be registered within the Association and the number of teams that the Association will have in each division.

2. A player, to be registered with CMHA, must reside within the geographical zone of the Association as set by PCAHA and must not be registered or playing for another PCAHA member Association or league.

3. The parent(s) of a returning player must be a member in good standing in order to register their child(ren) for the upcoming hockey season.

4. As per HC, BC Hockey and/or PCAHA rules/regulations, every player applying for registration for the first time shall submit a birth certificate (or other approved document permitted by HC regulations), issued by a competent authority, confirming the player's date of birth. Additionally, the player's parent(s) shall provide documented proof that the permanent family place of residence is within the geographical zone of CMHA as set by PCAHA.

5. The parent(s) of a currently registered player may request that the player's registration be suspended until a future hockey season if the player has a medical condition that would prevent him/her from playing in the current season. This request must be made to the Executive in writing and must be supported by a doctor's report. The Executive, at its discretion, may approve the request and then this player will be entitled to register in the future as set out in Section 9.3 below.

6. CMHA must maintain a waiting list that contains the names of interested applicants that were denied the opportunity to register with CMHA due a lack of available space. The applicants on this list will be entitled to register in the future as set out in Section 9.3 below.

7. Prior to the start of each hockey season, the Executive must decide on the number of players that will be allowed to be registered in the Association and the number of teams per division taking into consideration various factors such as the number of registrations received per division, the number of players interested in playing goal, the minimum and maximum numbers of players per team, the availability of ice, etc.

8. The Registrar is responsible for the overall management of the registration process of the Association, including the entering of information about team officials and players into the current registration system(s) used by HC, BC Hockey and/or PCAHA. Additionally, the Registrar is responsible for the overall management of the 'A' carding process and the entering of information relating to affiliate players.

9. Nobody (e.g. coaches, players, volunteers) is permitted on the ice for any reason (e.g. practice, game, evaluation) unless they have been registered by CMHA into the current registration system(s) used by HC, BC Hockey and/or PCAHA; thus it is important that the required information is provided to the Registrar in a timely fashion and as directed.

10. CMHA will register all active coaches to a maximum 5 per team. **Additional individuals will be considered for registration on a case-by-case basis by the Exec. If the Exec cannot sponsor the number of coaches the team desires, the team may opt to pay the costs to register those additional coaches.**

11. CMHA will charge a fee of \$25.00 for each NSF cheque received for the payment of any fees, and at its discretion, may request future payments in guaranteed funds (e.g. official draft from a financial institution).

9.2 AGES OF PLAYERS

1. The age groups of minor hockey are defined by HC, BC Hockey and/or PCAHA and are as follows:

- (a) Juvenile Division - Open to players 20 years old and younger on December 31 of the current playing season. In essence, this division is for players aged 18, 19 and 20.
- (b) Midget Division - Open to players 17 years old and younger on December 31 of the current playing season. In essence, this division is for players aged 15, 16 and 17.
- (c) Bantam Division - Open to players 14 years old and younger on December 31 of the current playing season. In essence, this division is for players aged 13 and 14.
- (d) PeeWee Division - Open to players 12 years old and younger on December 31 of the current playing season. In essence, this division is for players aged 11 and 12.
- (e) Atom Division - Open to players 10 years old and younger on December 31 of the current playing season. In essence, this division is for players aged 9 and 10.
- (f) H 3-4 Division - Open to players 8 years old and younger on December 31 of the current playing season. In essence, this division is for players aged 7 and 8.
- (g) H 1-2 Division - Open to players 6 years old and younger on December 31 of the current playing season. In essence, this division is for players aged 5 and 6.

(Note: The Tyke and Novice divisions are currently referred to as Hockey 1 - 4 as PCAHA has established specific rules/regulations in relation to these divisions.)

9.3 PROCESS FOR REGISTRATION

1. The following is the order of acceptance for the registration of players:

- (a) Currently registered players returning for the next hockey season;

- (b) Players granted medical leave by the Executive;
 - (c) Applicants that could not be placed on a team due to a lack of available spaces and wanted to be placed on a waiting list; and lastly
 - (d) New applicants.
2. All currently registered players will be given preference to register for the following season through a closed registration process. This closed registration will be conducted in a manner as determined and communicated by the Executive.
3. Once the closed registration process is completed, CMHA will offer available spaces to players granted medical leave by the Executive and then to applicants who are on the waiting list.
4. Once the first three stages of the registration process is completed, CMHA will hold an open registration if space is available for more players. The following is the process for open registration:
- (a) Open registration will be conducted in a manner as determined and communicated by the Executive.
 - (b) Information regarding the open registration must be communicated on the CMHA website.
 - (c) Applications must be marked in a fashion that will identify the order in which they are received to ensure fairness in the process – available spaces must be filled in the order that the applications are received during the open registration.
 - (d) Open registration will remain open until all the spaces are filled, or as determined by the Executive, but this must be done in accordance with rules and regulations as set out by HC, BC Hockey and/or PCAHA.
 - (e) A “pre-evaluation” on ice session will be required for all new registrants to determine that they do have the requirements needed to compete at their age level.

9.4 GOALIE REGISTRATION LIMITS

1. Each hockey season, all players wishing to play as goalies (Atom and above) must declare their intention to do so at the time they register. Each team is allowed a maximum of 2 goalies during the season; thus some of the declared goalies will have to be prepared to play at another position if the number of goalies exceeds the number of positions available. If this should occur, the parent(s) of the affected goalies will be advised and provided with the option that their child may be registered to play as a skater.

2. All goalies will receive a 50% reduction in their registration fees when supplying their own equipment (blocker, catcher, pads, chest protector, and stick).

9.5 REQUEST TO MOVE A PLAYER TO A LOWER DIVISION

1. As per PCAHA rules/regulations, a parent may request that their child be allowed to play in a lower division if the player is intending to play at the House (“C”) level - the approval for this type of request falls under the jurisdiction of PCAHA. For their information, a parent making this type of request must advise the Division Directors of both divisions (e.g. a parent of a Bantam aged player who wants to move their child to the PeeWee Division must advise both the Bantam and PeeWee Directors).

9.6 REQUEST TO MOVE A PLAYER TO A HIGHER DIVISION

1. No CMHA player will be allowed to play in a higher division, except as provided for in the Rep Policies.

9.7 HOCKEY 1 TO 4 - PLAYING AT A LOWER OR HIGHER LEVEL

1. Players may play at a higher or lower level as per the rules/regulations of PCAHA. The Division Director has the authority to move players within this Division as long as any placement adheres to the rules/regulations of PCAHA.

9.8 REGISTRATION FEES AND REFUNDS

1. Each year prior to the registration process, the Executive must assess the current registration fees and determine if the current fees are appropriate for the next season. At its discretion, the Executive may lower, raise or keep the fees the same for the next season.
2. As per the Bylaws, the Executive has the discretionary power to waive the registration fee of a player in exceptional circumstances.
3. Existing CMHA members will have three (3) options in which to pay their registration fees:
 - (a) pay the full amount at the time of registration; or
 - (b) pay via post dated credit card payments through the HCR system; or
 - (c) pay via post dated cheques. This option may only be used with prior approval from the Executive.
4. Players must be registered by CMHA into the current registration system(s) used by HC, BC Hockey and/or PCAHA prior to being allowed to participate in any Association related event, including being on the ice for any tryout, practice or game.
5. All requests for refunds must be submitted in writing to the Registrar by the parent(s) of the player or by the player if of legal age (e.g. a 20 year old Juvenile player if they originally paid the registration fee).

Registration fees will be refunded as follows:

- | | |
|--|-------------------------------|
| a) Before July 31 th | 100% of fee less any costs; |
| b) Before September 15 th | 75% of fee less any costs; |
| c) Before October 15 th | 65% of fee less any costs; |
| d) Before November 15 th | 50% of fee less any costs; |
| e) November 15 th and later | circumstances as noted below. |

Note: The following costs will not be included in refunds:

- (a) Any fees to register the player as levied by HC, BC Hockey and/or PCAHA;
- (b) Any insurance fees as levied by HC, BC Hockey and/or PCAHA; and
- (c) Any other costs incurred by the Association in relation to the registration of the player.

Note: Players that make the final roster of a Major Midget or Junior team – see below (paragraph 7).

6. There will be no refund of any registration fee as of November 15th, except under exceptional circumstances such as an occurrence that is outside the control of the player and/or the parent(s) of the player. An example of an exceptional circumstance would be a player incurring a serious injury in early December and the injury will prevent the player from playing hockey for a substantial portion or the remainder of the season. Another example is an unexpected relocation of the family due to personal or business reasons (e.g. parents moving from the Cloverdale area due to a work opportunity). In order to receive a refund under this provision, the request must be made in writing to the Executive and the request must be supported by appropriate evidence (e.g. doctor's report). The Executive, at its discretion, may approve the request and then refund an amount that is deemed appropriate under the circumstances.
7. CMHA will refund 100% of the registration fee for a Midget or Juvenile player who makes the final roster of a Major Midget or Junior team. In order to receive a refund under this provision, the request must be made in writing to the Registrar and the request must be supported by appropriate evidence (e.g. letter from team).
8. A refund will not be provided for any player who is currently expelled and/or suspended from playing hockey.

9.9 'A' TRYOUT FEE AND REFUNDS

1. Each year prior to the registration process, the Executive must assess the current 'A' tryout fee and determine if the current fee is appropriate for the next season. At its discretion, the Executive may lower, raise or keep the 'A' tryout fee the same for the next season.

The parent(s) of a player may request a refund of their 'A' tryout fee if the player will not be trying out for a 'A' team. This request must be submitted in writing by the parent(s) of the player to the Registrar. A refund will be provided for all requests made on or before July 31st.

2. There will be no refund of 'A' tryout fees after July 31st, except under exceptional circumstances. An example of an exceptional circumstance would be a player incurring a serious injury after July 31st but prior to the start of the 'A' tryouts and this injury would prevent the player from playing on an 'A' hockey team for the season. In order to receive a refund under this provision, the parent(s) of the player must make the request to the Executive in writing and the request must be supported by appropriate evidence (e.g. doctor's report). The Executive, at its discretion, may approve the request and then refund the 'A' tryout fee.

3. As per the Rep Policy, the Division Director has the authority to remove any player from the 'A' tryout process if there is a concern about the safety of the player. Should this occur, a full refund of the 'A' tryout fee will be given to the parent(s) of the player.

9.10 'A' CARDING FEE AND REFUNDS

1. Each year prior to the registration process, the Executive must assess the current 'A' carding fee and determine if the current fee is appropriate for the next season. At its discretion, the Executive may lower, raise or keep the 'A' carding fee the same for the next season.

2. Before carding their team, the head coach of each 'A' team must have a parent's meeting outlining the plan and budget for the season so that all parents are aware of the expectations (e.g. costs) prior to having their child carded to the team. If the expectations are too high (e.g. financially), then the parent(s) may make a request to the Executive to have their child moved to another team (as detailed in the 'A' tryout policy – Section 13).

3. At the time of carding, the 'A' carding fee must be paid as directed by the Registrar.

4. There will be no refund of the 'A' carding fee once a player is carded to a team.

9.11 JERSEY DEPOSIT

1. A \$50.00 deposit will be collected upon registration. This deposit will be held in a separate account by CMHA. Once the player leaves CMHA, they will be refunded the \$50.00 provided a written request has been received by CMHA. The deposit is required to ensure that jerseys are treated with care and are returned in an acceptable condition (as detailed in Section 22). At the Executive's discretion, the deposit may be increased, lowered, or remain the same for the next season.

9.12 CURRENT FEES AND AMOUNT

1. Current registration fees will be updated on the CMHA website under the Registration tab. At the Executive's discretion, they may put forth to the membership at the AGM a recommendation to increase, decrease or keep fees the same for the next season.

SECTION 10 - BOOKING MEETING ROOMS

1. Meeting rooms may be booked through CMHA for official hockey related events (e.g. team meetings).
2. Coaches and/or managers who book a meeting room through the Association are responsible for the cost of renting the room and any incidental costs incurred through its use (e.g. damage done to the room).
3. All requests to book a meeting room is to be made through the Administrative Manager.

SECTION 11 - SELECTION OF TEAM OFFICIALS

11.1 GENERAL

1. CMHA is committed to selecting the best available coaches to fill the various coaching positions.
2. All persons interested in coaching must complete and submit a CMHA coaching application form.
3. All coaches (head and assistant) must be approved by the Executive as detailed below.
4. The Executive has the authority to remove any team official from their role at any time due to any situation, event or behaviour that is deemed by the Executive to be unacceptable or inappropriate.
5. A member of the Executive is not allowed to be a coach (head or assistant) of a CMHA team (as per a motion passed at the CMHA Annual General Meeting on April 3, 2007).
6. The Coach Coordinator is permitted to be a coach (head or assistant) of a CMHA team as long as he/she does not have a child playing on the team (as per a motion passed at the CMHA Annual General Meeting on April 3, 2007).

11.2 SELECTION PROCESS FOR 'A' TEAMS Head Coaches

1. In preparation for each hockey season, the Executive must select the head coaches in a reasonable timeframe based on the circumstances (e.g. availability of qualified applicants).
2. The following are the guidelines to be used to select the head coaches for 'A' teams:
 - a) The President must form an 'A' coach selection committee for each division that has 'A' teams.

This committee must consist of two Executive members (with one preferably being the Division Director), the Coach Coordinator, and one or two other persons knowledgeable about hockey to be selected at the discretion of the Coach Coordinator.

In the event that the Coach Coordinator applies to be the head coach of a team (e.g. Bantam "A" team), then the committee for that specific division must consist of two Executive members (with one preferably being the Division Director) and two or three other persons knowledgeable about hockey to be selected at the discretion of the two Executive members. (Note: The Coach Coordinator is allowed to fulfill his/her role in the 'A' coach selection process for the rest of the divisions.)
 - b) All applicants who apply within the communicated deadline to submit an application are to be considered with the ultimate goal to select the best possible candidate to fill each position. A parent, as long as he/she is the best applicant, may be selected as the head coach of any 'A' team and this includes a team on which the coach has a child playing.

Note: As per the 'A' tryout policy (Section 13), the child of the head coach must be rated sufficiently high enough during the 'A' tryout process before a parent can be named as the head coach to any 'A' team.

- c) The 'A' coach selection committee must interview all interested applicants with the goal of being as consistent as reasonably possible during all the interviews. The purpose of the interviews is to assess the knowledge, skills, and character of each applicant. After the interviews at each division, the 'A' coach selection committee must rank all the applicants in an order of preference.
- d) The rankings of all the applicants per division must be presented and discussed at an Executive meeting. The Executive, at their discretion, may change the rankings as recommended by the 'A' coach selection committee for each division. The Executive must approve the final ranking of all the applicants for each division.
- e) At the discretion of the Executive, additional applicants may be sought either prior to or after the rankings have been confirmed in sub-paragraph (d) above if there is a concern for any reason that more applicants should be considered (e.g. the children of the current applicants may not be rated sufficiently high enough to have a coach for one or more 'A' teams in the division, none of the applicants have sufficient experience, etc.) If this provision is used, the Executive must ensure the additional applicant(s) is/are interviewed by the same or a similar group of persons who interviewed the original applicants. After the interview(s), the Executive must revisit the rankings of all the applicants and approve a final ranking of the applicants for the division.
- f) The Coach Coordinator or an Executive member must advise the applicants of their final rankings within one week of the above-noted Executive meeting. A non-parent applicant that is ranked number one may be advised that he/she has been granted a team. All applicants who are parents that may have a child on his/her team may only be advised of his/her ranking and that he/she may be awarded a team based on his/her ranking and the ranking of his/her child during the 'A' tryout process.

Assistant Coaches

3. The head coach of each 'A' team must select his/her assistant coaches as follows:

- a) An assistant coach may be named at any time if he/she does not have a child on the team.
- b) If the proposed assistant coach has a child trying out for the team, then this person cannot be named as an assistant coach until such time that it is determined that his/her child is rated sufficiently high enough to be on the team. Prior to naming an assistant coach under this situation, permission must first be obtained from the Division Director.
- c) All assistant coaches are to be named by the end of September.
- d) The appointment of all the assistant coaches must be reviewed and approved by the Executive and at the discretion of the Executive, an assistant coach may be removed from this role.

Note: In the event there is a need to add an assistant coach after the end of September, the team must first obtain permission from the Division Director. The appointment must be reviewed and approved by the Executive within a reasonable period of time, and at the discretion of the Executive, the newly added assisted coach may be removed from this role.

Team Manager and Hockey Canada Safety Person

4. The head coach of each 'A' team must select his/her team manager and Hockey Canada Safety Person as follows:

- a) A person may be named at any time if he/she does not have a child on the team.
- b) If the proposed team manager and/or Hockey Canada Safety Person has a child trying out for the team, then this person cannot be named to the position until such time that it is determined that his/her child is rated sufficiently high enough to be on the team. Prior to naming a person to these positions under this situation, permission must first be obtained from the Division Director.
- c) The team manager and Hockey Canada Safety Person must be named by the end of September.
- d) The appointment of the persons to these positions must be reviewed and approved by the Executive and at the discretion of the Executive, a person named to these positions may be removed from their role.

5. In the event there is a need to add a team manager or Hockey Canada Safety Person after the end of September, the team must first obtain permission from the Division Director. The appointment must be reviewed and approved by the Executive within a reasonable period of time, and at the discretion of the Executive, the newly added person may be removed from their role.

11.3 SELECTION PROCESS FOR HOUSE 'C' TEAMS Head Coaches

1. All applicants are to be considered with the ultimate goal of selecting the best possible applicant to fill each position. The Division Director, in conjunction with the Coach Coordinator, is to consider the available candidates. It is the responsibility of the Division Director to assign the head coaches to the teams in his/her division.

Assistant Coaches, Team Manager, And Hockey Canada Safety Person

2. The head coach of each team may select one assistant coach as permitted under Section 14.2 (Procedure To Select House 'C' Teams). The head coach, after the drafting of his/her team, may then select additional assistant coaches, the team manager and the Hockey Canada Safety Person. The head coach must name all the assistant coaches, the team manager, and the Hockey Canada Safety Person by the end of September.

3. The appointment of all the head coaches, assistant coaches, team managers, and Hockey Canada Safety Persons must be reviewed and approved by the Executive prior to the official CMHA picture day, and at the discretion of the Executive, a person may be removed from his/her role.

4. In the event there is a need to make any changes to a position after the end of September, the team must first obtain permission from the Division Director. The new appointment must be reviewed and approved by the Executive within a reasonable period of time, and at the discretion of the Executive, the newly added person may be removed from their role.

SECTION 12 . ACCOUNTABILITY OF TEAM OFFICIALS

1. It is important for all team officials to understand that there are potential serious consequences for themselves, the players and/or the Association for violating the rules, regulations and/or policies of CMHA and/or its governing bodies.

2. It is the responsibility of all team officials to familiarize themselves with the rules, regulations and policies of CMHA and its governing bodies to avoid a violation of a rule, regulation or policy. If in doubt, it is the responsibility of the head coach or another team official to make appropriate inquiries in order to ensure that they are not violating any rule, regulation or policy of CMHA and/or its governing bodies.

3. The head coach has the overall responsibility to ensure the rules, regulations and policies of CMHA and its governing bodies are followed; thus will be held accountable for a violation of any rule, regulation or policy.

4. Although the head coach is ultimately responsible for their team, all team officials have a responsibility to ensure the rules, regulations and policies of CMHA and its governing bodies are followed – thus, depending on the circumstances, may also be held accountable for a violation of any rule, regulation or policy.

5. The violation of any rule, regulation or policy of CMHA and/or its governing bodies may lead to disciplinary action by CMHA and/or its governing bodies.

SECTION 13 . SELECTION OF ‘A’ TEAMS

This section has been moved to a separate document titled ‘Rep Policies’.

SECTION 14 . SELECTION OF HOUSE ‘C’ TEAMS

14.1 GENERAL

1. CMHA is committed to the philosophy that, when there is more than one “C” team in a Division, the teams are to be of a competitive balance. This is also a rule/regulation of PCAHA and there is a potential for severe disciplinary action for failing to achieve a proper balance within the CMHA teams. It is the responsibility of everyone (e.g. Division Director/Manager, coaches, etc.) involved in the process of rating players and selecting teams to ensure that the teams are of a competitive balance.

2. The selection process of all teams must be finalized in accordance with the below-noted procedures and by any date(s) set by PCAHA.

3. The minimum and maximum number of players per team will be determined each hockey season by the Executive taking into consideration the numbers permitted by PCAHA and other internal factors such as the amount of available ice.

14.2 SELECTION PROCEDURE (ATOM TO MIDGET)

1. At each division, evaluation sessions are to be conducted as directed by the Executive. All players are to be provided a rating in relation to their hockey skills based on their performance during the evaluation sessions. Once the evaluation sessions are completed, the Division Director must tabulate the ratings and rank the players from the highest skilled to the lowest skilled. This list of players will be used to select the teams.

2. There may be some occasions that a player was not rated (e.g. player failed to attend the evaluation sessions) or it is obvious that a player was improperly rated - under these circumstances, the Division Director is responsible for establishing a reasonable rating based on available information (e.g. in consultation with coaches who are familiar with the player’s hockey skills).

3. The Division Director, at his/her discretion, shall determine the format for the selection of the “C” teams. The Division Director must supervise the draft process with the objective of creating competitively balanced teams based on the ratings of all the players. The following is a sample of a draft process:

- (a) Depending on the protected players ranking, the lowest rank drafts first.

- (b) The head coach holding the next lowest protected ranked players will draft 2nd, and so on until the last head coach has selected a player. Then the lowest rank coach of that round goes again for the second round and this is continued until all players are drafted.
- (c) The goalies are selected last, with the highest rank goalie going to the lowest ranked team overall.
- (d) Details on full draft procedure to follow in Section 14.3

4. Prior to starting the draft, the Division Director and the head coaches must conduct a general review of the ratings to ensure that all players were properly rated. If any potentially improper rating is identified, the Division Director and the head coaches should discuss the rating and attempt to agree to a rating that is as accurate as possible. If agreement cannot be reached, then the Division Director must establish a reasonable rating based on the available information.

5. Prior to starting the draft, each head coach is entitled to select his child (or children) to the team. The head coach must then miss a round(s) in the draft during which players of similar skill are being selected.

6. Prior to starting the draft, each head coach may name one assistant coach and is then entitled to select the child (or children) of the assistant coach to the team. The head coach must then miss a round(s) in the draft during which players of similar skill are being selected.

7. The head coaches are not allowed to select any other team officials that would then guarantee the child (or children) of the team official to be on the team.

8. The Division Director, at his/her discretion, has the authority to permit certain players to be placed on a team based on requests from parents. The only two acceptable reasons are siblings on the same team, and under exceptional circumstances, ride sharing. All requests for ride sharing must be in writing to the Division Director; the written request must include an explanation of the exceptional circumstances.

9. The Division Director, at his/her discretion, has the authority to permit players to be traded from one team to another team as long as the trades maintain the competitive balance of the teams. Trades must be kept to a minimum and must only be made at the time of the draft (immediately after all the teams have been determined).

10. After the draft, except for the acceptable reasons in paragraph 8 above and under the circumstances described in paragraphs 12 and 13 below, no movement of players is allowed (e.g. by a trade).

11. After the teams are selected, the Division Director is responsible for monitoring the performance of the teams in an effort to ensure that they are competitively balanced. The Division Director must attempt to balance all the teams prior to the official picture day for CM HA.

12. If, in the opinion of the Division Director the teams are not balanced, then the Division Director has the authority up to the official CMHA team picture day to take reasonable action in an effort to achieve competitively balanced teams (e.g. transfer players from one team to another). Prior to the movement of any player, the Division Director must contact the relevant coaches and parents of the players to communicate the need for this action.

13. If, in the opinion of the Division Director the teams are not balanced and it is after the official CMHA team picture day, then the Division Director must report this matter to the President. The President must hold an Executive Committee meeting as soon as reasonably possible to deal with the matter. The Executive must consider the matter and initiate corrective action to ensure the teams are competitively balanced. The corrective action may include, but is not limited to, the following:

- (a) moving players from one team to another team, as long as this movement is done in accordance with the date(s) set by PCAHA for the finalization of team rosters; and

(b) disbanding one or more teams and then moving these players to a new team, as long as this movement is done in accordance with the date(s) set by PCAHA for the finalization of team rosters.

Note: Prior to the movement of any player under this provision, the affected coaches and the parents of the players must be contacted by the President to communicate the need for this action.

14. The head coach must notify the Division Director immediately when a player quits or withdraws from the Association. The Division Director, in consultation with the head coach, must evaluate the competitiveness of the team and the Division Director must decide if any action is required (e.g. move a player from another team to the team that lost the player).

14.3 Draft Procedure

1. To ensure that all House 'C' teams in each division are as evenly matched as possible when the season begins. Records will be kept of the draft process for each division. These records can be used for PCAHA audit purposes.

The steps below are typical for each age group from H1 – Midget.

Evaluations - Players are evaluated during skill and scrimmage sessions. Evaluators give players a score from 1 – 5 (5 being the best possible score). These scores are submitted to division directors. The directors tally and average the scores for each player.

'A' players – if 'A' players have been released in time to participate in the evaluation skates then they will have a score from those sessions. Future 'A' releases that are not known at the time of the draft are often done in batches or small groups. They will be listed as follows:

'A' Release Batch One, #1	3.00
'A' Release Batch One, #2	3.00
'A' Release Batch Two, #1	3.25
'A' Release Batch Two, #2	3.25
'A' Release Batch Three, #1	3.50
'A' Release Batch Three, #2	3.50
and so on.	

The 'A' Release scores are staggered for each batch as the players released in the last batch should, in theory, be stronger players than the ones released in the first and second batches.

In the example above, if a coach picks 'A' Release Batch One, #1 then he gets first pick of the two players being released in Batch One. The coach who selected 'A' Release Batch One, #2 will get the player left from Batch One.

Draft Night - The lists are sorted by birth year, then in descending order by the player's average score. So, the oldest and strongest players are on top, the weakest and youngest on the bottom. Goalies are grouped together with their own averaged score. This list is distributed to all coaches so that missing players, players with incorrect scores and players without a score can be addressed.

Teams are allowed to protect 2 players. These players MUST be children of the head coach, the assistant coach, the manager or the HCSP official. Independent coaches do not get to protect players but they will get to pick first in the first round of the draft. The scores for each team's protected players are totaled and averaged. This determines the pick order for the first round of the draft.

For example: Coach Gardiner is protecting Brody (son of head coach) and Brendan (son of Assistant Coach): Brody = 3.9; Brendan = 3.9 Total score = 7.8 divided by 2 = 3.90

The average scores for each team will be compared and the lowest score will pick first in the first round. If there is a tie, then cards will be drawn to determine pick order.

****If the two protected players are both goalies, then the highest ranked goalie of the two is placed in the draft list of players. They are protected and have to be selected during the draft process.**

A 'round' is every coach picking one player. Once all coaches pick a player that round is complete.

The number of players that coaches get to select from is determined by a number of factors. The main factor is the number of teams in the division. If a division has 7 teams then the window will always have at least 7 players in it for each coach to choose from. A coach may only pick from the players in the draft window. As each coach picks a player, that player is removed from the draft window and the next player appears in the window.

The draft window becomes larger than the number of teams in the division for three reasons:

First, if there is a protected player or players in the window they do not count as one of the 7 players. The window is expanded so that there are 7 available players for a coach to choose from.

Second, if the player at the bottom of the window has a score that is the same as a player or players below him/her, then the window expands so that all players with that same score are available to choose from.

Third, if there are only 'A' release players in the pick window then the window expands by the number of teams in the division. So, if there are 5 teams in the division and there are only 5 'A' release players in the pick window, the window expands by 5 more players so that the coach can choose from the 'A' release players that are not named and some named players.

As soon as a protected player appears in the window, the coach who is protecting that player **MUST** pick him/her when it is their turn. You cannot pass over your protected player to pick someone else.

****If a protected player does not appear in the mandatory pick window but has an evaluation score that is tie with the bottom player's evaluation score in the mandatory pick window, then the coach must select him.**

After each round is complete, a total player score for each team is determined. This is used after each round to determine the pick order for the next round of the draft. The team with the lowest cumulative score picks first and so on.

The oldest players are drafted first, i.e. 2nd year players, then 1st year players, then goalies. In Midget, 3rd years are drafted, then 2nd years, then 1st years and finally goalies.

As the draft approaches the end of the 2nd year player list, there are often an uneven number of players to choose from. In this case, the players at the bottom of the list are added to the first year list and placed in that list based on their score (**for the Midget division this happens at the end of the 3rd year player list as well).

As the draft approaches the end of the 1st year player list, there are often an uneven number of players for the number of teams in the division. In this case, the teams that are ranked the highest will be the teams that get the extra players. Pick order for this round is again determined by the lowest of the high-ranking teams picking first. This continues until all players are on a team roster.

At this point, the goalies are drafted. Two scenarios will occur:

- If there is an even number of goalies so that all teams in the division will get two goalies then the cumulative team scores (when all teams had equal number of players) are compared and the team with the lowest score will get first pick and so on.
- If there are an uneven number of goalies so that some teams will have only one and others will have two, then the cumulative team scores (when all teams had equal number of players) are compared and the team with the lowest score will get first pick and so on. In some cases, Division Directors will have information about players who cannot be the only goalie on a team, players that can play goalie and as a skater, etc. This information will help determine goalie placement if it is available at the draft.

Once the draft is complete, EXTREMELY limited trading may be considered. Trading only happens if there are issues between players, parents, siblings, etc. Trades must be for equally ranked players. The coaches in the division and the division director must approve trades. All trades must take place in the draft room!

After this, the draft is complete! Team rosters will be printed and distributed.

SECTION 15 . AFFILIATION OF PLAYERS

15.1 GENERAL

1. CMHA and its teams are governed by the rules of HC, BC Hockey, and/or PCAHA with respect to the affiliation of players. All team officials must strictly adhere to the rules/regulations surrounding the use of affiliate players due to potential severe consequences.

15.2 'A' TEAMS

1. 'A' teams are allowed to affiliate individual players to their teams; thus they become part of their roster and may be used when required. All 'A' teams are encouraged to affiliate numerous players in case their team is short of players due various possible reasons. Each season, as directed by the Executive, each 'A' team will be provided with an opportunity to affiliate players from within the Association.
2. 'A' teams can only use an affiliate player when the team will not have a full roster for a game. Additionally, the team cannot use more affiliate players than required to produce a full roster for the game (as this would reduce the playing time of the regular players on the team).
3. All 'A' teams are encouraged to use their affiliate players as often as possible (e.g. during practices) as this will assist in the development of the affiliate players.
4. 'A' teams must affiliate players in accordance with the following:
 - a. Atom Division (if only two 'A' teams): The Atom "A1" team must affiliate players from the Atom "A2" team, and if it is felt that additional players from another team are required (e.g. in case the Atom "A2" has a game at the same the time the Atom "A1" team may need to use an affiliate player), then the Atom "A1" team may affiliate additional players from the House 'C' teams of the same division (with the releases from Phase three of the 'A' tryout process being offered the opportunity to be affiliates before all other "C" players). The Atom "A2" team must affiliate players from the House 'C' teams of the same division (with the releases from Phase three of the 'A' tryout process being offered the opportunity to be affiliates before all other "C" players, if any are remaining after the "A1" team has selected its affiliate players). If there are three 'A' teams, Atom will affiliate players in accordance with the rules laid out in section (b).

- b. PeeWee, Bantam and Midget Divisions: 'A' teams must affiliate players from the 'A' team below, which is in the same division (i.e. PeeWee "A1" affiliates players from PeeWee "A2", etc). If there is no lower 'A' team, then affiliates must be obtained from the "C" players in the same division.
- c. Juvenile Division: The "A1" team must affiliate players from the Juvenile "A2" team or from the Midget division. The Juvenile "A2" team must affiliate players from the Midget division.

15.3 HOUSE 'C' TEAMS

1. Unlike 'A' teams, House 'C' teams cannot affiliate players on a permanent basis (by adding players to their rosters) – rather, House 'C' teams can only use affiliate players under certain situations as set out by the rules/regulations PCAHA. Please refer to the PCAHA rules/regulations for details (currently located in Section C – paragraph 39).
2. As House 'C' teams cannot affiliate a goalie on a permanent basis, it is important that all head coaches familiarize themselves with the rules/regulations of PCAHA in order to use a replacement goalie when required. Please refer to the PCAHA rules/regulations for details (currently located in Section C – paragraphs 31, 33 and 39).

15.4 PROCEDURE ('A' AND HOUSE 'C' TEAMS)

1. The number of times a player plays as an affiliate must be monitored, especially towards the end of the season as there are HC, BC Hockey and/or PCAHA rules/regulations that govern the number of times an affiliate player can play for another team without negative consequences to his/her regular team. In general, a player who plays as an affiliate more than the allowed number of league and/or playoff games after a specified date (currently 10 games excluding tournaments and exhibition games) will not be allowed to play for his/her regular team. CMHA is committed to ensuring that players used as affiliates must remain with their regular team for the entire season, except under exceptional circumstances and if approved by the Executive (e.g. the player's regular team is finished for the season and the player is required for his/her affiliated team that is still in playoffs).
2. The following procedure must be adhered to throughout the hockey season to use an affiliate player:
 - a. The team that wants to use an affiliate player must obtain permission from a coach of the player's regular team each time and one parent of the player along with having PCAHA permission from league manager.
 - b. The team that wants to use an affiliate player must then obtain permission from the Division Director, or in his/her absence, the Division Manager.
 - c. The Division Director must monitor the number of times an affiliate player is used during the hockey season to ensure that all affiliated players have an opportunity to play on the higher level team.
 - d. After the date set by BC Hockey and/or PCAHA that restricts the number of times an affiliate player can play without jeopardizing the position on his/her regular team, all parties (both teams and Division Director) must closely monitor the number of times each player plays as an affiliate player to ensure that the player does not lose his/her position on his/her regular team.

SECTION 16 . TEAM CLOTHING

16.1 GENERAL

1. Team clothing projects a powerful, professional image and identifies teams from our Association; thus it is important that all teams dress appropriately as they represent CMHA.

16.2 'A' TEAMS

1. 'A' teams, due to their higher profile, must adhere to a high standard of dress. 'A' Teams (team officials and players) must wear the following to all games:

(a) A tracksuit consisting of the Association colours and that contains an embroidered CMHA logo, or;

(b) A jacket with dress pants, shirt and tie.

2. 'A' coaches must wear a tracksuit consisting of the Association colours and that contains an embroidered CMHA logo for all team practices.

16.3 HOUSE 'C' TEAMS

1. House 'C' teams (team officials and players) also represent the Association and are encouraged to follow the above 'A' team policy.

SECTION 17 . TOURNAMENTS HOSTED BY CMHA

17.1 GENERAL

1. The Executive, prior to September, must decide on the tournaments that the Association will host during the upcoming hockey season. This information must be communicated to all the teams of the Association by September 15th so that the teams may plan their tournaments for the season.

2. CMHA teams must participate in tournaments hosted by the Association (e.g. Bantam "C" team must participate in a CMHA Bantam "C" tournament, the Bantam "A1" team must participate in a CMHA Bantam "A1" tournament).

3. All parents of CMHA teams participating in an Association hosted tournament must assist in the tournament as requested by the Division Director.

4. Under some circumstances (e.g. hosting a Provincial Championship), at the discretion of the Executive, parents of children not participating in the event may be required to assist.

5. All tournaments hosted by CMHA must be sanctioned with BC Hockey and/or PCAHA as required by these governing bodies, and must be operated in accordance with the rules/regulations of these governing bodies. It is the responsibility of both the Tournament Coordinator and Division Director to ensure that the rules/regulations of the governing bodies are being followed in relation to any tournament hosted by the Association.

17.2 TOURNAMENT COORDINATION

1. The Tournament Coordinator is responsible for overseeing and providing guidance in relation to tournaments hosted by CMHA.
2. The Division Director is responsible for the coordination and management of any tournament held in relation to his/her division. The Division Director may form a committee consisting of positions similar to the following:

- Tournament Chairman (Tournament Coordinator)
- Co-Chairman (Division Director)
- Secretary
- Treasurer
- Program/Advertising/Public Relations
- Statistician (Minor Officials)
- Fundraising (50/50, Raffle)

This committee is responsible for the coordination and management of the tournament, including:

1. Distributing information regarding the tournament
2. Developing tournament format
3. Developing tournament rules
4. Buying trophies and awards
5. Developing a budget
6. Arranging and paying referees
7. Developing sponsorship and/or advertising

3. This committee is responsible for coordinating and managing the tournament: however all parents of the CMHA teams participating in the tournament must assist as requested by the Division Director.

17.3 TOURNAMENT FINANCIAL REPORTING AND SURPLUSES

1. It is important that each tournament is managed in a fiscally responsible manner so that the Association does not incur a debt due to hosting the tournament. Any profit from the tournament belongs to the Association.
2. After the tournament, all surplus funds (profit) must be given to the Treasurer as soon as possible.
3. Financial statements for each tournament must be provided to the Treasurer within thirty (30) days after the completion of the tournament.

17.4 ASSOCIATION RESPONSIBILITY

1. The Association is responsible for:
 - (a) Purchasing the ice for the tournament (with the cost to be accounted for in the budget of the tournament);
 - (b) Obtaining the required tournament sanction from BC Hockey (to be done by Tournament Coordinator or Division Director);
 - (c) Providing perpetual trophies or awards for winners of all championship categories.

SECTION 18 – TOURNAMENTS ATTENDED BY CMHA TEAMS

18.1 GENERAL

1. All CMHA teams must adhere to the rules/regulations of HC, BC Hockey and/or PCAHA with respect to attending tournaments (including any tournaments hosted by CMHA). In particular, all CMHA teams must obtain the required permission prior to attending any tournament – the required permission is currently explained in Section L – Exhibition Games and Tournaments – paragraphs 4 and 5 of the PCAHA rules/regulations.

NOTE: For tournaments outside British Columbia and the Yukon, the team must also obtain permission in writing the BC Hockey District Director.

SECTION 19 REFEREES

19.1 GENERAL

The Referee in-Chief (RIC) – Is a member of CMHA appointed by the Executive to Manage the Referees and Officials.

The RIC Manager and Assignor must be approved by the Executive as detailed in Section 11.

The Assignor will provide officials for the Initiation-Bantam “C” levels. Bantam “A”s and above are assigned by the Referee Assigning Centre from PCAHA.

All persons interested in becoming an official must notify the RIC Manager prior to June 1 for the upcoming season for new applicants ages 12 years and older.

The RIC will accept all returning officials from prior season first then if space, new applicants who are currently playing hockey within CMHA and have the skating ability. New applicants may have to undergo a skating evaluation prior to acceptance.

19.2 REGULATIONS

The RIC is not allowed to officiate over his/her son/daughter’s own games, unless deemed absolutely necessary due to no other available officials.

Officials are not permitted to officiate over games of their immediate family.

19.3 TEAM OFFICIALS

Team Managers are required to provide 72 hours’ notice that they require officials for their upcoming home game. Each team is responsible for payment to the officials at each game (3

separate envelopes with correct denominations). They also must be prepared for a situation that only 2 officials are available.

19.4 CONDUCT

It is important for all officials to understand that there are potential serious consequences for themselves, the players and/or the Association for violating the rules, regulations and/or policies of CMHA and/or its governing bodies (PCAHA, BC Hockey, Hockey Canada).

The RIC will not tolerate any abuse from players, parents or coaches. The violation of any rule, regulation or policy of CMHA and/or its governing bodies may lead to disciplinary action by CMHA and/or its governing bodies.

It is the responsibility of the Officials to familiarize themselves with the rules and regulations as well as taking the appropriate clinics prior to December 1 for the season.

If a player, who is also an official, is suspended from their team as a player, they are sustained from officiating during the duration of the suspension.

SECTION 20 . CODE OF CONDUCT AND DISCIPLINE

20.1 - GENERAL

1. The following applies to all members (e.g. parents), teams, players, team officials and referees while representing CMHA at any event or location (e.g. practice, game, tournament, etc.):

(a) The President, as per the Bylaws, has the authority to suspend any member (e.g. parent), team, player, team official or referee for various actions until a review by the Discipline Committee.

(b) The President, at his/her discretion, may decide not suspend the member (e.g. parent), team, player, team official or referee for any inappropriate behaviour, but instead may refer the incident directly to the Discipline Committee or may appoint a separate committee to investigate the matter.

2. In addition to the inappropriate behaviour outlined in the Bylaws, the following are specific examples that may lead to disciplinary action:

(a) Acting in an unsportsmanlike manner during any game or practice.

(b) Abusing or damaging arena property or equipment. This may result in an immediate suspension of the team or player involved until the responsibility of the cost of the incurred damage is determined and/or resolved to the satisfaction of the Executive.

(c) Any player who is impaired by or who is found using drugs or alcohol at any CMHA game, practice or event.

- (d) Any team official who is impaired by or who is found using alcohol at any CMHA game or practice.
- (e) Any team official who is impaired by or who is found using drugs at any CMHA game, practice or event.
- (f) Swearing in dressing rooms, hallways, player benches, penalty box or on the ice.
- (g) Smoking, chewing tobacco or vaping in the players' box or dressing rooms before, during or after a game.
- (h) Fighting anywhere in or around the arena before, during or after a game.
- (i) Approaching a referee before, during or after a game by any individual other than the Referee-In-Chief.

3. With respect to the disciplinary guidelines provided below in 19.2 to 19.5 inclusive, it is important to note that these are only guidelines and that the action taken by the Association (e.g. disciplinary action) may be different than suggested based on the circumstances of the event – for example, a gross misconduct penalty, if warranted under the circumstances, may result in a suspension greater than the maximum of three games.

20.2 PENALTIES - PLAYERS AND TEAM OFFICIALS

1. All penalties are governed by HC, BC Hockey, and PCAHA; however CMHA has the jurisdiction to impose additional penalties and/or suspensions to those assessed by HC, BC Hockey, and/or PCAHA.

2. It is the responsibility of all team officials, but ultimately the head coach, to ensure that all suspensions are served.

3. CMHA, in an effort to promote good sportsmanship and a safe environment to play hockey, may impose additional penalties and/or suspensions to those assessed by HC, BC Hockey, and/or PCAHA. A team official must notify the President, or in his/her absence the 1st or 2nd Vice- President, within 24 hours of any of the following penalties assessed to their team (a team official or player):

PENALTY

ADDITIONAL DISCIPLINARY AND SUSPENSION GUIDELINES

Gross Misconduct

Attend a CMHA Discipline Committee Hearing plus a maximum three game suspension.

Match Penalty

Attend a CMHA Discipline Committee Hearing and a maximum one game suspension.

3 Unsportsmanlike Penalties (In One Game)

Attend a CMHA Discipline Committee Hearing and a maximum one game suspension.

5 Penalties In A Game

Attend a CMHA Discipline Committee Hearing and a maximum one game suspension.

5th Misconduct Penalty (In The Season)

Attend a CMHA Discipline Committee

	Hearing and a minimum one game/maximum three game suspension.
3 rd Checking From Behind (In The Season)	Attend a CMHA Discipline Committee Hearing and a maximum one game suspension.
4 th Checking From Behind (In The Season)	Attend a CMHA Discipline Committee Hearing and a minimum one game/maximum three game suspension.
5 th Checking from Behind (In The Season)	Attend a CMHA Discipline Committee Hearing and a minimum three game/maximum season suspension.

4. CMHA will not tolerate excessive penalties taken by any player. The head coach must notify the Division Director about situations in which, based on reasonable judgment, a player is believed to be taking excessive penalties. The following are guidelines for disciplinary action:

Excessive Penalties	Attend a Discipline Committee hearing and a maximum three game suspension.
Continuing Excessive Penalties	Attend a Discipline Committee hearing and a minimum three game/maximum seven game suspension.
Continuing Excessive Penalties	Attend a Discipline Committee hearing and a minimum one month suspension and a maximum suspension of the remainder of the season.

20.3 PLAYER DISCIPLINE

1. The following must be followed to promote good sportsmanship, a positive team environment, and a positive image of CM HA:

(a) Minor Transgressions By Players - Team officials are responsible for dealing with situations such as disrespectful conduct to coaches, officials or other players, horseplay, refusing to participate, repeatedly being absent for games or practices without a legitimate excuse, lateness, making a mess in a dressing room, swearing or other minor transgressions. Suggested discipline:

First Offence - warnings or missing a shift.

Second Offence - sitting for a period.

Third Offence - sitting for a game.

(b) Major Transgressions By Players - Team officials must consult with the Division Director on the appropriate disciplinary action to be used for the following types of conduct: fighting before or after a game off the ice (e.g. lobby or parking lot of an arena), insubordination, harassment and other major transgressions. If the situation merits an investigation or discipline hearing, the Division Director must advise the President of the matter, who at his/her discretion, will provide direction and/or initiate the necessary action (e.g. refer the matter to the Discipline Committee).

Suggested discipline:

First Offence - minimum one game/maximum three game suspension.

Second Offence - minimum three game/maximum five game suspension.

Third Offence - minimum five game/maximum season suspension.

(c) Serious Transgressions By Players - A team official must notify the President, or in his/her absence the 1st or 2nd Vice- President, within 24 hours of any of the following types of conduct by a player in relation to any Association event (e.g. game, practice, tournament attended at by the team, etc.): use of drugs and/or alcohol, theft, vandalism and/or damage done to any property, and other serious and/or illegal transgressions (e.g. player arrested by police for fighting after a game). The President, or in his/her absence the 1st or 2nd Vice-President, must provide direction and/or initiate the appropriate action (e.g. suspend the player and refer the matter to the Discipline Committee). Suggested discipline:

First Offence . minimum two week suspension.

Second Offence . minimum one month suspension.

Third Offence . suspension for the remainder of the season.

2. It is important that the team officials, the Division Director, and/or the President (depending on the circumstances) involve the parent(s) of the child in the disciplinary process. In particular relating to minor and major transgressions, the parent(s) should be involved in the process (e.g. consulted) as the parent(s) may be able to assist in resolving the issue prior to it becoming a larger problem.

20.4 PARENT DISCIPLINE

1. Parents play an important role in promoting a positive environment for all participants in hockey; thus CMHA will not tolerate poor conduct by the parents of the Association.

2. Parents are responsible for their own conduct and the conduct of their children (as spectators) at all Association related events (e.g. games, practices, tournaments attended at by the team, etc.). Parents and their children (spectators) must not exhibit any disorderly, abusive, harassing, or disrespectful conduct before, during or after any Association related event.

3. Parents and/or spectators may be ejected from a game by an on-ice official for any behaviour deemed inappropriate by an on-ice official. Parents and spectators ejected from a game by an on-ice official are expected to immediately and without further incident depart from the area as directed by the on-ice official.

4. If a parent or a child of the parent (spectator) is ejected from a game, a team official must notify the President, or in his/her absence the 1st or 2nd Vice-President, within 24 hours of such an occurrence. The President may, at his/her discretion, initiate action to investigate the matter and take the appropriate disciplinary action (e.g. refer the matter to the Discipline Committee).

5. The following is the suggested action and discipline for a parent who displays any of the above-noted behaviours or is ejected from a game:

First Offense Warning letter from the President.

Second Offense Attend at CMHA Discipline Committee hearing and prohibited from attending any game for a minimum of one game/maximum of one month.

Third Offence Attend a CMHA Discipline Committee hearing and prohibited from attending any game for a minimum of one month/maximum of one (1) year.

6. The Association will maintain a record of offences relating to parents. First offences will be erased from the parent record after one calendar year at the request of the individual. Second offences will be erased from the parent record after two calendar years at the request of the individual. Third offences will be erased from the parent record after three calendar years at the request of the individual.

20.5 TEAM OFFICIALS DISCIPLINE

1. Team officials, as representatives of CMHA and the leaders of their teams, are required to act in a highly professional manner before, during and after all hockey related activities (e.g. games, practices, etc.).
2. Each season, all team officials must sign a CMHA "Team Officials Code of Conduct" agreement as directed by the Executive – failure to do so will result in the team official being removed from their role on the team.
3. Team officials are responsible for both their own behaviour and the behaviour of their team. All team officials must behave in a professional manner at all times before, during and after Association events. Additionally, team officials are responsible for supervising and controlling the conduct of their team before, during and after each event (e.g. vandalism to a dressing room, a brawl during a game, fighting in a lobby or parking lot, etc.). Team officials who breach the terms of the CMHA "Team Officials Code of Conduct" agreement or fail to behave professionally and/or to control the conduct of their players may be reprimanded as follows:

First Offence	Attend a CMHA Discipline Committee hearing and suspended for a minimum one game/maximum three games.
Second Offence	Attend a CMHA Discipline Committee hearing and suspended for a minimum of three games/maximum seven games.
Third Offence	Attend a CMHA Discipline Committee hearing and suspended for a minimum seven games/maximum the remainder of the season.

SECTION 21 - COMPLAINTS

21.1 MINOR COMPLAINTS

1. CMHA recognizes and understands that, throughout the hockey season, there may be minor issues that arise on teams that may lead to complaints (e.g. a parent to a coach in relation to the amount of ice time received by their child, a coach to a parent about the parent's inappropriate behaviour, etc.). The following are guidelines to deal with minor team related complaints:
 - (a) Initially, all complaints must be dealt with between the parties (e.g. a coach and a parent) in an effort to resolve the complaint.
 - (b) Neither party may approach the other about the issue for forty-eight (48) hours; however the issue may be brought to the attention of the team manager within this timeframe for his/her information.
 - (c) If one party wishes to discuss the issue with the other party after forty-eight (48) hours, this must be arranged through the team manager and the team manager must participate in the discussion as a neutral facilitator and observer.
 - (d) If, after the above-noted discussion the issue is not resolved, the party making the complaint may take the complaint to the Division Director. The Division Director, at his/her discretion, may request that the complaint be submitted in writing. The Division Director must deal with the complaint and attempt to resolve the issue.

- (e) If the Division Director cannot resolve the issue to the satisfaction of the party making the complaint, then the person making the complaint may take the complaint to the President. The President, at his/her discretion, may request that the complaint be submitted in writing. The President must initiate action in an attempt to resolve the complaint. The President's decision regarding how to resolve the complaint will be final and no appeal of the decision will be allowed.

NOTE: If the team manager is one of the parties involved in the complaint, then the head coach should act as the neutral facilitator and observer.

21.2 MAJOR COMPLAINTS

1. CMHA recognizes and understands that, throughout the hockey season, there may be issues that arise on teams that may lead to major complaints (e.g. a coach is not promoting a positive environment by repeatedly swearing at players or game officials, a significant lack of discipline on the team, a parent repeatedly using abusive language towards referees, etc.). The following are guidelines to deal with major complaints:

- (a) The party making the complaint should contact the Division Director and provide information about the matter. The Division Director, at his/her discretion, may request that the complaint be submitted in writing. The Division Director must deal with the complaint and attempt to resolve the issue.
- (b) If the Division Director cannot resolve the complaint to the satisfaction of the party making the complaint, then the person making the complaint may take the complaint to the President. The President, at his/her discretion, may request that the complaint be submitted in writing. The President must initiate action in an attempt to resolve the complaint. The President's decision regarding how to resolve the complaint will be final and no appeal of the decision will be allowed.

SECTION 22- EQUIPMENT (UNDER DEVELOPMENT)

SECTION 23 – FUNDRAISING

1. The Executive may decide to hold Association fundraising events due to various reasons such as to compensate for shortcomings in funds due to increased operating expenses, replacement of equipment, player and/or coach development, etc. All parents are required to participate in Association fundraising events as directed by the Executive.

2. At their discretion, individual teams may hold fundraising events for their own needs; however this fundraising must be done in accordance with the following:

- (a) No reference can be made that the event is related to CMHA without prior approval of the Executive.
- (b) The CMHA logo may not be used in any fashion without prior approval of the Executive.
- (c) CMHA jerseys may not be worn or used in any fashion without prior approval of the Executive.

(d) CMHA will not assume any responsibility or liability (e.g. of any debts, legal liability, etc.) incurred through fundraising activities; teams should consider obtaining insurance coverage for the event.

(e) The parents of the team must approve the fundraising event.

(f) The fundraising event must be recorded as part of the team's budget and the financial aspects of the event must be properly documented (e.g. documents maintained to support expenditures and income).

(g) The Executive may review the financial aspects of the event (e.g. if a complaint was received that there was a concern about the financial accounting of the event).

SECTION 24 . TROPHIES AND BANNERS

1. All trophies and banners won by CMHA teams in league play, playoffs and tournaments are to be turned over to the President by the end of each playing season (by April 30th).

2. It is the responsibility of teams winning banners or trophies to have their team information (e.g. team name, names of players) engraved on the trophy or placed on the banner; however the team may submit a request to the Executive for their consideration and possible approval to have the Association pay the cost for the team

SECTION 25 . CMHA AWARDS

1. CMHA will present the following awards at the end of each season based on surveys or feedback from parents or participants:

- a) Initiation Coach of the Year
- b) "C" Coach of the Year
- c) "A" Coach of the Year
- d) Official of the Year
- e) Volunteer Service Award
- f) Presidents Award

SECTION 26. SCHOLARSHIPS

26.1 PCAHA SCHOLARSHIPS

1. Each year, PCAHA awards scholarships to PCAHA players based on defined qualifications. CMHA players meeting the qualifications are encouraged to apply for these scholarships. The details about these scholarships and information as how to apply may be obtained from PCAHA.

26.2 BC HOCKEY SCHOLARSHIPS

1. Each year, BC Hockey awards scholarships to BC Hockey players based on defined qualifications. CMHA players meeting the qualifications are encouraged to apply for these scholarships. The details about these scholarships and information as how to apply may be obtained from BC Hockey.

26.3 CMHA SCHOLARSHIPS

1). Each year, CMHA will appoint a committee to award \$500.00 scholarships to a Midget or Juvenile player based on the following:

- a) Years in Association as either a player or official
- b) Grade Point Average
- c) Planned enrollment in a Post Secondary Institution

SECTION 27 . RISK MANAGEMENT

27.1 RECOGNITION AND PREVENTION OF ABUSE

1. CMHA is committed to providing all participants involved in the game of hockey with a safe environment by protecting participants from all forms of abuse. This policy is guided by the principles set out by HC . any HC information relating to this topic should be considered as a resource and be used for as additional guidance in relation to this issue.

2. It is important to note that some behaviors, which might be described as harassment when directed towards an adult, may constitute abuse when directed towards a child or youth by any person with power or authority over that child or youth . the policies regarding the Recognition and Prevention of Abuse are to be applied in such situations.

3. CMHA will not tolerate any form of abuse in relation to any of the events or programs provided by the Association. Everyone involved in the Association, including but not limited to the Executive, members, team officials, parents, on-ice officials, and volunteers must make reasonable efforts to uphold this commitment.

4. CMHA will not tolerate any the following:

- (a) Child Abuse: Child abuse is any form of physical, emotional and/or sexual mistreatment, or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youths is an abuse of power, authority and/or breach of trust. It is important to note that within British Columbia a person is considered a child up to the age of nineteen (19) years.
- (b) Emotional Abuse: Emotional abuse is a chronic attack on a child's self esteem. It is psychologically destructive behavior by a person in a position of power, authority or trust. It may take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs.
- (c) Physical Abuse: Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing, or excessive exercise.
- (d) Neglect: Neglect is chronic inattention to the necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance, discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe, non intervention when team members are persistently harassing another player, or road trips that are not properly supervised.

- (e) Sexual Abuse: Sexual abuse is when a young person is used by an older child, adolescent or adult for his/her own sexual stimulation or gratification. There are two categories of sexual abuse:

1) CONTACT

- touched or fondled in sexual areas
- forced to touch another person's sexual areas
- kissed or held in a sexual manner
- forced to perform oral sex
- vaginal or anal intercourse
- vaginal or anal penetration with an object or finger
- sexually oriented hazing

2) NON-CONTACT

- obscene remarks on phone, computer or in notes
- voyeurism
- shown pornography
- forced to watch sexual acts
- sexually intrusive questions and comments
- forced to pose for sexual photographs or videos
- forced to self masturbate or forced to watch others masturbate

5. Everyone involved in the Association has an obligation to maintain an awareness of this issue and report any suspected abuse and/or neglect to the proper authority. Various persons within CMHA (e.g. team officials) routinely work closely with children and youths; thus they may become aware of or suspect a child is in an abusive situation. Abuse and neglect are serious issues that require urgent attention and should be reported according to the laws of British Columbia and these policies. It is important to understand and agree that abuse or neglect, as defined above, may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report an offense and thereby failure to provide safety for any participants may render the adult who keeps silent legally liable for conviction under the provincial child protection act(s). The following reporting procedures must be followed:

(a) The Province of British Columbia has mandatory reporting laws regarding the abuse and neglect of children and youth; consequently any CMHA Executive, member, team official, volunteer, participant, on-ice official, or parent who has reasonable grounds to suspect that a participant is or may be or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police agency. The local child protection agency and/or the local police agency may request the Association to deal with the matter reported.

(b) The President, or in his/her absence the 1st or 2nd Vice-President, must also be notified immediately of any occurrence in which reasonable grounds exist to suspect that a participant is or may be or may have suffered from emotional, physical abuse and neglect and/or sexual abuse. The President must assess the occurrence, and as appropriate at his/her discretion, must initiate action to investigate the matter and take the appropriate action to safeguard any participant(s) at risk.

27.2 RECOGNITION AND PREVENTION OF HARRASSMENT

1. CMHA is committed to providing all participants involved in the game of hockey with a safe environment by protecting participants from all forms of harassment. This policy is guided by the principles set out by HC – any HC information relating to this topic should be considered as a resource and be used for as additional guidance in relation to this issue.

2. CMHA will not tolerate any form of harassment in relation to any of the events or programs provided by the Association. Everyone involved in the Association, including but not limited to the Executive, members, team officials, parents, on-ice officials, and volunteers must make reasonable efforts to uphold this commitment. This commitment includes refraining from harassing behavior, responding promptly and informally to minor incidents of harassment, and following local and national policy guidelines for reporting or responding to more serious complaints of harassment.

3. Everyone involved in the Association has an obligation to maintain an awareness of this issue and are expected to refrain from and/or prevent harassing behavior. Additionally, everyone involved in the Association has an obligation to report incidents of harassment as noted in paragraph 7 below.

4. Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment for work or sport activities, or which negatively affects performance or work conditions. Any of the different forms of harassment may be based on the grounds prohibited in human rights legislation, such as race, ethnicity, sex, sexual orientation and religion. Harassment may occur between peers (e.g. player to player in the same age group, parent to official, coach to coach, etc.) or between someone in a position of power or authority and an adult in a subordinate position (e.g. coach to player, sports administrator to employee).

5. The following is a non-exhaustive list of examples of harassment:

- (a) Unwelcomed jokes, innuendo or teasing about a person's body, looks, race, sexual orientation, etc.;
- (b) Condescending, patronizing, threatening or punishing actions which undermine self esteem;
- (c) Practical jokes that cause awkwardness or embarrassment or may endanger a person's safety;
- (d) Any form of hazing;
- (e) Unwanted or unnecessary physical contact including touching, patting, or pinching;
- (f) Unwanted conduct, comments, gestures or invitations of a sexual nature which are likely to cause offence or humiliation, or which might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or on any opportunity for training or advancement; and
- (g) Sexual assault or physical assault.

6. It is important to note that the behaviors described in items 5(e) to (g) above, when directed toward a child or youth, constitute abuse under child protection legislation. This may also be the case of other behaviors, for example, certain hazing practices. In such cases, the duty to report provisions of the Recognition and Prevention of Abuse policies apply.

7. CMHA recognizes the serious negative impact of all types of harassment on personal dignity, individual and/or group development and performances, enjoyment of the game, and in some cases, personal safety. At the same time, however, CMHA recognizes that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide spectrum of behaviors and the response to harassment must be equally broad in range, appropriate to the behavior in question and capable of providing a constructive remedy. Persons (e.g. Executive, coaches) involved in the process of preventing harassment must not use summary justice or hasty punishment; but rather must conduct a fair assessment of the situation and attempt to reach a settlement that is fair to all parties (which includes allowing adequate opportunity for the presentation of a defense or explanation by the person alleged to have

committed the harassing behaviour). The following must be followed in relation to incidents of harassment:

(a) Minor Transgressions By Players - Most incidents of harassment (e.g. inappropriate jokes) should be corrected promptly and informally, taking a constructive approach with the aim of bringing about a change in negative attitudes and behavior. Team officials are responsible for dealing these types of situations, and if warranted, may use the following suggested discipline:

First Offence - warnings or missing a shift.

Second Offence - sitting for a period.

Third Offence - sitting for a game.

(b) Major Transgressions By Players - Team officials must consult with the Division Director in regards to more serious or repeated incidents of harassment in an effort to remedy the situation. If the situation merits an investigation or discipline hearing, the Division Director must advise the President of the matter, who at his/her discretion, will provide direction and/or initiate the necessary action (e.g. refer the matter to the Discipline Committee).

(c) Serious Transgressions By Players - A team official must notify the President, or in his/her absence the 1st or 2nd Vice- President, within 24 hours of any occurrences identified in 5 (d) to (g) above in relation to any Association event (e.g. game, practice, tournament attended at by the team, etc.). The President, or in his/her absence the 1st or 2nd Vice-President, must provide direction and/or initiate the appropriate action (e.g. suspend the player and refer the matter to the Discipline Committee).

NOTE: It is important that the team officials, the Division Director, and/or the President (depending on the circumstances) involve the parent(s) of the child in this process. In particular relating to minor and major transgressions, the parent(s) should be involved in the process (e.g. consulted) as the parent(s) may be able to assist in resolving the issue prior to it becoming a larger problem.

(d) Transgressions By Parents - The above-noted policy in relation to players also applies to parents. The team officials are responsible for dealing with the situation or advising the appropriate Executive member depending on the circumstances as to whether it is a minor, major or serious transgression. Parents who breach this harassment policy are subject to disciplinary action as outlined in Section 20.4.

(e) Transgressions By Team Officials - Team officials, as representatives of CMHA and the leaders of their teams, are required to act in a highly professional manner before, during and after all hockey related activities (e.g. games, practices, etc.); thus will be held to a higher standard in relation to incidents involving harassment. Team officials must not condone or permit any form of harassment to be used or displayed by the players and parents on their team. Additionally, team officials must not use or display any form of harassment towards anyone (e.g. players, parents, on-ice officials, etc.). Team officials who breach this harassment policy are subject to disciplinary action as outlined in Section 20.5.

8. All incidents of harassment should be handled in a timely, sensitive, responsible and confidential manner. There should be no tolerance of reprisals taken against any party who makes a complaint. Additionally, the names of the parties involved in the matter and the circumstances of the matter should be kept confidential, except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.

9. Anyone making a complaint that is found to be clearly unfounded, false, malicious or frivolous will be subject to possible disciplinary action.

27.3 CRIMINAL RECORD / PARDON CHECKS

1. CMHA is committed to providing all participants involved in the game of hockey with a safe environment by protecting the participants from persons who have been convicted of serious criminal offences; thus criminal record/pardon checks must be conducted as part of the Association's ongoing management of its elected officials (the Executive) and volunteers.

2. Criminal record/pardon checks must be done every two years as directed by the Executive (e.g. completed by a certain date). Criminal record/pardon checks are required for the following individuals:

- (a) All members of the Executive;
- (b) All team officials; and
- (c) All other volunteers who come in direct contact with players on a consistent basis as decided by the Executive.

3. The results of the criminal record/pardon checks are to be kept confidential and made known only to the Executive. The results of the criminal record/pardon checks are to be dealt with in the following manner:

- (a) If the criminal record/pardon check is negative, then the person may continue in his/her position.
- (b) If the criminal record/pardon check is returned indicating a criminal conviction, pending charges, and/or the existence of other possible relevant information, then the matter is to be dealt with as follows:

The President is to form a committee of two or more Executive members to investigate the information. This committee must interview the person to obtain information about the matter, and if possible, attempt to verify the information with the police. The committee members are to report their findings to the Executive, who should take action as follows:

- i The person will be immediately removed from their position and not be permitted to participate in any way or in any capacity as they are not considered as an acceptable candidate for a volunteer position with CMHA if the person has been convicted, charged and/or is or has been under police investigation for any physical or sexual assault, any indictable criminal offences in relation to child abuse, during any point in their lifetime.
- i The person will be immediately removed from their position and not be permitted to participate in any way or in any capacity as they are not considered as an acceptable candidate for a volunteer position with CMHA if the person has any outstanding Criminal Code convictions (other than physical or sexual assault, and child abuse as noted above) 5 years old or more recent, or have charges pending for certain offences. These offences include, but are not limited to:
 - Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14;
 - Outstanding convictions or charges pending for any violent offence, whether or not it involved weapons;
 - Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving;
 - Individuals with outstanding convictions (5 years or more recent) for provincial offences related to a bona fide occupational requirement or qualification, may be excluded from a position of trust, depending on the circumstances

- (c) Any volunteer that is refused a position under the provisions of (b) above has the right to know why he or she is being denied the opportunity to act as a volunteer and may appeal the decision to the Executive by submitting a written explanation as to why the original decision should be overturned. The Executive must review the written submission and make a ruling - this ruling will be final and cannot be appealed.

NOTE: Volunteers may be rejected as a result of other information gained during the police records check process or through the screening process as a whole, or as a consequence of other factors.

4. Every volunteer, once accepted, is obliged to inform the President if he or she is charged, tried or convicted of any offence under the Criminal Code or under other Provincial or Federal statutes if the offence is relative to a position of trust held by the individual. If the charges are pending while the person is volunteering for CMHA, then the individual will be suspended from volunteer roles pending resolution or the person can resign and return when the situation has been resolved in a manner satisfactory to the Association.

27.4 INSURANCE (UNDER DEVELOPMENT)

27.5 INJURIES (UNDER DEVELOPMENT)

SECTION 28 – SPONSORSHIP

1. The Executive may allow sponsorship to occur on an Association level.
2. Individual teams are allowed to use sponsorships with permission from the CMHA executive.

SECTION 29 . TEAM BUDGETS

1. At the start of playing hockey each season (no later than October 30th) , the head coach and the parents of each team must approve a budget for the season. One person must be appointed as the Treasurer of the team - the team Treasurer must not be related in any fashion to any of the team officials (e.g. spouse). The team Treasurer must maintain a proper accounting of the income and expenses for the season. At the end of the season, the team Treasurer must provide a final accounting of team funds to the team officials and parents.

SECTION 30 - SUBSIDIES FOR DEVELOPMENT

1. The Executive will consider and may approve requests from members (e.g. coaches, referees) to subsidize courses for training and development purposes. These courses must directly benefit CMHA in order for them to be approved by the Executive.
2. Requests must be made in writing and directed to the Executive. The requests must be made prior to the course and received in a timely fashion so that the Executive will have time to consider the merits of the request.
3. Subsidy requests are subject to the available funding of the Association and the Executive shall be the final authority for subsidy approval.

4. Subsidy requests will be considered on a case-by-case basis; thus decisions will not be deemed to create a precedent for subsequent subsidy requests of a similar nature.

SECTION 31 . PRIVACY (UNDER DEVELOPMENT)

SECTION 32 . MAILBOX (UNDER DEVELOPMENT)

SECTION 33 SOCIAL MEDIA

33.1 INTRODUCTION

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, MySpace, LinkedIn, Foursquare and any other social media network that allows users to communicate online.

The policy will be applicable to all members of the CMHA Community, including Directors, Teams, CMHA members and staff, on-ice and off-ice officials, billets, players, players' family members and supporters.

The CMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. The CMHA also respects the right of all Teams and Association personnel to express their views publicly. At the same time we must be aware of the dangers social media and networking can present.

The purpose of this policy is to educate the CMHA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, the Minor Hockey Association, League and/or the CMHA.

33.2 SOCIAL MEDIA GUIDELINES

The CMHA holds the entire CMHA Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.

Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.

It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.

Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.

Use your best judgment at all times – pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record.

If requested to participate in an online network, as a direct result of your affiliation with or participation in the CMHA, the CMHA recommends that you request approval from the Team or the Association.

Players or hockey operations staff are encouraged not to participate in social media or networking two (2) hours prior to the start of a CMHA game and at least one (1) hour following the completion of a CMHA game.

33.3 SOCIAL MEDIA VIOLATIONS

The following are examples of conduct through social media and networking mediums that are considered violations of the CMHA Social Media and Networking Policy and may be subject to disciplinary action by the Team, Minor Hockey Association, League and/or CMHA.

Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.

Divulging confidential information that may include, but is not limited to the following:

- player injuries;
- trades or other player movement;
- game strategies; or
- any other matter of a sensitive nature to a member Team, the Association or an individual.

Negative or derogatory comments about any of the Team, Minor Hockey Association, League and/or CMHA staff, programs, stakeholders, players or any member of a CMHA Team.

Any form of bullying, harassment or threats against players or officials.

Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:

- drug use,
- alcohol abuse,
- public intoxication,
- hazing
- sexual exploitation, etc.

Online activity that contradicts the current policies of the CMHA or any of its member Associations.

Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the CMHA policies and regulations on these matters.

Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

33.4 DISCIPLINE

The Team, Minor Hockey Association, League and/or the CMHA will investigate reported violation(s) of this policy in the manner set out in the CMHA Handbook for other types of violations. If the investigation determines that a violation has occurred, the Team, Minor Hockey Association, League and/or the CMHA Chairperson of the Division involved will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in a Minor Hockey Association, League and/or CMHA Handbook for other types of suspensions.

33.5 SUMMARY

When using social media and networking mediums, the CMHA community should assume at all times they are representing the CMHA and/or its member Associations or Teams. All members of the CMHA community should remember to use the same discretion with social media and networking as they do with other traditional forms of media. Should the identity or image of any member of the CMHA Community be used in Social Media and networking without the Individual, Team or Association authorization, this is

considered to be identity theft. Please notify your CMHA Team Management or the CMHA Office immediately. Any use of a player or team member's image or likeness without the written consent of the CMHA is strictly prohibited.