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CMHA Members Handbook April 22, 2021

Revised August 19, 2024

Version 5

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**Document History**

April 2021, Revised August 2024 Version 5 i

* **THE CROSSFIELD MINOR HOCKEY ASSOCIATION (CMHA) AND ITS GOVERNANCE**

## General

* + 1. The Crossfield Minor Hockey Association, shall hereafter be referred to as "the Association" or "CMHA", is the sole governing body of minor hockey in the Town of Crossfield and immediately surrounding area.
    2. The CMHA is a registered society in the Province of Alberta. The Association shall maintain membership in Hockey Alberta "HA" and as such is subject to the bylaws, rules and regulations of Hockey Canada "HC" and Hockey Alberta.
    3. The CMHA shall conform and comply with their Bylaws and the Policies and Procedures Handbook.
    4. The CMHA shall also conform and comply with the Bylaws, Rules and Regulations as set forth by Hockey Canada and Hockey Alberta.

## Divisions

* + 1. The CMHA hockey program shall operate the following divisions (subject to registration numbers) as defined by Hockey Alberta:

Under 5 (U5)

Under 7 (U7)

Under 9 (U9) Under 11(U11)

## Vision and Mission

* + 1. The Crossfield Minor Hockey Association ("CMHA") is the sole governing body of minor hockey in the Town of Crossfield and immediately surrounding area. The CMHA is a registered society in the province of Alberta.
    2. The CMHA is established to foster, promote, and develop organized minor hockey in the Crossfield community. It is through our program that the CMHA wishes to instill positive values and life skills in its youth by providing an opportunity to develop promote and improve hockey skills in a positive environment for the children, parents, and volunteers of our community.

## CMHA Vision

* + 1. The CMHA dedicates itself to foster an environment so that any individual wishing to participate in minor hockey can do so in a safe, sportsmanlike and fun manner. The CMHA wants to address the fundamental values of the game:
       - Shared respect for all participants of the game
       - Development of the players involved in the game
       - Fun while participating in the game

## CMHA Mission

* + 1. To provide a program that plays a significant role in the development of a young person's values, morals, social maturity, physical and mental fitness. To promote acceptable conduct which provides:
       - Respect for other participants
       - Respect for the great game of hockey
       - Respect for officials, coaches, parents and other volunteers
       - Protection from harm
       - Development of ethical conduct towards others
       - Notions of justice, fairness and integrity
       - Caring attitudes
       - Freedom to enjoy
       - Encouragement for team play, sportsmanship and fair play
       - Encouragement for positive community spirit

## Definitions

* + 1. The following terms and acronyms are used throughout this document:

**CMHA** - Crossfield Minor Hockey Association

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

**CAHA** - Canadian Amateur Hockey Association

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

**Board Member** - An individual who has been elected to serve on the CMHA Board of Directors

**CAHL** - Central Alberta Hockey League

1. **MEMBERSHIP**

## Membership Eligibility

* + 1. Members of the Association shall be limited to the parents and guardians of players registered with the Association for the current year and shall pay the annual registration fee as described in the Policies and Procedures Handbook.
    2. A member shall be deemed not to be in good standing if his/her registration fee is overdue. Voting rights are extended to all members in good standing over the age of eighteen (18) on the basis of one vote per family. Only elected Board Members in good standing may vote at a Board Meeting.
    3. The Board may award Life Members or Annual Honorary Membership, as it deems fit. Both Life and Honorary members are entitled to one vote a General Meeting.
    4. Any member not in good standing may not register until all previous fees have been paid in full.

## Suspension/Dismissal of Members

* + 1. Any member, upon a two-thirds majority vote at a general or special meeting may be expelled or dismissed from membership for any cause which the Association may deem reasonable. No member shall be expelled without being notified of the complaint against him/her, and without first having been given an opportunity to be heard by the members at the aforesaid meeting.

## Resignation of Members

* + 1. Any member may resign from the Association at any time. Resignation may take the form of a letter addressed to the CMHA Board or by a phone call to a CMHA Board Member.
* **BOARD OF DIRECTORS**

## Description

* + 1. The Board of Directors shall implement all resolutions of the Association, exercise all powers and do all acts and things that the Association is authorized pursuant to these Bylaws and the Societies Act. The Board shall have full control and management of the Association.

## Eligibility

* + 1. Any member in good standing shall be eligible to hold any office in the Association.

## Resignation and Removal of Board Members

* + 1. A Board Member may resign from office upon giving notice thereof in writing to the CMHA and such resignation becomes effective in accordance with its terms or upon acceptance by the remaining Board, whichever may be the earlier date.
    2. The Board may, by a two-thirds (2/3) vote, remove a Board Member who, in the opinion of the Board has been or is being remiss or neglectful of duty or by conduct tending to impair his/her usefulness and/or discretion as a Board Member.

## Remuneration

* + 1. Unless authorized at any meeting and after notice of same shall be given, no Board or other member of the Association shall receive any remuneration for their services.
    2. The profits, if any, or any other income of this Association, shall be applied solely towards the promotion of its objectives and no part of any profit or income or assets of the Association shall be payable to or otherwise available for the personal benefit of any member or members of the Association.
* **MEETINGS**

## Annual General Meetings

* + 1. The Annual General Meetings of the Association are to be held on or before the 31st of May. The membership shall have a minimum of seven (7) days’ notice of when and where the meeting will be held. Notification is to be made either via bulletin boards, newspaper ads, email or web page posting.
    2. The Annual General Meeting will be the only General Meeting of the Association.

## Board Meetings

* + 1. Board Meetings shall be held once a month or at the discretion of the President. Board Members shall have seven (7) days’ notice of when and where a meeting will be held. Notification is to be made either in person, by phone or by email.
    2. All Board Meetings shall be open to the public, but only members of the Board shall be entitled to vote and take part in debates or address the meeting, except as otherwise provided in these Bylaws. Any other individual requires the permission of the Chairperson before they may address any Board meeting.

## Executive Meetings

* + 1. The Executive can hold separate meetings as required to discuss CMHA issues. Executive Members shall have at least three (3) days notice of when and where a meeting will be held. Notification is to be either in person, by phone or by e-mail. Executive Meetings will not be open to the public.

## Special Meetings

* + 1. All other meetings of the membership shall be referred to as Special Meetings. The Board or Executive, whenever they see fit, or upon the written request of not less than seven (7) members in good standing, may convene such a meeting. All written requests must outline the purpose of the meeting being requested. No less than ten (10) days’ notice shall be given to the members in good standing of when and where a meeting shall be held. Notification is to be made either via bulletin boards, newspaper ads, email or web page posting.

## Procedures

* + 1. The order of business at every regular meeting, including the Annual General Meeting, will include:
       1. Adoption of agenda of the last meeting
       2. Business arising out of the minutes
       3. Reports of Board Members
       4. Correspondence
       5. Unfinished or old business
       6. New business, including declaration of accredited representatives, elections and ratification of appointments.
    2. The President and in his/her absence, the Vice-President, shall preside as Chairperson at all meetings of the Association. If both the President and Vice-President are unable to attend then an alternative meeting must be held within 14 days (14) of the original meeting date.
    3. The notice of any meeting shall specify the place, date, time of the meeting and general nature of the business to be transacted. The non-receipt of a notice by any member shall not, however, invalidate the proceedings at any such meeting or any resolution passed.

## Voting and "Quorum"

* + 1. At all Board, Executive, General and Special Meetings, all questions shall be decided upon by a majority vote (50% + 1). All voting shall be open and by show of hands except on any matter that is personal in nature, in which case voting shall be done by secret ballot. In the case of a tied vote at any meeting the Chairman shall have the deciding vote.
    2. A Board Meeting quorum is to be eight (8) Board Members in good standing. An Executive Meeting quorum is to be four (4) Executive Members in good standing. A General or Special Meeting quorum is to be eight (8) members in good standing.

## Conflict of Interest

* + 1. Any member, Board Member or Executive Member must excuse themselves from a meeting if it could be perceived that they have a "conflict of interest" in the issues to be discussed or voted on. These individuals must also excuse themselves if asked by the majority of the other members, Board Members, or Executive Members present at the particular meeting if it is determined a conflict of interest may exist.

**5. BOOKS AND RECORDS**

## Requirements

* + 1. The Board shall ensure such books and records are kept by the Association as determined by the Board and as may be required by the provisions of the Societies Act.
    2. The Communication Coordinator shall keep correct minutes of all proceedings of the Association at every meeting. These minutes shall be read at each ensuing meeting and be adopted by a Board vote.

## Financial Records

* + 1. The Treasurer shall keep true accounts of all sums of money received and expended, all assets and liabilities, and all other transactions affecting the financial position of the CMHA.
    2. The books, accounts and records of the Communication Coordinator (Secretary) and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society with adequate knowledge to perform the task who volunteer or are elected for that purpose at the Annual Meeting. A

complete and proper statement of the standing of the books for the previous year shall be submitted by such an auditor at the Annual Meeting of CMHA. The fiscal year of the society in each year shall be April 1st to March 31st.

***Van Beek, Beth***

*2024-08-21 04:48:00*

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Can we add a title here to be consistent? Maybe “General”? Or “Dissolution”?

## Signing Authorities

* + 1. Four (4) Board Members (Treasurer, President, Vice-President, Communications Coordinator (Secretary) and Registrar may be required) shall have signing authority for the Association. Signing authority will be reviewed and updated with the appropriate financial institution at the commencement of each new season. All cheques require two (2) signatures.

## Review of Records

* + 1. The books and records of the society may be inspected by any member of the society oat the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

**6. ADMINISTRATIVE MATTERS**

## Borrowing Powers

* + 1. For the purpose of carrying out its objects, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Association. In no case shall debentures be issued without the sanction of a Special Resolution of the Association.
    2. Voting on a Special Resolution shall be open and by show of hands. A Special Resolution will be passed if a minimum of 75% of the members present vote in favour of the Resolution.

## Use and Custody of Society Seal

* + 1. The Association has not adopted a society seal.

**7. AMENDMENTS TO BYLAWS**

## Amendments

* + 1. These Bylaws may be rescinded, altered or added to by Special Resolution of the Association, with notice of such resolution to be given at least 21 days prior to the Annual General Meeting or Special Meeting at which it is intended to present the Special Resolution.
    2. Voting on a Special Resolution shall be open and by show of hands or equivalent. A Special Resolution will be passed if a minimum of 75% of the members present vote in favour of the Resolution.
    3. Any amendments or Special Resolutions made shall not take effect until it has been registered in accordance with the laws of Alberta.

**8. DISSOLUTION OF THE CMHA**

## Dissolution of the Association

* + 1. In the event of the winding up or dissolution of the CMHA, all funds and assets of the CMHA remaining after payment of any debts of the Association, shall be given, transferred and distributed to such organizations that are determined by the Board of the Association to be registered charities pursuant to the provisions of the Income Tax Act, which have purposes similar to those of the CMHA, and if effect cannot be given, transferred

or distributed to such organizations that are registered charities pursuant to the provisions of the Income Tax Act that shall be designated by the Board of the Association at the time of winding up or dissolution of the Association.

***Van Beek, Beth***

*2024-08-21 04:49:00*

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Can we add title?

**9. INDEMNITY AND PROTECTION OF THE BOARD OF DIRECTORS**

## Indemnity Clause

* + 1. Each and every Board Member shall be deemed to have assumed office on the express condition that every Board Member, his/her heirs, executors, administrators, Estate and effects respectively shall at all times be indemnified and saved harmless out of the funds of the Association against all costs, charges, and expenses whatsoever, which such Board Member sustains or incurs in any action or proceeding which is brought or prosecuted against him/her in respect of any act or matter done or permitted by him/her in the execution of the duties of his/her office unless such expenses are occasioned by his/her own fraud, dishonesty, willful neglect or default.
    2. No Board Member of the Association shall be liable for the acts, receipts, neglects or defaults of any other Board Member, volunteer, or member. They shall not be liable for any loss, damage or expense happening to the Association:
       1. through the insufficiency or deficiency of title to any property acquired by order of the Board for or on behalf of the Association,
       2. for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Association shall be placed out or invested,
       3. for any loss or damage arising from the bankruptcy, insolvency, or wrongful act of any person, firm or corporation with whom any monies, securities or effects shall be lodged or deposited,
       4. for any loss occasioned by an oversight or error in judgment on his/her part,
       5. for any other loss, damage, misfortune which may happen in the exercise of his/her respective duties of trust or in relation thereto unless the same shall happen by his/her own or through his/her own willful act or default.
    3. Board Members may rely upon the accuracy of any statement or report prepared by the Association's appointed auditors and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.
    4. The resolutions and minutes of all General, Board, and Special Meetings shall be sufficient evidence without any further proof of the facts therein stated.

# REGISTRATION AND FEES

## Registration and Fees

* + 1. All players must be registered with the CMHA Registrar before being permitted to tryout, practice, or play in a game.
    2. The Registrar, with the approval of the Board, will set all dates for registration. Any refund of fees will be prorated and assessed or refunded as designated by the Registrar and approved by the CMHA Board.
    3. The Registrar, with the approval of the Board, will set the payment deadline dates but all fees must be paid in fall by November 15th.
    4. Any delinquent fees from a previous year owed to the CMHA must be paid in fall on or before fall registration before the player will be permitted on the ice. There will be a $50.00 fee for all NSF cheques received.
    5. Late Registration - if a player wishes to register after the closing date, a late fee will be assessed by the Registrar. This fee will be set and advertised at the beginning of the season.
    6. After January 15th of the current hockey season no refunds will be issued. Up to January 15th refunds will be granted by the CMHA on a prorated fee assessment. To qualify for the refund the player or the player's guardian must apply in writing to the CMHA Registrar stating the reason for leaving.
    7. Furthermore, the player's last ice time must be stated and verified by that player's Coach.

# HOCKEY OPERATIONS

## Player Evaluations

* + 1. The CMHA believes Black (A), Red (B) and White (C) teams should be selected for both U9 and U11. The philosophy is the Black Team will enable players of a higher ability an opportunity to excel. The Red and White teams will enable players to play at a competitive level and further develop their skills at a level appropriate to their skill level.

Player Eligibility Player Categories:

* + - 1. U11: 9 & 10 years old
      2. U9: 7 & 8 years old
      3. U7: 5 & 6 years old
      4. U5: 4, 5 & 6 years old (4 by October 1st of the season) The player must reach the appropriate age by December 31st of the current year.
    1. The CMHA is committed to the establishment of an annual player evaluation process that is fair, safe, equitable, consistent, transparent and effective while being free from politics and external interference.
    2. There will be no evaluations for U7 Players. All players in U7 will be divided to create, as nearly as possible, equal skill level teams at the start of the season by the Director of Hockey Development. These preliminary teams will be reviewed and approved by Head Coaches.
    3. All U9 and U11 players shall participate in the evaluation process at the beginning of each hockey season to demonstrate their individual skills and game play attributes through four (4) on-ice sessions.
    4. All players must be registered, their fees paid in full, or arrangements made for a payment plan, and have submitted Volunteer and Fundraising post-dated cheques prior to a player participating in the evaluation process.
    5. All U11 players will be granted an opportunity to participate in four (4) on-ice sessions, (conditioning camp), and all U9 players will be granted an opportunity to participate on two (2) on-ice sessions prior to evaluations to permit players to understand the drills that will be used for evaluations.
    6. All players are expected to participate in all four (4) on-ice sessions, two (2) skill and two (2) game evaluations to allow evaluators sufficient opportunity to evaluate all players effectively and fairly, unless determined otherwise by the CMHA Board.
    7. The number of teams within an age group and number of player spots available on each team shall be determined by the following process. The Director of Hockey Development and one other member from the Board will review registration numbers and provide recommended options for each age group to the CMHA Board prior to evaluations for review. This number shall only be amended based on a recommendation and shall be at the Board’s discretion.
       1. For U7 and U9 – CMHA will only allow a team to play with a minimum of ten (10) players, and a maximum of nineteen (19) players.
       2. For U11 - CMHA will only allow a team to play with a minimum of ten (10) players, plus 1 or 2 goalies and a maximum of seventeen (17) players including two (2)goalies. For provincial play, a team must have a minimum of twelve (12) players and a maximum of nineteen (19) players carded.
       3. The maximum number of players who can expect to be in a ‘full-time’ goalie position is two (2) goalies per team.
    8. The Hockey Development Coordinator, in collaboration with the CMHA Executive Directors, shall:
       1. Establish the criteria, format and drills that will be used to undertake the evaluation process that align with Hockey Alberta guidelines and best practices.
       2. Establish the evaluation scorecard.
       3. Determining the on-ice personnel to demonstrate evaluation skills.
       4. Determine the list of evaluators for each on-ice session.
       5. Determine and approve any skill tracking programs or software needed for the evaluation process.
    9. Selected evaluators shall be chosen based on their hockey knowledge and experience and may include either Members and/or non-Members. The most desirable outcome is that evaluators shall have no familial relationship to any player on the ice. However, CMHA acknowledges that extenuating circumstances may make this necessary in dire or unforeseen circumstances. For the purposes of this policy, familial relationship shall include: parent, sibling, aunt, uncle, niece, nephew, grandparent, guardian or first cousin.
    10. Evaluators shall:
        1. Remain separate from each other during the evaluation process and shall keep the players they are evaluating and any applicable rankings or comments confidential.
        2. Not be distracted or influenced by any CMHA Executive Directors, spectators, or other individuals during the evaluation process.
        3. Refer any questions or comments on the evaluation process to the Hockey Development Coordinator and one other nominated Board Representative.
    11. Each player in their respective age group shall be evaluated under the same criteria, using the same drills, against the same evaluation scorecard. Goaltenders shall only be evaluated at the U11 age level and may be evaluated using different drills and evaluation scorecards than skaters.
    12. Following the third on ice session, the Hockey Development Coordinator and the nominated Board representative shall review the averaged rankings of all players to determine if there are any ‘bubble players’. For greater clarity, bubble players shall be those players that are currently making, or missing, placement on the higher tiered team by a difference in evaluation ranking of a weighted 2% or less.
    13. In the event that there are bubble players for any division, the Hockey Development Coordinator shall establish an independent review body that shall be charged with watching, and evaluating the bubble players during their fourth on-ice session. This review body shall consist of the following:
        1. Hockey Development Coordinator: In the event that the Hockey Development Coordinator has a child that is a bubble player, they shall not participate in any review or discussion relative to the bubble players and a second neutral Member of the CMHA Board shall be selected.
        2. One (1) CMHA Executive Director – This member shall not have any affiliation to a bubble player.
        3. One (1) Member of the Association - This member shall not have any affiliation to a bubble player.
        4. Coach of the Black Team (A)
    14. For greatest transparency, if the Hockey Development Coordinator has a child that is a bubble player, the CMHA Executive Director appointed to the independent review body shall notify all bubble player parents, before the final evaluation session, that their child is in the bubble to ensure that no party has additional information or advantage over another.
    15. This independent review body shall utilize the same evaluation scorecard previously approved and be focused solely on the bubble players. Following the evaluation, the player(s) evaluated highest shall be awarded the remaining spot(s) on the higher tiered team. The review body may recommend to the CMHA

Board that the number of positions on a team be increased or decreased to accommodate any players that are substantially similar and would benefit from a placement on a specific team.

* + 1. After the evaluation process is complete, the Hockey Development Coordinator shall email the results to the teams out for the upcoming season and the communications director should post on the CMHA website within forty-eight (48) hours.
    2. All evaluation scorecards and evaluator comments shall remain confidential throughout the evaluation process and shall be destroyed at the completion of the evaluation process.
    3. Prior to the beginning of the evaluation process, Parents and Guardians may request that siblings be placed on the same team by contacting the Hockey Development Coordinator in writing. The following process shall be utilized in these circumstances:
       1. Siblings in the same age group: Both players will be placed on the team that the lower sibling is placed.
       2. Siblings not in the same age group: Typically this arrangement will not be supported unless the higher age group requires additional players.
       3. In the event that both siblings rank in the top five (5) players of the higher team, they shall be placed on the higher team.
       4. In the event that one of the siblings ranks lower than the top five (5) players of the higher team, both players shall be placed on the lower team.
    4. Players that are absent from one (1) or more of the on-ice evaluation sessions shall be handled by one of the following options at the unfettered discretion of the Executive Directors:
       1. Averaging their rankings to determine an appropriate placement;
       2. Identifying the appropriate placement through a mixture of current rankings, prior season level of play and prior coach reviews to determine an appropriate placement;
       3. Being placed on the lowest team in the age group with the opportunity to advance to a higher team in the age group at the discretion of the Executive Directors and the Hockey Development Coordinator.
    5. Any complaints surrounding the final rankings shall be directed to the Hockey Development Coordinator between twenty four (24) and forty eight (48) hours following the announcement of results. Any complaints filed before or after this period will not be entertained. The CMHA Board shall have the final determination of evaluation rankings.
    6. Players shall only be permitted to participate in the evaluation process for their specific age division. Although expected to be significantly rare, the Board may consider permitting an exemplary player to participate in the evaluation process for a higher age division upon request prior to the commencement of the evaluation process. That player shall be required to evaluate within the top five (5) players of the higher division to remain within that age division.

## Coach Selection

* + 1. The CMHA is committed to an open and transparent process to recruit and appoint coaches for each team within the Association.
    2. All individuals interested in coaching shall submit an application annually prior to the beginning of the evaluation process to the Director of Coaching. The application shall include:
       1. Age group the individual is interested in coaching;
       2. Coaching qualifications;
       3. Previous coaching experience;
       4. Valid Criminal Record Check in accordance with CMHA Policy;
       5. Position the individual is interested in (Head or Assistant Coach)
    3. Coach Selection
       1. The CMHA coach selection committee will be determined at the Spring AGM for the following season, it will be made up of five members; The President, Vice President, Director of Coaching and two members at large.
       2. All applicants for coaching positions will be reviewed by the Coach Coordinator and decided upon by the CMHA coach selection committee.
       3. All coaches will be required to meet the minimum coaching requirements and deadlines of hockey Alberta,

Hockey Canada and the CMHA

* + - 1. The Committee will meet and select head coaches for each team from the applications after evaluations but prior to the official start of the hockey season.
      2. If there are multiple head coach applicants for the same head coach role, the committee will interview the coaches using the guideline below (i) to make their selection. An alternate Board member will be used if a conflict of interest arises during the coach selection.
         1. Should the situation arise that more than one qualified member wants the head coach role the following process will be followed.

The Coach Selection Committee will conduct interviews with candidate coaches to establish a better sense of candidate qualifications and suitability in the following areas:

Coaching philosophy and style

Teamwork and collaboration

Communication plan (with parents, players, etc.)

Goalie development

Adaptability

Each committee member will ask 1 or 2 questions related to the topics above and the entire committee will score the responses 1-5 on how they align with the CMHA Mission and Vision listed on page 3 and 4 of the handbook.

After the interviews, the committee will meet and discuss all the qualities and concerns for each applicant.

The Director of Coaching and board members will share their past experiences with each applicant and any issues or complaints the board has had with the applicant in the past. Each committee member will then score the applicant 1-5 based on how the committee member feels the applicant aligns overall with the Mission and Vision of the CMHA.

The Director of Coaching will inform all applicants on who was selected to be the head coach.

* + 1. The CMHA Board shall have the final discretion as to which applicants are appointed as Head Coaches for each team in the Association.
    2. Following the appointment of Head Coaches, the Coaching Coordinator shall communicate with each Head Coach to inform them of the decision and to provide them a list of applicants that submitted interest as an Assistant Coach. The Head Coach shall have the sole authority to select the individuals that they would like to assist them.
       1. Notwithstanding the above, the CMHA Board reserves the right to recommend and/or refuse an inclusion on a team’s coaching staff based on previous coaching experiences, historical evaluations and/or unalignment with the Association’s goals and objectives.
    3. The CMHA Board may permit for youth coaches to assist with younger age groups within the Association. In alignment with Hockey Canada’s National Coaching Certification Program’s Minimum Age Policy. The minimum age for youth coaches shall be fourteen (14) years of age. All youth coaches must first be approved by the respective Head Coach of the Team(s) and then must be approved by both the Director of Hockey Development and the Director of Coaching.

## Practices

* + 1. The CMHA is committed to providing ample and fair practice opportunities for each team in the Association.
    2. The CMHA Board will determine the amount of regularly scheduled practice times each week for each team. The Board may choose to alter the amount of practices provided during a week based on statutory holidays, Christmas break, Provincial or Playoff game requirements and for any other reason the Board determines necessary.
       1. Teams that lose a previously scheduled practice time will not be reimbursed for that respective practice time, nor will they receive a credit for an additional future practice time. However, the Board will work with teams to offer shared practice to offset the loss.
       2. Teams that wish to schedule additional practices shall do so through the Director of Ice Scheduling and shall be responsible for all associated costs unless determined otherwise by the Board.
    3. Players are required to practice with their own team with the exception of affiliated players participating in practices with their affiliated team.
    4. The CMHA Board shall have the full authority to determine the day and time of each team’s practices and if teams are required to share the ice surface with additional teams.
    5. The CMHA may utilize established practice times for the delivery of enhanced player development opportunities such as Power Skating or Goalie Training.

## Exhibition Games

* + 1. The CMHA is committed to providing ample and fair opportunities for each team in the Association to host exhibition games.
    2. Any teams wishing to schedule an exhibition game shall contact the Director of Ice Scheduling and the Director of Referees, as well as Registrar to make appropriate arrangements and obtain permits as required.
    3. The Director of Ice Scheduling shall be responsible for maintaining a record of which teams have utilized their block of Association funded exhibition games.
    4. Teams seeking additional exhibition games from those provided in section 4.2, outside of regular scheduled ice slots shall be responsible for funding these games at their own cost and shall only be permitted the opportunity in the event that there is ice time not required for any Association league games, other teams using their exhibition game opportunities permitted in Section 4.2, or for any other Association requirements.
    5. No exhibition games shall be scheduled for the first weekend following the establishment of teams to permit for player and team registration processes to be completed.

## Player Release Process

* + 1. The CMHA is committed to providing an opportunity for exceptional players to participate in elite hockey including AA and AAA programs. The CMHA will adhere to Hockey Alberta’s processes as they relate to AA and AAA tryouts. Player releases for this purpose are not administered by this Policy and will solely follow Hockey Alberta’s regulations.
    2. Although the CMHA discourages player releases, the CMHA respects that there may be extenuating circumstances where a release may be requested. These scenarios may include:
       1. There being insufficient spots for a player on a team within their age division;
       2. There being no team within the player’s age division;
       3. Movement by Special Exception:
       4. The player wishes to move to a different stream of hockey not offered by Crossfield Minor Hockey(female hockey, recreational hockey);
       5. Movement to another association due to extenuating circumstances.
       6. All player movement, once approved by Crossfield Minor Hockey, must be approved by RMAA.
    3. This Policy is subject to the rules and regulations surrounding Player Movement established by Hockey Alberta and the Player Movement Policy of RMAA.
    4. Parents that are seeking a release from Crossfield Minor Hockey to allow for their player to try out for a different association shall fill out the Hockey Alberta Player Movement Form, and submit it to the Hockey Development Coordinator prior to the first day of evaluations. Any Player Movement Forms submitted after the commencement of evaluations will be denied by the Board.
    5. The Board shall consider the following factors in determining if a player release is due to extenuating circumstances as outline in Section 5.2:
       1. Safety (Emotional/physical) concerns
       2. Need for the player in the accepting association.
    6. The Board shall deny any Player Movement requests based solely on dislike of a coach, teammate, other Member of the CMHA, or the Association.
    7. Upon receipt of a Player Movement Form, the Player Development Coordinator shall present the form to the Board for consideration. In the event that the Board is not supportive of the player movement request, the Board shall provide a written decision with reasons for refusal to the parent.
    8. The decision of the Board may be appealed to the Appeals Committee in accordance with CMHA Bylaw and Policies.
    9. It shall be the responsibility of the Parent to follow all processes established by Hockey Alberta.

## Player Affiliation Process

* + 1. The CMHA endeavors to ensure that players have opportunities for growth and development while minimizing the impact to teams by committing to a thoughtful affiliation process. The purpose of the affiliation process is to provide an opportunity for teams to replace players when their regular players are sick, injured or otherwise unavailable. Throughout the process, teams should ensure that communication is proactive, respectful and inclusive of the thoughts and positions of all parties to the affiliation, most notably the player.
    2. Teams shall not be permitted to use affiliated players to fill the position of regular players that have been suspended, unless permitted through Hockey Alberta exceptions.
    3. The following affiliation principles have been agreed to by the CMHA:
       1. At all times, the interest of the player shall be prioritized and the parent(s) of the player shall always have the final authority to approve or decline an affiliation request;
       2. Players shall only be permitted the opportunity to participate in a maximum of ten (10) affiliations combined.
       3. Affiliated players shall not be more skilled than the regular players on the affiliating team and/or provide the affiliating team a competitive advantage. The CMHA Executive reserves the right, after evaluating an affiliated players performance in an affiliation game, to prohibit a player from participating in future affiliations with that specific team. In this instance, players may be affiliated to the next higher categorized team for future affiliations.
       4. Unique circumstances where affiliation is not ideal should be communicated between Team Managers in an effort to find a mutually agreed upon solution that takes into account the interests of both teams.
       5. Any conflicts relating to the affiliation process shall be forwarded to the CMHA Executive that shall have final authority on any affiliation requests. The decision of a parent to refuse an affiliation request shall not be appealable.
    4. The CMHA has outlined the following affiliation process that must be followed by teams:
       1. Teams that have identified that an affiliation for future game(s) is required shall communicate that need between the Manager of the requesting team and the Manager of the player’s team. Although it is required for teams to provide as much notice as possible, it is respected that at times affiliation is urgent.
       2. The Manager of the player’s team shall notify the Head Coach of the player’s team that an affiliation has been requested.
       3. The Manager of the player’s team shall notify the parents of the player that an affiliation has been requested and seek their confirmation that the player is available and willing to affiliate for the chosen game.
       4. The Manager of the player’s team shall notify the Manager of the requesting team of the decision.
       5. If the decision of the affiliating player is not to play, the Manager of the requesting team shall have the opportunity to request an alternate player on the affiliation listing by restarting the process outlined above.

## Equipment

* + 1. All coaches shall ensure that every player taking part in any game or practice is dressed in the proper equipment as stated by Hockey Alberta and Hockey Canada. The following applies with regards to CMHA equipment and uniforms
       1. CMHA uniforms and equipment shall not be used for non-team functions.
       2. If jerseys are damaged or lost by players the parents will be charged **$150.00 to** replace the jersey. Equipment belonging to the CMHA will be placed in the care and custody of the Coach and/or Manager at the beginning of the hockey season.
       3. The person signing for the equipment shall be held responsible for this equipment and will be asked to account for it at the end of the season.
       4. Jerseys supplied by the CMHA are to be used for games only (not practices).
       5. When equipment supplied by the CMHA is lost or damaged, the person who signed for it must report the loss or damage to the Director of Equipment immediately.
       6. CMHA colors will be red, black and white. Reasons for the definite color decision are:
* Crossfield teams are easily identifiable
* It is easy to mix and match jerseys when they are all of the same color.
* Crossfield players have been purchasing equipment to match our colors (gloves, helmets, pants, goalie pads, etc.).
* The CMHA logo is copyrighted and must be presented in their colors.
  + - 1. All Crossfield teams should be supplied with home and away jerseys. Custom jerseys are not allowed for game play.
      2. All requests for equipment, on ice training, additional spend must be submitted to board for approval over

$100.00 spend.

## Referees

* + 1. To be a qualified Referee the individual must:
       1. be thirteen (13) years of age or older by January of the current season,
       2. have successfully completed a Level I Hockey Alberta Referee Clinic,
       3. must be capable of handling the specific level of hockey,
    2. Games will be refereed strictly in accordance with the rules.
    3. To referee certain levels the referee must successfully complete Level II or III, and f) for younger referees the individual must be two (2) years older than the players or teamed with a more experienced referee.
    4. U9 referee role will be considered more senior than U11 linesman, and it is preferred that they line a game prior to refereeing.
    5. All referees shall provide their own equipment. Referees will pay the cost of their Referee Clinics. The CMHA will reimburse them if they pass their Clinic with a mark of not less than 50% and after they have refereed five (5) games for the CMHA.
    6. Referees will be paid according to the fee schedule set forth by Hockey Alberta.
    7. Complaints about the quality of refereeing must be in writing and forwarded to the Director of Referees. The Director of Referee will respond in writing to all legitimate complaints at his/her discretion.

## Background checks (mandatory submission)

* + 1. All individuals aged 18 years of age or older by December 31st that are interested in any **Board, Coaching and or Team Manager** position shall ensure that a valid Criminal Record Check and Vulnerable Sector Check is submitted to the Coaching Coordinator prior to the team’s first ice time.
    2. No individual that is required to have a Background Check shall be permitted on the ice or alone in a dressing room with a player prior to receiving approval that their Background Checks have been accepted by the CMHA.
    3. Criminal Record and Vulnerable Sector Checks shall be renewed every year.
    4. The CMHA shall ensure that appropriate documentation is developed to support the individual in their pursuit to obtain the required Background Checks and will reimburse individuals in the event that a cost is incurred.
    5. In the event that a Background Check is submitted that demonstrates a positive check, the Board may seek additional clarity from the individual surrounding the details of the positive check. The individual may, for their personal privacy, choose to withdraw their application rather than proceed with further evaluation steps.
    6. In the event that a Background Check is flagged based on 9.5, the Coach Coordinator shall establish a Review Board consisting of three (3) Board Members. Any decision of the Review Board may be appealed in accordance with the Crossfield Minor Hockey Association’s Handbook and Bylaws.

## Female Players

* + 1. All female players shall be provided with a suitable private dressing room, both at home and away arenas. Female players at U11 level or below can change in the same dressing room as the male players if they wish as long as there are always two (2) adults present in the dressing room. The Coach must ensure all male players are appropriately dressed before and after the game or practice so the female player may enter the dressing room for team activities.

## Dressing Room(s)

* + 1. There must be a minimum of 2 adults at any given time with and player(s) in a dressing room or other facility.
    2. Crossfield Minor Hockey will adhere to Hockey Canada’s Policy:

Reference Website: [https://cdn.hockeycanada.ca/hockey-canada/Hockey-](https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Downloads/dressing-room-policy-e.pdf) [Programs/Safety/Downloads/dressing-room-policy-e.pdf](https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Downloads/dressing-room-policy-e.pdf)

# MANDATORY NATIONAL LIABILITY INSURANCE

* + 1. Liability insurance is provided for all Hockey Alberta players, teams, coaches, managers, referees, administrators and minor officials operating under the umbrella of Hockey Alberta and the CAHA.
    2. Deviations from Hockey Alberta Bylaws and Regulations are not permitted as this may negate insurance coverage.

# GUIDELINES – COACHES AND MANAGERS

## Coaches

* + 1. Coaches must complete all certifications required by Hockey Alberta to coach for Crossfield Minor Hockey.
    2. In U9, players are encouraged to try every position on an equal opportunity basis.
    3. In U9, all players shall be provided the opportunity to play goaltender in at least one game, and prior to any goaltender playing twice.
    4. The Coach is responsible for enforcing rules and discipline of his/her team. The Coach is to become thoroughly acquainted with league and association rules, regulations and schedules. The Coach will abide by all CMHA, CAHL, Hockey Alberta rules and regulations.
    5. The Coach will arrange a team/parent meeting at the beginning of the season to agree on objectives, goals and expectations for the season (i.e. number of games, tournaments, etc...).
    6. The Coach will attend all practices and games. If unable to attend, the Coach is to arrange for his Assistant or someone else to take their place. The Coach shall supervise, and be responsible for, the conduct of players and team officials during practices, games and team functions.
    7. The Coach will develop an effective working relationship with the Team Manager and Coaching Assistants.
    8. The Coach should become aware of any medical problems with players and will encourage medical treatment when required. It is encouraged for each team to have a Coach or Trainer with first aid certification.
    9. The Coach will be responsible for all CMHA equipment and report the condition of same to the Equipment Coordinator.
    10. Before players are allowed on the ice, the Coach or his designate will be present on the ice to supervise all players and ensure all gates are shut.
    11. Should a junior coach be requested, this request must be sent to the Board of Directors for Approval prior to being added to team list.

## Team Managers

* + 1. The Manager is responsible to help the coach by enforcing the rules, discipline and behavior of the parents and the team.
    2. The Manager is responsible for ensuring that adequate notification (forty-eight (48) hours minimum) of a game time is given to the Director of Referees The Manager will also contact the Director of Referees and Director of Ice Scheduling when cancelling games and/or ice times. The manger is not permitted to secure referees or ice without utilizing the appropriate director from the board.
    3. The Manager will utilize all ice time and report to the Director of Ice Scheduling immediately if the team is unable to use the scheduled ice (this ensures time for another team to use the ice time). If the ice time (practice or game) is not cancelled two (2) days prior, the team may be charged for the ice time not used.
    4. The Manager is responsible for becoming thoroughly acquainted and abiding by the rules and regulations of the CMHA, Hockey Alberta and CAHL and must ensure all game sheets and reports are filled out correctly and sent to the appropriate persons.
    5. The Manager will make any necessary transportation arrangements and ensure all Hockey Alberta travel permits are obtained if required.
    6. The Manager will compile a directory of players' information including names, addresses, telephone numbers, parents' names, and note any special medical problems.
    7. The Manager will notify players of practice times and location, giving as much notice as possible.
    8. The Manager will arrange for exhibition games both home and away. League commitments take precedence over exhibition games.
    9. When playing any out-of-town team, the Manager will ensure that the team is properly carded or sheeted due to insurance. Before entering a tournament, the Hockey Alberta sanction number must be obtained. To lay out-of-province teams, special permission must be obtained from the CMHA and Hockey Alberta.
    10. The Manager will arrange for a timekeeper, scorekeeper and penalty box supervisors for each game. These persons are considered Minor Game Officials and must conduct themselves in an unbiased manner.
    11. The Manager will ensure all new players are registered with the CMHA registrar before any ice activity. All players must be carded or team sheeted by the deadline.
    12. While attending tournaments the Manager will:
        1. Make sure to have all player cards or team sheets with him/her at all times, once approved by Hockey Alberta
        2. Assist the Coach with the team while off the ice
        3. Check dressing rooms to ensure they are left clean
    13. The Manager will act as a liaison between the team and any sponsors. Once the team is established the Manager is responsible for the financial status of the team.
    14. If the team is fundraising through 50/50 draws or other means considered to be a gaming activity by the Alberta Gaming and Liquor Commission, the Manager is responsible for ensuring the team has the appropriate gaming licenses. The CMHA will not apply for or possess an association license and will not be liable for any fines or penalties teams may incur for not having the appropriate licenses.
    15. The Manager will handle all problems to the best of his/her ability and if necessary, approach the CMHA Board for assistance when he/she deems necessary.
    16. The Manager will advise all parents and players that, under no circumstances, is CMHA equipment to be used outside of approved CMHA functions.

## Other Team Volunteers

* + 1. Each team may decide to appoint individuals to other positions to assist in carrying out the workload, such as:
* Tournament Coordinator
* Treasurer
* Fundraiser
* Phone Person
* Minor Game Officials
* Special Events Coordinator
* Data Entry
  + 1. All team volunteers must act in a manner deemed appropriate by the CMHA Rules and Regulations and are also subject to the Codes of Conduct.

## Team Bank Account

* + 1. Each team is responsible for appointing the Manager or a Treasurer that shall be responsible for the collection of revenue, payment of team expenses, and ongoing reconciliation of team funds.
       1. Each team has a bank account set up by team name which shall be used for the deposit of all team related funds. No team funds shall be permitted to be deposited into any other account. Subsequently, this account shall also be used for the payment of team related expenses.
       2. Team funds may only be used for the purposes as explicitly determined by the team members.
       3. Following the conclusion of the season, and team funds remaining may either be disbursed as follows:
    2. Equally divided amongst the members of the team that contributed to the team funds. At no point, shall the amount of funds returned to members of the team exceed the amount of funds provided by those team members. For greater clarity, fundraising for personal gain shall be prohibited or returned to the Association for placement in the CMHA’s overall fundraising budget for general purposes.

## Team Expenses

* + 1. Teams are required to raise funds to cover any expenses incurred for their operations that are in addition to those offered by the Association. This may include:
       1. Tournaments;
       2. Exhibition games in excess of those offered by the Association;
       3. Team apparel or supplies;
       4. Team building activities or social events;
       5. Transportation;
       6. Other expenses approved by the members of the team that are not supplied by the Association.
    2. Teams are encouraged to use e-transfer capabilities to pay for expenses wherever possible to maximize transparency and accountability of team funds.
    3. Teams are responsible for raising adequate revenue to cover their respective team expenses. Teams may raise funds through:
       1. Cash call – Raising funds through soliciting equal contributions from each team member.
       2. Fundraising – Raising funds through team initiated fundraising efforts.
       3. Sponsorships – Raising funds through soliciting funds from third parties.
    4. In an effort to ensure that the first priority for fundraising dollars is to keep registration costs manageable for all CMHA families, teams, without explicit consent of the CMHA Board, are prohibited from undertaking fundraising initiatives that conflict with the Association’s approved fundraising activities. Managers are encouraged to contact the CMHA Board prior to proceeding with team specific fundraising.
    5. Team may seek independent sponsorships, including those of private businesses. Teams are encouraged to avoid contacting businesses that are current sponsors of the CMHA.
    6. Teams are not permitted to alter the on-ice image of any CMHA team. This includes having alternate game jerseys. Teams may choose to allow sponsors to advertise on off-ice apparel, practice jerseys or other team issued equipment such as bags. Teams that secure large sponsorships that are seeking opportunities greater than the team level are encouraged to engage the CMHA Board to facilitate these donations and to identify the benefit that can be derived by the acquiring team.

# CODES OF CONDUCT

## Code of Conduct – All Members

* + 1. In accordance with CMHA Bylaws, all Members are required to sign the Code of Conduct, as contained in Schedule “A”, annually at the time of registration. Additionally, all Members are required to review the Player Code of Conduct, as contained in Schedule “B” with their child prior to on-ice activities. No Members shall be permitted to participate in CMHA activities prior to completion of this requirement. Coaches must complete Schedule “C” prior to be permitted to coach. Managers/Volunteers must complete Schedule “D” prior to being permitted as a manager/Volunteer.
    2. All Members have an obligation to read, understand and adhere to the Bylaws and Policies of the Association and to commit to demonstrating behavior that parallels the requirements and objectives of those documents. The Code of Conduct shall be in addition to any of the regulations and requirements outlined by Hockey Canada’s Respect in Sport course that is required to be taken and adhered to.
    3. The CMHA has zero tolerance for any breach of this Policy and has established a Disciplinary Committee to review any breaches of the Association’s Code of Conduct. All Members are required to adhere to a twenty four (24) hour cooling off period prior to pursuing any alleged breaches of this Policy.
    4. The CMHA fully supports on-ice officials enforcing all aspects of the Hockey Canada rule book, especially those that relate to unsportsmanlike conduct and/or maltreatment and expects CMHA teams to play a proactive role in supporting the on-ice officials in identifying and removing any individuals in contravention of those rules.
    5. Crossfield Minor Hockey Association will not tolerate Bullying. Harassment or Abuse of any player, coach, official or Member of the Association. Reports of bullying, harassment or abuse shall be handled through the Disciplinary process established by the CMHA.

## Schedule “A” - Code of Conduct for Parents/Guardians

* + 1. Respect and adhere to the policies, ideals, and rules determined by Hockey Canada, Hockey Alberta, Crossfield Minor Hockey Association (CMHA) and my team.
    2. Respect the rules of the game, opponents, officials and their decisions.
    3. Support my child and encourage, but not force them, to play to their best of their abilities.
    4. Encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
    5. Model respectful, tolerant behaviour and maintain self control at all times.
    6. Teach my child that honest effort is as important as victory.
    7. Turn defeat to victory by helping my child work toward skill improvement and good sportsmanship.
    8. Congratulate my child on their efforts and skill improvements.
    9. Actively support all efforts to remove verbal and physical violence from hockey.
    10. Recognize the value and importance of volunteers.
    11. Be supportive and work with the coaches
    12. Gain an understanding of the CMHA 24-hour rule to deal with team concerns and address the correct personnel accordingly.
    13. Be supportive of team functions and actively share in the duties required throughout the season.
    14. Never attend any practice or game under the influence of any illegal substances, drugs, or alcohol.
    15. Attend practices and games and let the manager/coaches know if my child is going to be absent.
    16. Be on time for most practices and games.
    17. Show respect for the feelings and accept the capabilities of my child, my child’s teammates and players on the other team.
    18. Demonstrate tolerance for all players and families regardless of race, sexual orientation, and gender identity.

## Schedule “B” – Code of Conduct for Players

* + 1. Respect and adhere to the ideals, policies, and rules determined by Hockey Canada, Hockey Alberta, CAHL, CMHA and my team.
    2. Respect the rules of the game, my teammates , my coaches, my opponents , fans, officials, timekeepers and their decisions.
    3. Maintain self-control at all times.
    4. Refrain from participating in or condoning any actions involving bullying or inappropriate behavior that degrades, demeans or segregates certain players from the team.
    5. Consistently display high personal standards and project a favorable image of hockey.
    6. Refrain from public criticism of athletes, coaches or officials.
    7. Refrain from the use of profane, insulting, harassing or otherwise offensive language towards teammates, coaches, officials or opponents.
    8. Attend as many games and practices as reasonably possible.
    9. Be present before games and practices in a timely manner as set by the coach.
    10. Notify the coach/manager ahead of time if I will be absent.
    11. Respect the facilities and other user groups, either home or away, in which I’m privileged to play.
    12. Refrain from recording audio or video using personal devices within dressing room areas.
    13. Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my team and the Association.
    14. Uphold the rules of the sport, the spirit of such rules and encourage other athletes to do the same.
    15. Treat opponents and officials with due respect both in victory and defeat.
    16. Encourage other athletes to act accordingly.
    17. Accept the capabilities of other players.
    18. Accept defeat gracefully - love the game above the prize.

## Schedule “C” – Code of Conduct for Coaches

* + 1. Respect and adhere to the ideals, policies, and rules determined by Hockey Canada, Hockey Alberta, CAHL, CMHA and my team and understand that failure to do so could result in the loss of coaching privileges.
    2. Make sure that your players understand and abide by the players&#39; Code of Conduct.
    3. Be reasonable in your demands on the young player&#39;s time, energy, and enthusiasm. Remember that they have other interests and being able to pursue those interests, as well as hockey, will help them maintain their enthusiasm and make them better hockey players.
    4. Teach your players that the rules of the game are mutual agreements, which no one should evade or break. Without them there would be no game.
    5. Teach your players that doing their best is as important as winning. Never ridicule or verbally put down a player for making a mistake or losing a competition.
    6. At all times show respect - to all players, parents, coaches, and officials.
    7. Follow the advice of a physician when determining when an injured player is ready to resume play. The player must obtain a letter from a physician authorizing play upon recovery from any serious injury (e.g. bone fracture).
    8. Remember that players need a Coach they can respect and look up to. Show them that their teammates, the officials, and the opposing team deserve respect at all times. ALWAYS SET A GOOD EXAMPLE!
    9. Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development in children. Attend all clinics and functions the CMHA may hold.
    10. Treat the players as you would like to be treated.
    11. Remember that a key goal is to help each player grow and develop as an athlete and as a person.
    12. Obtain proper training and continue to upgrade your coaching skills.
    13. Communicate with players and parents to ensure your common goals are one and the same.
    14. Create a learning environment so players will experience success in improving individual and team skills.
    15. Be sure that equipment and facilities are safe and match the athlete’s age and ability.
    16. Never come to any practice or game under the influence of any illegal substances, drugs, or alcohol. Such action will result in dismissal or suspension

## Schedule “D” – Code of Conduct for Volunteers

* + 1. Have the right to a respectful and safe environment while volunteering/working for the CMHA, free from prejudice, harassment, and violence. The association expects all of its volunteers to maintain a level of personal conduct that will reflect themselves in a positive manner and appropriately represent the Crossfield minor hockey association.
    2. Be courteous at all times, to be respectful of fellow volunteers, members, staff, other persons and organizations, and to convey a friendly, approachable image to its host—partners, sponsors, and the community within which they work. No matter the nature of the business interaction, whether it is face to face, online, in person , or an event, the volunteer is a representative of the Crossfield minor hockey association and is expected to act accordingly.
    3. Understand that if my conduct does not conform to the code, I may be subject to the procedures deemed appropriate and imposed by the Executive committee, Membership and The general board, and/or may be referred to a Committee formed to handle certain instances where warranted.
    4. At all times, abide by and conform to the following code of conduct and principles.
    5. Act in good faith with honesty, dignity, and integrity.
    6. Conduct the business affairs of the CMHA with due diligence and reasonable competence and shall take no action that could bring the CMHA and/or the membership into disrepute.
    7. Abide in all respects by the rules and regulations of the CMHA (including but not limited to our bylaws, Rules of Professional Conduct, and policies).
    8. Obey the law.
    9. Consider the best interests of the CMHA as a whole when making decisions and not the interests of a particular practice area or geographical location.
    10. Contribute to an environment of respect, cooperation, and inclusion. Each volunteer must treat peers, CMHA members, staff, minor hockey registrants, and sponsorship with courtesy, allow them to express their views, and respect differing opinions. Where volunteers disagree on an issue, this disagreement should be resolved civilly and respect.
    11. Be provided with, or may become aware of certain personal and confidential information. Any questions as to whether certain information qualifies as Confidential Information should be referred to the board of directors.
    12. NOT share, copy, reproduce, transmit, divulge, or otherwise disclose any Confidential Information related to the affairs of the CMHA.
    13. Understand that the CMHA is dedicated to leading by example in serving the needs of its members and also in representing the interests membership. Each volunteer is expected to share this dedication.
    14. Not take undue advantage of other volunteers, the CMHA membership, services, equipment, resources, or property for personal or third-party gain.
    15. Act in the best interests of the CMHA and not for personal or third-party gain or financial enrichment.
    16. Not use their position as such to promote their personal, professional, or business interests.
    17. Understand that intoxication while volunteering will not be tolerated.

# GUIDELINES – OTHER TEAM VOLUNTEERS

***Van Beek, Beth***

*2024-08-21 04:53:00*

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Can we add a title to be consistent?

***Van Beek, Beth***

*2024-08-21 04:53:00*

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Same question

## Code of Conduct – Other Team Volunteers

* + 1. Each team may decide to appoint individuals to other positions to assist in carrying out the work load, such as:
* Tournament coordinator
* Treasurer
* Fundraiser
* Phone Person
* Minor Game Officials
* Special Events Coordinator
  + 1. All team volunteers must act in a manner deemed appropriate by the CMHA Rules and Regulations and are also subject to the Conduct Management Plan or Codes of Conduct.

# DAMAGE TO PROPERTY

## Title

* + 1. CMHA members will be held responsible for damages to any facilities caused by teams with which they are associated. A CMHA member that is deemed responsible for damages at any facility will be suspended from further participation in any CMHA events until the damages have been rectified to the Board's satisfaction.
    2. Where the individual directly responsible for the damage cannot be identified the team as a whole will be held accountable. Any damage to a recreational facility as reported by the Town of Crossfield or any other Hockey Alberta associations will be disciplined in the following manner:
    3. First Offence: Janitorial and/or Restitution Fees paid by team
    4. Second Offence: Janitorial and/or Restitution Fees paid by team as well as two-week team suspension from all hockey activities including practices and games
    5. Third Offence: Janitorial and/or Restitution Fees paid by team as well as team suspension from all hockey activities including practices and games for the remainder of the season. No refunds will be issued.
    6. This policy will be strictly enforced.

# DISCIPLINE, SUSPENSIONS, APPEALS, AND DAMAGE TO PROPERTY

## Disciplinary Policy

* + 1. Purpose

The purpose of this policy is to establish and outline the process used by the Crossfield Minor Hockey Association for instances where a review is filed resulting from a breach of the CMHA Bylaws or Policies.

* + 1. Definitions

“Complainant” shall mean the Member filing a complaint resulting from an alleged contravention of a CMHA Bylaw or Policy.

“Formal Hearing” shall mean the process initiated by the Board, either resulting from the Mediation Process or directly from submission of a complaint that requires a more in-depth investigation.

“In-Camera Session” shall mean a portion of a meeting closed to the public except the Committee or Board Members required and permitted to participate in accordance with this Policy.

“Mediation Process” shall mean the process initiated by the Board to obtain information from all parties in a more informal, or preliminary matter, with a desire to resolve the complaint without the necessity of a Formal Hearing.

“Respondent” shall mean the Member alleged to have contravened a CMHA Bylaw or Policy.

## General Guidelines

* + 1. All Members are encouraged to resolve issues amongst themselves and/or at the team level prior to proceeding with a formal complaint.
    2. With that being said, any Member of the CMHA may, with or without following the process in Section 1.1, file a complaint with the Association for an alleged contravention of any CMHA Bylaw or Policy by another Member, Volunteer or Board Member.
    3. No complaint may be filed within twenty four (24) hours of the incident occurring to allow for a ‘cooling off’ period. **No complaint may be filed after one hundred and twenty (120) hours after the incident.**
    4. All complaints will be addressed to the Disciplinary Committee Chair as noted on the CMHA Website.
    5. All complaints are required to be submitted on the form provided in ‘Schedule A’ of this Policy. Complaints may be submitted via email, but shall contain all information required by Schedule A.
       1. Notwithstanding the above, the Disciplinary Committee Chair may, at their discretion, choose to proceed with the review process without all required information if it is deemed that all information that is necessary for their decision making has been received.
    6. Members are hereby notified that all information submitted to the Disciplinary Committee Chair may be subject to release to all parties involved in the disciplinary process to allow all parties an opportunity to respond and provide clarity to the complaint.
    7. All Members and their submissions as part of the Disciplinary Process will be protected as much as reasonably possible except as required to conduct a fair, equitable and effective hearing. The Chair, Committee and Board shall not provide any details on the complaint to any individual except as required by this Policy.
    8. Once a complaint has been filed, all communication relative to the complaint shall be submitted through the Disciplinary Committee Chair.
    9. The Board shall maintain a file on each matter referred to it which shall include the following:
       1. Submitted complaint and any correspondence received from the Parties;
       2. Any correspondence from the Chair to the Parties;
       3. Written recommendations of the Chair and/or Committee;
       4. Written decision of the Board;
       5. Any other documentation the Board deemed relevant to the matter.
    10. In the event that the Disciplinary Committee Chair is the Respondent of the complaint, the complaint shall be addressed to the CMHA President who shall appoint a separate person to act as the Disciplinary Committee Chair for that respective complaint.

## Disciplinary Committee Composition

* + 1. Annually, the CMHA Board shall establish a Disciplinary Committee that shall be composed of the same members that form the ‘Coach Selection Committee.

## Review of a Complaint

* + 1. Upon receiving a complaint, the Chair shall within 24 hours, confirm receipt with the Complainant. The Chair shall review the complaint to ensure that all required information has been submitted. In the event that

additional information is required, the Chair shall contact the Complainant to provide the necessary information.

* + 1. Once satisfied, the Chair shall notify the Respondent that a complaint was filed against them. The Respondent shall be provided with the complaint, including the Complainant’s name and nature of complaint, and be given an opportunity to provide a response to the complaint, in writing, within 48 hours.
    2. In the event that the Respondent confirms the information contained within the complaint and wishes to waive their right to a further review or hearing, they may request in writing for the Chair to proceed directly to Section 5.14 of this Policy.
    3. Upon receipt of the Respondent’s submission, or at the conclusion of the 48-hour period, the Chair shall provide a recommendation to the CMHA Board, in an In Camera Session not involving any parties of the complaint, as to whether the disciplinary review process should proceed to a Mediation Process or Formal Hearing Process. In making that recommendation, the Chair shall take into account the:
       1. Nature and Severity of the complaint;
       2. Desired outcome that the Complainant has for the complaint (formal sanctions, discussion, etc.)
       3. Historic number and result of complaints and/or sanctions filed against the Respondent;
       4. Previous actions undertaken by the Respondent and/or Board to rectify the Respondent’s behavior associated with the complaint.
       5. Any other considerations the Committee chooses to consider.
    4. The Board shall have the final discretion as to whether the initial response to the complaint should be through the Chair Mediation Process or Formal Hearing Process.

## Mediation Process

In the event that the Board decides to initiate the Mediation Process the following process shall be undertaken:

* + 1. The Chair shall notify both the Complainant and the Respondent of the decision to undertake the Mediation Process.
    2. The Chair shall establish a date, within 48 hours of the Board’s decision, to convene a meeting of the Complainant and Respondent. The Chair may request any other Members they deem necessary to attend the meeting to provide information or to collaborate on a resolution for the complaint.
    3. The Chair shall provide an opportunity for both parties to outline their position as it relates to the complaint and attempt to identify a resolution that would be suitable to each party.
    4. Within twenty four (24) hours of the conclusion of the Mediation Process meeting, the Chair shall provide one of the following recommendations to the Board:
       1. That the complaint has been resolved, with a summary of any steps agreed upon by the parties.
       2. That the complaint should be escalated to a Formal Hearing Process.
       3. That the complaint is unfounded and should be dismissed.

## Formal Hearing

In the event that the Board determines, either after the initial review of the complaint or after concluding the Mediation Process that a Formal Hearing is required, the Committee shall undertake the following process:

* + 1. If the Respondent is performing a volunteer role with CMHA, such as Coach, Manager or Board Member, the Chair shall notify the Respondent that they are suspended temporarily until the Formal Hearing process is complete.
    2. The Chair shall survey Committee Members to identify which are able to demonstrate neutrality to participate in the Formal Hearing process. The following are some reasons, but not a comprehensive list of reasons, as to why a Member should be disqualified from participating:
       1. They are the Complainant or the Respondent;
       2. They may be called as a witness by either the Complainant or the Respondent;
       3. They are related to the Complainant or the Respondent;
       4. They deem they are unable to maintain a neutral position due to their relationship with either the Complainant or the Respondent.

A Member shall not be disqualified from participating simply due to their involvement on the team the complaint is filed against or due to their involvement on the CMHA Board for a complaint filed against a CMHA Board Member.

* + 1. In the event that the Chair is unable to participate in the Formal Hearing process, the remaining Members shall elect a Member from amongst themselves to perform the role of the Chair for that respective hearing.
    2. The minimum amount of Members for any Formal Hearing shall be three (3) Members in addition to the Chair. In the event that there are insufficient Members, the Chair shall notify the Board immediately for an additional appointment(s) to fill the additional position for that respective hearing
    3. The Committee shall establish a date and time for the Formal Hearing which shall be a maximum of seven

(7) days after the determination to proceed with a Formal Hearing.

* + 1. At least three (3) days prior to the Formal Hearing, the Committee shall provide notice to the Complainant, Respondent and any other individual that the Committee deems necessary to attend the Formal Hearing, which shall outline the following
       1. The date, time and location of the hearing;
       2. The process that will be followed at the hearing;
       3. The complaint that was filed;
       4. The requirement for the parties to provide a list of any witnesses that they intend to have present at the hearing to provide information for the Committee at least one (1) day prior to the Formal Hearing;
       5. Any other information that the Committee requires in preparation for, or at, the Formal Hearing.
    2. If either the Complainant or the Respondent fail to appear at the Formal Hearing after being duly notified in accordance with Section 5.6, the Formal Hearing shall be conducted with the available parties and information available to the Committee.
    3. The Chair of the Committee shall chair the Formal Hearing and be responsible for the orderly conduct of the process. The Chair shall only be involved in the management of the process and shall not be permitted to ask questions of parties, nor vote on the final recommendation of the Committee.
    4. The order of the Formal Hearing agenda shall be as follows:
       1. Introduction of the Committee by the Chair;
       2. Opportunity for any objections to the members of the Committee by either the Respondent or Complainant. In the event that there is an objection, the Committee shall recess to discuss the objection and determine if the objection is valid. The Committee shall have the final discretion to determine if the objection is valid resulting in the dismissal of the Committee member from the Formal Hearing. In the event that this dismissal leaves the Committee with less than three (3) Members, the Formal Hearing shall be postponed until such time that another Member can be appointed.
       3. Overview of the Formal Hearing Process which shall include:
          1. Addressing all comments through the Chair only when requested;
          2. The prohibition of cross examination;
          3. The necessity for respect of all parties.
          4. Complainant(s) Presentation
          5. Any individuals in support of the Complainant
          6. Respondent(s) Presentation
          7. Any individuals in support of the Respondent
          8. Committee requested witnesses
          9. Final Rebuttal

1. Complainants Rebuttal
2. Respondents Rebuttal
   * + - 1. Final Questions of the Committee
         2. Dismissal and Deliberations
     1. The Formal Hearing is not a legal proceeding, but instead an information gathering process for the Committee to receive all necessary information prior to deliberations. As such, no individuals will be sworn in, nor will there be a transcript taken of the proceedings. Further, neither the Respondent nor the Complainant may audio or video record the proceedings.
        1. In accordance with Section 5.10, no party may utilize legal counsel at the Formal Hearing.
     2. The Respondent and the Complainant may only appear in person and may not be represented at the hearing by another individual except in instances where minors are involved. In these instances, the minors must be accompanied by a parent or guardian.
     3. There shall be no cross examination of any party. The Committee shall be the only individuals permitted to ask questions of any presenter in an effort to obtain further information. The final rebuttal shall be used by the Complainant and/or Respondent to clarify any misinformation provided throughout the Formal Hearing.
     4. The Committee shall make final deliberations independently in an In-Camera Session.
     5. Within three (3) days of the close of the Formal Hearing, the Chair shall provide a written recommendation to the Board of the Committee’s findings, a determination as to whether a breach of the CMHA Bylaws and/or Policies has occurred and the recommended sanctions resulting from the breach, if any.

## Recommendation to the Board

* + 1. The Board shall, within three (3) days of receipt of the recommendation from the Committee, review the recommendation through either a Regular Meeting, emergent Regular Meeting or Special Meeting which shall be conducted in-closed session.
    2. All members of the Board, shall be permitted to participate in the discussion except in the event that the Board Member is either the Complainant or the Respondent.
    3. Following the review of the recommendation, the Board shall by majority vote either:
       1. Confirm the decision of the Committee;
       2. Alter the decision of the Committee.
    4. Following the Board’s deliberations, the Board shall notify the Respondent and Complainant of the decision in writing.

## General Discipline Principles

* + 1. In accordance with CMHA Bylaws, the Board reserves the right to discipline any Member of the Association who contravenes any Bylaw or Policy of the Association.
    2. Any disciplinary sanction may be enforced independently or in conjunction with another disciplinary sanction.
    3. Unless otherwise noted, all disciplinary sanctions become effective immediately at the time of sanction.
    4. Failure to comply with a sanction shall result in an automatic suspension from membership in the CMHA until such time as the sanction is fulfilled. Failure to comply with suspension or expulsion from CMHA events and premises may result in further investigation by external law enforcement agencies.
    5. In applying sanctions, the Board may have regard to the following circumstances:
       1. The nature and severity of the offence;
       2. Whether the offender has previously been sanctioned;
       3. Whether the offence was part of an isolated incident or part of an ongoing pattern;
       4. The offender’s acknowledgement of responsibility;
       5. The offender’s extent of remorse;
       6. If the offender is a minor.
    6. It shall be the offender’s responsibility to ensure that they provide sufficient documentation to the CMHA Board to confirm that any sanctions applied have been completed appropriately.

## Disciplinary Options

* + 1. The Board may select from any of the following options as an appropriate sanction:
       1. Verbal apology;
       2. Written apology;
       3. Letter of reprimand from the CMHA;
       4. Restitution;
       5. Service or other voluntary contribution to CMHA;
       6. Removal of some, or all, Membership Privileges;
       7. Temporary Suspension;
       8. Suspension of Members;
       9. Expulsion from Membership;
       10. Publication of the details of the sanction;
       11. Payment of costs incurred due to damage;
       12. Completion of an applicable course or recertification at the offender’s cost;
       13. Any other sanction deemed appropriate by the Board.

## Appeals

* + 1. The purpose of this policy is to establish and outline the process used by the Crossfield Minor Hockey Association for instances where an Appeal is filed resulting from a decision or ruling of the CMHA Board as outlined by this Policy.
    2. Definitions

“Appellant” shall mean the Member filing an Appeal resulting from a decision made by the Carstairs Minor Hockey Association Board

“Chair” shall mean the Member appointed as the Discipline Committee Chair by the CMHA Board.

“In-Camera Session” shall mean a portion of a meeting closed to the public except the Committee Members required, and permitted, to participate in

accordance with this Policy.

“Respondent” shall mean the representative of the CMHA Board as appointed by the Board.

* + 1. Any Member of the CMHA that is dissatisfied with a decision or ruling as it relates to CMHA’s Bylaw or Policies, may file an appeal with the Appeals Committee. Decisions of the Board under the Disciplinary Policy may only be appealed on the following:

Procedural Fairness:

* + - 1. Was a fair and impartial process followed consistent with CMHA policy?
      2. Was there an opportunity for the parties to represent themselves?
      3. Have any circumstances been identified post-decision that might affect the outcome of the process?

Severity of Punishment

1. Did the Board levy a sanction that was appropriate to the contravention?
   * 1. The Appeal Committee shall focus on the legislation that the Board utilized to make its decision or ruling and review the processes followed in its decision making. The Committee shall exercise extreme caution when reviewing whether an operational decision was ‘appropriate’ and shall at all times give weight to the role, purpose and authority established upon the CMHA Board by its Bylaws and Policies.
     2. All Appeals will be addressed to the Chair as noted on the CMHA Website. In the event that the Chair is the Respondent of the Appeal, the Appeal shall be addressed to the CMHA President who shall appoint another Board Member to act as the Chair for that respective appeal.
     3. All Appeals are required to be submitted on the form provided in this Policy. Appeals may be submitted via email, but shall contain all information required by the complaint form.
        1. Notwithstanding the above, the Appeal Committee may, at their discretion, choose to proceed with the Appeal Hearing without all required information if it is deemed that all information that is necessary for their decision making has been received.
     4. Members are hereby notified that all information submitted to the Appeal Committee may be subject to release to all parties involved in the Appeal Hearing to allow all parties an opportunity to respond and provide clarity to the Appeal Committee.
     5. All Members and their submissions as part of the Appeal Process will be protected as much as reasonably possible except as required to conduct a fair, equitable and effective hearing. The Committee shall not provide any details on the Appeal to any individual except as required by this Policy.
     6. Once an Appeal has been filed, all communication relative to the Appeal shall be submitted through the Chair.
     7. During the process of an Appeal Hearing, the decision of the Board shall remain valid until deemed otherwise by the Appeal Committee.

## Section 10 – Appeal Committee Composition

* + 1. Annually, the CMHA Board shall establish an Appeal Committee that shall be composed of the Chair and a maximum of five (5) individuals that may, or may not be, Members of the Association but shall not be Members of the CMHA Board. The Chair may be a member of the CMHA Board.
    2. At the time of receipt of an Appeal, the Committee Chair shall survey Committee Members to identify which are able to demonstrate neutrality to continue participate in the Appeal Hearing Process. The following are some reasons, but not a comprehensive list of reasons, as to why a Member should be disqualified from participating:
       1. They are the Appellant;
       2. They may be called as a witness by the Appellant;
       3. They are related to the Appellant;
       4. They deem they are unable to maintain a neutral position due to their relationship with the Appellant. A Member shall not be disqualified from participating simply due to their involvement on the team the

Appeal is related to.

* + 1. In the event that the Committee Chair is unable to participate in the Appeal Hearing Process, the remaining Members shall elect a Member from amongst themselves to perform the role of the Committee Chair for that respective Appeal Hearing.
    2. The minimum amount of Members for any Appeal Hearing shall be three (3). In the event that there are insufficient Members, the Committee shall notify the Board immediately for an additional appointment(s) to fill the additional position for that respective Appeal Hearing.

## Section 11 – Appeal Hearing Process

* + 1. Upon receiving an Appeal, the Chair shall within 24 hours, confirm receipt with the Appellant.
    2. The Appeal Committee shall, within 72 hours of initial receipt, review the contents to make the following determinations:
       1. If the Appeal submitted is complete with all necessary information and in alignment with this Policy.
       2. If the Appeal is related to a decision or ruling of the CMHA Board and is eligible to be appealed.
    3. Immediately following the Committee’s determination that the Appeal submitted is complete and valid, the Committee shall notify the President of the CMHA Board that an Appeal has been filed. Upon receiving notification, the Executive Directors of the CMHA Board shall appoint their representative to act as the Respondent.
    4. Following the appeal process, the Board shall be provided with a file which shall be retained by the Board and include the following:
       1. Submitted Appeal and any correspondence received from the Parties;
       2. Any correspondence from the Committee to the Parties;
       3. Written decision of the Committee;
       4. Any other documentation the Committee deemed relevant to the matter.

## Section 12 – Appeal Hearing

Upon determination that the submitted Appeal is Complete and Valid, the Committee shall follow the following process:

* + 1. The Appeal Committee shall establish a date and time for the Appeal Hearing which shall be a maximum of seven (7) days after the determination of validity of the Appeal.
    2. At least three (3) days prior to the Appeal Hearing, the Appeal Committee shall provide notice to the Appellant and to the Respondent, which shall outline the following
       1. The date, time and location of the hearing;
       2. The process that will be followed at the hearing;
       3. The Appeal that was filed;
       4. Any other information that the Committee requires in preparation for, or at, the Appeal Hearing.
    3. If either the Appellant or the Respondent fail to appear at the Formal Hearing after being duly notified in accordance with Section 4.2, the Appeal Hearing shall be conducted with the available parties and information available to the Committee.
    4. The Chair of the Appeal Committee shall chair the Appeal Hearing and be responsible for the orderly conduct of the process. The Chair shall only be involved in the management of the process and shall not be permitted to ask questions of parties, nor vote on the final recommendation of the Committee.
    5. The order of the Appeal Hearing agenda shall be as follows:
       1. Introduction of the Appeal Committee by the Chair;

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* + - 1. Opportunity for any objections to the members of the Appeal Committee by either the Appellant or Respondent;
      2. In the event that there is an objection, the Appeal Committee shall recess to discuss the objection and determine if the objection is valid. The Committee shall have the final discretion to determine if the objection is valid resulting in the dismissal of the Committee member from the Appeal Hearing. In the event that this dismissal leaves the Committee with less then three (3) Members, the Appeal Hearing shall be postponed until such time that another Member can be appointed.
      3. Overview of the Appeal Hearing Process which shall include:
         1. Addressing all comments through the Chair only when requested;
         2. The prohibition of cross examination;
         3. The necessity for respect of all parties.
    1. The process for the Appeal Hearing
       1. Appellant(s) Presentation
       2. Respondent (s) Presentation
       3. Committee requested witnesses
       4. Final Rebuttal
       5. Appellants Rebuttal
       6. Respondents Rebuttal
       7. Final Questions of the Committee
       8. Dismissal and Deliberations
    2. The Appeal Hearing is not a legal proceeding, but instead an information gathering process for the Committee to receive all necessary information prior to deliberations. As such, no individuals will be sworn in, nor will there be a transcript taken of the proceedings. Further, neither the Appellant nor the Respondent may audio or video record the proceedings.
       1. In accordance with Section 4.6, no party may utilize legal counsel at the Formal Hearing.
    3. The Respondent and the Appellant may only appear in person and may not be represented at the hearing by another individual except in instances where minors are involved. In these instances, the minors must be accompanied by a parent or guardian.
    4. There shall be no cross examination of any party. The Committee shall be the only individuals permitted to ask questions of any presenter in an effort to obtain further information. The final rebuttal shall be used by the Appellant and/or Respondent to clarify any misinformation provided throughout the Formal Hearing.
    5. The Committee shall make final deliberations independently In-Closed Session.
    6. Within three (3) days of the close of the Appeal Hearing, the Committee shall provide a written decision to the Respondent and the Appellant of its findings and whether the ruling of the Board shall be confirmed or altered. The decision of the Committee shall become final and binding upon delivery to the Board.

# FREEDOM OF INFORMATION AND PRIVACY PROTECTION ACT (FOIPPA)

## Freedom of Information Act

* + 1. The FOIPPA of Alberta identifies that all personal information from all members will not be shared for any other reason than purposes required for the CAHL organization. When a member submits personal information to the CAHL they accept that they are granting permission to CAHL to allow organizational and promotional use associated with CAHL activities.
    2. All personal information shared by a member with team volunteers will be managed as per the separate Information Management Policy mandated by Hockey Alberta. This policy will be made available upon request of any member to the President. Any comments, questions or concerns will be forwarded directly to the League President. They will be ultimately responsible for all aspects of Privacy Policies. The President may delegate this role to a volunteer Privacy Officer but they will be the designate as required by the separate Association Policy.

# GRIEVANCES

## Procedures

* + 1. Any member who has been affected by an action or omission of the Association or any member acting on behalf of the Association may file a written grievance with the Board within fourteen (14) days of the member's reasonable knowledge of the act or omission.
    2. The Board shall consider the written grievance and render a written decision to respond within fourteen (14) days of receipt of the written grievance. The written decision shall include a copy of the written grievance, what evidence was considered, and the ultimate decision.
    3. All determinations under this Bylaw made by the Board shall be determined in accordance with the Rules. The Board shall use reasonable discretion in relation to considering each grievance.

## Appeal of CMHA Board Decisions

* + 1. Any decision of the Board under this Bylaw shall be a decision of the Association for the purposes of appeal to the Hockey Alberta Appeals Officer.
    2. Any member who is subject to a decision of the Board under this Bylaw may appeal that decision, within the time prescribed by the Bylaws and Regulations of Hockey Alberta, to the Hockey Alberta Appeals Officer.
    3. All grievances or appeals shall be made in accordance with the Complaint Handling Process if required.
    4. All grievances will be regulated by and follow the guidelines of the Complaint Handling Process.

**Appendix A – CMHA Board of Directors – Detailed Position Descriptions Board of Directors**

## Purpose

The purpose of this policy is to outline the duties of the Executive Directors and Director of the Crossfield Minor Hockey Association Board.

Executive Director Positions – 2 year terms, staggered and elected at AGM. President, Treasurer, and Communications elected in even years. Vice President and Registrar to be elected in odd years.

## President

*Term / Eligibility*

* Two-year term – Elected at Annual General Meeting

*Responsibilities*

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

## Vice President

*Term / Eligibility*

* Two-year term – Elected at Annual General Meeting. Offsetting the term of the President.

*Responsibilities*

* Responsible for attending the Crossfield Arena Board Annual General Meeting to negotiate the ice schedule for the following season.
* Attends Hockey Alberta Annual General Meeting.
* Participate in budget discussions to determine the amount of ice time required to support each team.
* Acts as signing authority on bank accounts.
* 2/27 league coordinator.

## Past President

*Term / Eligibility*

* One year term, only after leaving position of President. This is not an elected position.

*Responsibilities*

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

## Registrar

*Term / Eligibility*

* Two-year term – Elected at Annual General Meeting.

*Responsibilities*

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

## Communications Coordinator/Secretary

*Term / Eligibility*

* Two-year term – Elected at Annual General Meeting.

*Responsibilities*

* Accurately record proceedings and minutes of the Association's meetings.
* Notify the Board and membership of the time and place of all meetings.
* Ensure all correspondence is dealt with and given to the appropriate Board Member.
* Maintain the CMHA website.
* Gather, compile, and distribute a monthly newsletter to CMHA members and players during the season.
* Place notices of General and Special Meetings in newspapers, bulletin boards or web posts.
* Assist Board with any other advertising or publicity as required.
* Acts as signing authority on bank accounts.
* Management and safe keeping of approved meeting minutes.
* Communicate notices of the various meetings as required.
* File the annual return, changes in the directors of the organization, amendments to the bylaws and other incorporating documents with the Corporate Registry.
* Custody of the seal of the Association, if applicable.
* Maintain a current list of all members of the Association and Board as well as their addresses, phone numbers and email addresses.
* Be responsible for any official correspondence of the Association.
* Acceptance of nominations in accordance with the CMHA’s Bylaw.

## Treasurer

*Term / Eligibility*

* Two-year term

*Responsibilities*

* Prepare and present monthly financial statements for the Board of Director Meetings, including a list of disbursements to be approved by the Board.
* Outgoing Treasurer must prepare annual financial statements as of March 31st and provide CMHA financial information to the appointed auditors.
* Submit a CMHA budget to the membership at the Annual General Meeting Collect revenue from registration, fundraising, and other events, ensuring timely deposit in appropriate financial institution.
* Prepare cheques for payment of all invoices and expenses.
* Prepare and file Association documents with the Corporate Registry annually.
* Prepare and file CMHA corporate tax returns as required annually with appropriate tax authorities.
* Prepare annual income tax receipts for members reporting payment of hockey fees.
* Acts as signing authority on bank accounts.

**Director Board Positions – all hold a 1 year term and are elected at the AGM.**

## CAHL Director

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

*Responsibilities*

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

## CAHL Governor

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

*Responsibilities*

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

## Director of Hockey Development

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

*Responsibilities*

* Ensure a specific team evaluation and selection is in place before the start of the season - all processes to hold the approval of the Board.
* Recruit and organize the evaluators and on-ice coaches for each division.
* Establish the Evaluations Committee.
* Assign each player to a team and oversee the assessment of bubble players and any over/under age player placements.
* Coordinate the reassessment of any players if required Complete the rosters for each team.
* Evaluate hockey skills programs that may be needed or wanted for CMHA players including power skating, skills development, goalie skills.
* Recruit and hire professionals to provide needed programs.

## Director of Coaching

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

*Responsibilities*

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

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

## Director of Referees

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

*Responsibilities*

* Establish dates to hold Referee Clinics and arrange for ice and training rooms.
* Recruit referees and linesmen for the season.
* Provide referee payment information and rates to the Treasurer on a monthly basis.
* Evaluate referee performance on an ongoing basis.
* Schedule referees for all league, exhibition, playoff and provincial games played on the Association's home ice.
* Support referees by providing information from the Hockey Alberta as necessary.
* Involved with any complaints or disputes regarding referees or referee performance.
* Work with the RMAA Referee Coordinator where necessary and appropriate.

## Director of Equipment

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

*Responsibilities*

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

## Fundraising Director

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

*Responsibilities*

* Schedule annual fundraising events and activities.
* Assemble organizing committees where required.
* Contact all team managers to ensure they understand their roles and responsibilities relative to fundraising, including the need for teams to obtain raffle licenses for all individual team fundraising (e.g., 50/50 draws).
* Prepare a summary of income and expenses for each fundraising event and activity for presentation to the Board.
* Investigate new fundraising opportunities, including government grants or corporate donations.
* Ensure that Alberta Gaming is provided with updated list of Boards at the beginning of each season(I don’t understand what this part means).
* Complete casino license applications in relevant years.
* Recruit and schedule volunteers to work casinos.
* Coordinates the organization of and purchase of trophies for the Association Wind Up at the end of the season.
* Ensures that facilities are booked for CMHA functions.
* Oversees committees formed to organize social functions.

## Director of Tournaments

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

*Responsibilities*

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

## Director of Ice Scheduling

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

*Responsibilities*

* Responsible for all scheduling of CMHA ice.
* Develop an ice requirement proposal for submission to the Crossfield Arena Board, including ice times for sanctioned tournaments.
* Schedule conditioning and evaluation ice times in conjunction with the Director of Coaching and Director of Hockey Development.
* Schedule practice and game times for each team including league, playoff and provincial games in accordance with CAHL requirements.
* Maintain accurate records of ice distribution and utilization.
* Return unusable ice times to the Crossfield Arena Board within reasonable notice.

## Confidentiality

All members of the Board must maintain total confidentiality of all matters discussed in a board meeting for In Camera matters. Once a decision has been passed by a majority of the Board, all Board Members must support that decision regardless of personal opinion.

**Appendix A – Information Flowchart**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  | All Policies and Procedures are under the umbrella of RMAA(Rocky Mountain Athletics Association)  CMHA Registered Society Objects and Bylaws Officially recognized under the  Alberta Societies Act | | | | | | | |  |  |  |  |  |
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|  | League Membership  Policies and Procedures | |  | CMHA Operations Committee (Board) Elected Executive | | | | | | | | | |  | Hockey Alberta Membership  Policies and Procedures | |  |
|  |  |  |  |
|  |  | Officially Sanctioned by Hockey Alberta and Hockey Canada | | | | | | | | | |  |  |
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|  |  |  |  | CMHA Handbook  Operating Policies and Procedures | | | | | | | | | |  |  |  |  |
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|  |  |  |  | Approved u Membership | | | | nder Hockey Alberta Requirements | | | | | |  |  |  |  |
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|  |  |  |  | CMHA Members | | | | | | | | | |  |  |  |  |
|  |  |  |  | Teams and Volunteer Activities | | | | | | | | | |  |  |  |  |
|  |  |  |  | Officially Sanctioned by Hockey Alberta and Hockey Canada | | | | | | | | | |  |  |  |  |
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**Appendix B – Complaint Form**

**Crossfield Minor Hockey Complaint Form**

Please note the following:

* Always wait the 24 hour cooling off period before beginning the complaint process.
* Complaints will only be addressed if they are fully completed, and have contact information.
* CMHA cannot guarantee complete confidentiality. Portions of the contents of this document may have to be shared in an effort to resolve this complaint. By completing the form, you agree that the CMHA may share some or all of this information in the process of resolving the complaint.
* Provide the fully completed form to the President of Crossfield Minor Hockey

Please complete the following:

1. Person making the complaint:  Team Member  Game Official

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | | Last Name | |
| Address | | | |
| City/Town | Province | | Postal Code |
| Telephone Number | Cell Phone Number | | Email |

1. Person on whose behalf the complaint is made: (to be completed if different from above)

|  |  |
| --- | --- |
| First Name | Last Name |
| Telephone Number and email address | |

1. Name of person(s) against whom you are complaining if known:

|  |  |
| --- | --- |
| First Name | Last Name |
| Title/Role | Name of Association |
| First Name | Last Name |
| Title/Role | Name of Association |

1. Details of the involved parties, the game location, the Division, the Tier or the event involved in this complaint?
2. **Particulars:** Provide a summary of the incidents you are complaining about. Your summary must answer the following questions. Section 5 is to be no longer than this page. You may attach any additional documents as you feel are necessary. Witness statements would be appreciated if available.
   1. Date and Time the incident(s) happened
   2. Where did the incident(s) happen?
   3. Who was involved (Team information, Name and title/role)?
   4. What happened?
   5. What remedy or resolution are you seeking?

Date Signature of Complainant

**Document History**

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

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| **Revision History** | | |
| **Date** | **Membership Approval Date** | **Description of Changes** |
| Version #1 | July 29, 2015 | Initial implementation of Handbook upon new Bylaw approval from the Societies Act of Alberta |
| Version #2 | May 17, 2016 | Notice of Motions 2016.1 – Manual Name Change |
| Notice of Motions 2016.2 – Addition of Information Flowchart |
| Notice of Motions 2016.3 – Coach Selection |
| Version #3 | April 3, 2019 | Section 3. pg 5 “for En Camera Matters” & “Support.” |
| Section 5. pg 8. signing authority: Secretary” & “Registrar may be required. |
| change U7 to U7. |
| Section 13. pg 13 Head Coach player selection |
| Section 13. pg 13 U9 team numbers |
| Section 18. pg 16. Add U9 Goalie |
| Appendix A CAHL Govenor: Add duties |
| Appendix A Equipment; Add Duties |
| Appendix A Fundraising:Add duties |
| Appendix A: Remove Social Director role. |

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| **Revision History (cont…)** | | |
| **Date** | **Membership Approval Date** | **Description of Changes** |
| Version #4 | April 22, 2021 | Section 1. pg. 3 Divisions change name of divisions |
| Section 3. pg.5 Board Positions - multiple households |
| Section 7. pg. 8 Amendments - show hands or equivalent |
| Section 13. pg. 13 “B” and “C” Team Selection-HockeyDevelopment replaced Coaching Coordinator |
| Section 13. pg. 13 Number of Players- team sizes |
| Section 16. pg. 15 Referees – U9 referee role |
| Section 18. pg. 16 Guidelines-Coaches – changed wording from pucks to players |
| Section 22. pg. 19 Code of Conduct Management Plan – coaches work constructively with other coaches |
| Appendix A. pg. 28 Registrar-delete name bar responsibility |
| Appendix A. pg. 28 Merge responsibilities of Secretary and Communications Coordinator into one – Communications Coordinator (Secretary) |
| Appendix A. pg. 30 Director of Coaching – add that they can act as Head Coach should they need to -add recommend Head Coach for every team |
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