

CHESTERMERE MINOR HOCKEY ASSOCIATION

POLICY and PROCEDURES MANUAL





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GENERAL INFORMATION

The Chestermere Minor Hockey Association (hereafter to be referred to as “CMHA”) is a registered society in the Province of Alberta and is the local organizing body for minor hockey within Zone 6 of HA and CAHL.

This Policy & Procedures manual works in conjunction with Hockey Alberta by-laws and Regulations Guide. Any policies and procedure implemented prior to the development of this manual are hereby no longer recognized and are invalid.

All policies and procedures specific to the CMHA are outlined within this manual, or Hockey Alberta Regulations will apply. Any requests for changes to this manual must be presented to the CMHA Board of Directors and a ruling on the change to policy will be implemented by the Board and duly nominated in the meeting minutes.

All policies and procedures apply to all CMHA teams and members as outlined in this document.

GOVERNANCE

CMHA shall abide by all rules, regulations and bylaws of Hockey Canada, Hockey Alberta, Central Alberta Hockey League, and Rockies Hockey League.

ACRONYMS

AAHA	Alberta Amateur Hockey Association
CAHL	Central Alberta Hockey League
CMHA	Chestermere Minor Hockey Association
CRCA	Chestermere Regional Community Association
HA	Hockey Alberta
HC	Hockey Canada
RHL	Rockies Hockey League

CMHA CULTURE

- Motto:** All Out, All Game, All Season!
- Mission:** To provide an opportunity for youth within the Chestermere Minor Hockey Association boundaries to participate in a structured hockey program, and to create opportunities and valuable life experiences by providing exceptional leadership and service.
- Philosophy:** The Chestermere Minor Hockey Association will endeavor to fulfill this aim by operating teams in all divisions that will be developmental, equally competitive, diverse, and fun.
- Vision:** To build a positive, supportive team environment, incorporating passion, fairness, determination and fostering strong sportsmanship values.

Objectives

- To create, foster, and encourage personal development and leadership qualities of individuals.
- To develop hockey skills to promote the sport of amateur hockey in the City of Chestermere and surrounding areas.
- To teach and encourage the development of individual skill and sportsmanship within a team environment.
- To act as the governing body of amateur hockey in the City of Chestermere and surrounding district in accordance with the rules and regulations prescribed therefore by the recognized Provincial and National Amateur Hockey Associations.
- To exercise the general supervision and direction over playing interests of players, coaches, managers, and executives with emphasis on the enhancement of good character, sportsmanship, discipline, and citizenship while developing the proper fundamentals of the sport of hockey.
- To encourage team play and to foster a positive community spirit.

REGISTRATION

Each year CMHA will make available on the website, on-line registration for the upcoming season. Registration is open to all eligible persons within the defined CMHA boundaries. All players will be registered according to Hockey Alberta regulations.

Any family registering more than two (2) players will receive a fifty-dollar (\$50) discount for each additional player over the two registered players.

Registration Guidelines

These guidelines are the basis to define the registration process for Chestermere Minor Hockey Association (CMHA). This procedure applies to all existing Chestermere Minor Hockey memberships.

Registration Eligibility

- a) Players registering with CMHA must reside in the boundaries of the Chestermere Minor Hockey district.
- b) Each family is required to hold a valid Community Membership (CRCA) at the time of registration. Exceptions include: (1) players trying out for AA or AAA teams and make it to those teams and (2) U21 players who do not use the CRCA facility for games/practices.
- c) ALL new players must provide a copy of birth certificate at time of registration.
- d) **Players moving to** CMHA who have played hockey in another Minor Hockey Association must provide a Parent Declaration form completed in full along with Proof of Residency to the Registrar.
- e) Registered players cannot play games in any **non-sanctioned** league or team as outlined by Hockey Alberta or Hockey Canada during the CMHA hockey season.

- f) Players living in Calgary cannot be accepted in CMHA except for U5 and U21 players.
- g) U21 players, outside of the Chestermere Community, required to fill team vacancies cannot exceed 50% of the total team make up.
- h) CMHA has the right to refuse registration from a family if the Conduct Management Plan has been consistently breached in a previous season and no request to be released will be given. Eligibility to return to playing may be requested in the next season.
- i) All previous fees due to CMHA (registration fees and NSF cheques) must be paid in full prior to acceptance of registration.
- j) **RESPECT IN SPORT - "PARENT"** program offered on the Hockey Alberta website under "MEMBERS" is to be renewed every 4 seasons.
- k) **Failure to comply with the above criteria could result in removal from the ice until compliance can be met or in extreme cases removal from the association.**

Registration Process

1. CMHA registration opens the **On-line** Registration on June 1st of each year.
 - The On-line booking tool can be accessed at www.chestermereminorhockey.com

Registration will run from June 1st to July 15th of each year. Registration fees will apply to members who take advantage and register during this time. After July 15th players will be placed on a waiting list.

- Registration fees will increase by \$200.00 after July 15th, with the exception of new residents.
- Fee Amounts will be posted on the CMHA website as soon as possible after the AGM.
- It will be assumed that all Registrations will be complete by July 15th of each year. CMHA will then determine if the budgeted teams will be fiscally viable with competitive teams, dependent on the number of Registrants.
- The exception would be a new family that moves into the CMHA boundaries after the July 15th date.
- Registrations after July 15th will be approved by the CMHA Registrar, Operations Director, and President depending on player/goalie requirements needed within the Association.
- Players and /or goalies that register after the teams have been determined will be placed on a waiting list. The waiting list will be held by the Registrar and reviewed based on requirements.

Player Release

Notwithstanding anything to the contrary as contained in the Regulations of the Governing Bodies, CMHA will only release players when any of the following conditions apply:

- a) The request for release is to a LMHA to play a higher classification of hockey (e.g., A to AA or AAA center).
- b) CMHA programs are full.
- c) There is a change in residency that impacts the player.

- d) Under exceptional circumstances, in which case the President and the Registrar must review a written request to do so and present it to the board.
- e) Requests for release based on a disagreement on the outcome of a player evaluation or disagreement with CMHA policy shall be deemed a permanent request for release and, if granted, such member shall not be granted permission to register with another association.

Registration: Tryouts with AA or AAA Teams

Players wishing to try out for **AA** or **AAA** must register with CMHA first with their \$250 deposit and balance due by November 30.

- Permission to try out forms are signed by the President.
- Players that are selected for AA or AAA teams outside CMHA will be reimbursed the full fees paid.

Refund requests must be submitted in writing to the Registrar and Treasurer as below:

	U13	U13 Braves	
AA	U15	U15 Warriors	Wheatland (Strathmore) http://www.wheatlandaa.com
	U17	U17	
	U18	U18 Chiefs	
AAA	U15	Oilers U15 AAA	Okotoks http://www.oaaaoilerhockey.ca/
AAA	Minor 15-16 year olds only	Oilers U17 AAA	Okotoks http://www.oaaaoilerhockey.ca/
AAA	Major U18	Bow Mark Oilers U18 AAA	Okotoks http://www.oaaaoilerhockey.ca/

Goalies: U11 to U18 will register all goalies until July 15th of each year.

- Goalies will go through the evaluation process completed by the Goaltending Committee.
- A maximum of two goalies per team will be selected.
- If the Goalie requirement is exceeded, the goalies that receive the highest evaluation marks will remain within the CMHA program.
- Excess goalies will be given a release to play with another association. CMHA will not be held liable to find an association to take the excess goalies but will assist with the process if needed.
- Goalies who register after July 15th of each year will be placed on a waiting list if there are currently enough goalies registered in any specific level.
- Goalies that register in U11 – U18 and are not happy with the team they have made are not able to re-evaluate as a player. If they wish to play out, they will be placed on the lowest team and have no chance of re-evaluation.
- If there are more than the required goalies in U11 registered before August 31st there will be a meeting with all the parents to inform them of the situation and at that time, they will be allowed to have their child evaluate as an out player. If all parents decide to have their child evaluate as

a goalie, it will follow CMHA policy of goalie evaluation. The extra goalies will then be allowed to play out but on the lowest team with no re-evaluation.

Releases: Players and/or goalies will be given a seasonal release to register in the next closest LMHA after September 20th of each year.

- Players/goalies requesting a release must contact the Registrar.
- CMHA will not release a player/goalie because they do not want to pay the late fees.

CMHA reserves the right to Increase or Decrease the number of teams for a Division based on requirements.

- If CHMA loses a significant number of players to "AA" or "AAA" for the upcoming season a decision to decrease the team numbers in U15 or U18 would be determined by the CMHA Executive Team.
- At least 13 players and 2 goalies are required to have a managed Competitive Team in U13, U15, and U18 and 14 players in U7, U9 and U11. CMHA has the right to decide if teams can compete with the lower number of players and or goalies.

After team selection has been completed, each player must then be officially registered on a CAHL /RHL registration certificate or on a Hockey Alberta team sheet. All teams must be registered with the Hockey Alberta office prior to their first league game or by November 15th, whichever occurs first according to Hockey Alberta regulations.

CHESTERMERE REGIONAL COMMUNITY ASSOCIATION

The Chestermere Regional Community Association (CRCA) owns and operates the facilities leased by the Chestermere Minor Hockey Association. Membership with the CRCA is mandatory for every player. Exceptions for membership with CRCA include: (1) players trying out for AA or AAA teams and make it to those teams and (2) U21 players who do not use the CRCA facility for games/practices.

CONDUCT MANAGEMENT

Review the CMHA Conduct Management policy.

EMERGENCY ACTION PLAN

Review the CMHA Emergency Action Plan policy.

FEES

The Registration fees shall be reviewed annually by the Board of Directors and made available at the Association's Annual General Meeting (AGM). The registration fees are meant to reasonably reflect the costs associated with delivering the CMHA hockey program. The registration fees shall be based on a forecast included in the Association budget that the members shall vote on at each AGM.

Registration fees shall cover all CMHA assigned practice ice, assigned game ice, or allocated extra ice costs including referee expenses, insurance, league fees, home and away socks, and other budgeted operating expenses.

Individual teams are responsible for costs incurred for ice outside of CMHA assigned times, referee expense outside of CMHA assigned or allocated game time, tournament fees, travel expenses, dressing room surcharges, and other individual team expenses.

For Goalies Only (U11-U18): CMHA will reimburse up to \$500 for goalie equipment and/or personal goalie development. Receipts must be submitted to the Hockey Development Director. Reimbursements will be issued in December and March of each season.

Payment of Fees Practice

This practice has been implemented to ensure that all members of the association pay the fees in full. Even though CMHA offers payment plans and access to subsidy programs it is the responsibility of each member to access the programs individually and not rely on the association to provide the assistance to them.

It is up to each member to ensure that their payment schedule is maintained and up to date. All fees must be paid by November 30th. Fees paid means either full payment or established payment arrangements as approved by the Board of Directors.

Any NSF cheques must be cleared prior to player taking part in first game plus any NSF cheques from previous season must be cleared up with cash before acceptance of registration in current hockey season.

A deposit of \$250 is mandatory at time of registration. Payable online only at time of registration by credit card. The remainder of fees can be cheque or credit card (which needs to be set up at time of registration).

CMHA can extend payments in exceptional circumstances. All exception requests must be reviewed and approved by the CMHA Registrar and by the Treasurer.

Refund of Fees

CMHA Registrar and Treasurer MUST be notified in writing of the request for withdrawal.

The date in which the refund is requested will be considered the date for refund, exceptions may be granted due to injuries. No refunds will be accepted after December 31st except for medical reasons.

- Requests for refunds based on a league suspension or other disciplinary action will not be provided.



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- An Administration Fee of \$100 will be withheld for all refund requests, regardless of the date and reason except in cases of a force majeure.
- A player that makes “AA” or “AAA” will receive a FULL refund.

Refund requests must be reviewed and approved by the Board of Directors. Should the Board of Directors agree to refund money, the following schedule will apply:

Date of email received by REGISTRAR & TREASURER	Refund Amount
On or before Sept.15	100% less \$100.00 Admin Fee
Sept. 16 – Oct. 31	75% less \$100.00 Admin Fee
Nov. 1 – Nov. 30	50% less \$100.00 Admin Fee
Dec. 1 to Dec. 31	25% less \$100.00 Admin Fee
After Dec. 31	0%

- The noted refund schedule may be modified in cases of a force majeure. In such cases, the recommended schedule will be brought before the Board and must be approved by a majority vote.
- Refunds shall be issued to the entity from whom the registration fee was received.
- Any registration payment made by credit card will be subject to the administrative fee, and all credit card fees associated with using a credit card.
- Player in CMHA and is no longer eligible to play once a refund request is made.
- Any family member with outstanding player registration fees after March 31st will not be considered “in good standing” and will result in a loss of voting privileges and or removal from the CMHA board if applicable.

NSF Cheques

A minimum fee of \$50.00 plus bank charges will be applied to any NSF cheques received by CMHA. This fee shall be reviewed each year and be reassessed as required to reflect current charges levied by banks.

SHORTHANDED FUND

CMHA may have some families that are in financial difficulties and may require assistance with their child’s hockey fees for the season. Here are some guidelines for applying for financial assistance with their hockey fees.

1. The primary guardian must first apply to KidSport Canada, Jumpstart, or Hockey Canada Assist Fund by their deadlines.
2. Families can still apply for funding if rejected by the above based on combined income if they have been members of CMHA for more than a year and have fallen on tough times.
3. The total dollar amount given to the family from any of these groups may be matched by the CMHA Short Handed Fund or up to \$500; if the money received exceeds the cost of registration, the money is to be used for hockey related expenses.

4. In some extreme cases the family's whole amount of the fees may be covered by the shorthanded fund.
5. CMHA will also discuss extending the payment terms to March 31st of the next year which is the end of the season.
6. Deadline for applications will be February 1st.

All requests will be handled with the utmost confidentiality and must be sent to the Registrar. Once the applications have been received, they will be discussed at the next General Board meeting and voted on. The only other members that will know who has applied are the President and Treasurer once approved by the voting members. The applicants will receive an email from the Registrar with an answer from the CMHA board.

VOLUNTEER BOND

Review the CMHA Volunteer Bond policy.

SEASON SCHEDULE

CMHA will support the League and Provincial playoff schedules determined by CAHL/RHL and Hockey Alberta which is typically from October 1st to March 31st.

Evaluation Period: Pre-season evaluation will take place during the month of September.

Disruptions to Schedules:

Ice schedules may be disrupted from time to time as a result of Provincial Tournament play and/or League playoff requirements dictated by HA and CAHL. Teams losing their ice slots will be re-assigned alternative ice slots to the best of the ability of the Ice Director.

Provincial games take precedence over League games. Both Provincial and League games take precedence over Exhibition games or Tournaments.

DIVISIONS

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

U5	4 years old before Dec 31 of current season
U7	5 & 6 year old before Dec 31 of current season
U9	7 & 8 year old before Dec 31 of current season
U11	9 & 10 year old before Dec 31 of current season
U13	11 & 12 year old before Dec 31 of current season
U15	13 & 14 year old before Dec 31 of current season
U16	15 years old before Dec 31 of current season
U18	15,16 & 17 years old before Dec 31 of current season
U21	18,19 & 20 years old before Dec 31 of current season, possibility of overage players as per Hockey Calgary

COACHES / MANAGERS

COACH SELECTION

The selection of coaches is the responsibility of the Hockey Development Director with the assistance of the Coach Selection Committee. The Head Coach position will be selected from applications received by the Hockey Development Director. Applications must be completed online through the Chestermere Minor Hockey Website and received by August 31st of each year.

The following criteria will be used in the “Coach Selection Process”:

- Philosophy
- Communication skills
- Coaching experience / qualifications
- Effective on Ice Application
- Preparation & Dedication
- Hockey experience
- Previous year’s player/parent evaluations
- Adhere to rules

All Coaches must have the appropriate coaching courses as mandated by Hockey Alberta on their website.

- All Head Coaches from U5 to U21 MUST have the Hockey Alberta Safety.
- All coaching clinics must be completed by November 1, or registered to attend a coaching clinic before November 1, to be certified as a Head Coach.
- Head Coach applicants are required to help with a minimum of 10 hours on ice or evaluate all the evaluations at one level to be considered for a Head Coach position.

- All coaching course costs will be reimbursed by CMHA once the course is COMPLETED and the Treasurer receives the certificate and receipt of payment.
- If a Head Coach applies that is also coaching in a non-sanctioned hockey league, as per Hockey Alberta, they must be approved by a committee consisting of the Hockey Development Director, President, and Operations Director to coach in the CMHA.
- Coach selections must be presented to the CMHA President for final approval.

Teams failing to adhere to all requirements listed in this section may jeopardize their eligibility for Provincial, Regional, and National Playoffs.

ASSISTANT COACH AND MANAGER SELECTION

- The selected Head Coach must submit their list of potential assistant coaches as well as their manager to the Hockey Development Director and President for final approval.
- A preference will be given to have coaches to appear on only one team. In extenuating circumstances, approval may be given by Hockey Development Director and President for more than one team.
- If an assistant coach applies that is also coaching in a non-sanctioned hockey league, as per Hockey Alberta, and selected by the Head Coach, it must be submitted on their list of potential assistant coaches and sent to the Hockey Development Director and President for final approval.
- Team Managers should not be selected if they are the Division Coordinator for that specific division.

MANAGERS

In order for coaches to devote their full time to coaching, a team manager is necessary to the team. Their duties could include:

- To assist the coach in all administration aspects of managing the team including fundraising activities.
- To communicate ice time changes to the parents.
- To secure extra ice times for the team.
- To find tournaments for the team to participate in.
- To assist with tournaments that are sanctioned or hosted by CMHA or by team.
- They MUST have Respect in Sport – Activity Leader/Coach.

TEAM MANAGEMENT

CMHA will provide for each registered team, up to 5 Hockey Alberta management cards. These cards will allow you to be on the bench for all games along with on the ice for practices. You can be “carded” to a different team and be on the ice for practices ONLY on another team, but not on the game sheet or bench if not carded to that specific team.

- **Head Coach**
- **Trainer**

- **Assistant Coach**
- **Assistant Coach**
- **Assistant Coach**

Any other team positions required by Head Coach will be at the expense of that particular team (\$50.00/card payable to CMHA).

- Exception will be given to U5 where 10 cards will be provided for up to 35 players.
- Exception will be given to U7 where 6 cards will be provided per team. (3 per bench)
- Exception will be given to U9 where 6 cards will be provided per team.

SECTOR VULNERABLE BACKGROUND CHECKS

Review the CMHA Background Verification / Criminal Record Check Policy.

REFEREES

Referee Eligibility

The **CIRA Liaison** will organize a list of qualified referees. All Referees must be carded in the current year with Hockey Alberta

- Referees must be at least two years older than the age of the players they are assigned to.
- Provincial Tournament Referees will be assigned in accordance with HA regulations.

Referee Payment

- CMHA will provide payment for all Referees and Linesmen for all League, Provincial, and Exhibition games played on regularly assigned game slots.
- Teams arranging extra exhibition games on practice ice slots or individually purchased ice are responsible for referee costs.
- League and Provincial games rescheduled by the Governor in accordance with HA rules and beyond the control of the team will have officials provided by CMHA.

EVALUATIONS

Review the CMHA Evaluations Policy.

LEAGUE/HOCKEY ALBERTA SUSPENSIONS

Suspension of a player's or coach's privileges will be in order when evidence exists that there is a consistent disregard for the philosophy or standards of CMHA or the philosophy standards of CAHL, RHL or HA. The Conduct management Plan will be used with issues occurring off the ice that may not have been dealt with by the league or Hockey Alberta.

PLAYER SUSPENSIONS

Actions by a player that would cause him/her to be considered for suspension should be reported as per the Conduct Management Plan. The decision will be communicated back to the player's coach and parents.

COACH SUSPENSIONS

Actions by a coach that would cause him to be considered for suspension should be reported as per the Conduct Management Plan. The decision will be communicated back to the coach via the President.

SUSPENSION APPEAL

Any player or coach suspended through the league shall have the right to appeal the suspension to Hockey Alberta or the League. Their appeal must follow each organizations guideline.

SUSPENSION REPORTING

A copy of all referee suspension reports shall be forwarded by the manager or team designate, to the Division Coordinator within 48 hours of the game. The Division Coordinator will forward a copy to the appropriate Association member. If a parent is ejected from a game, it must be reported in writing (*email*) to the Division Coordinator.

TOURNAMENTS

CMHA supports the Provincial Tournaments for age categories U11 and above and will comply with all regulations as stated in the HA rules.

All teams will be "carded" in accordance with HA regulations at the start of each season.

CMHA reserves the right to not allow teams to enter the provincial play downs if the competition is deemed to be too much for the team wishing to enter. All teams will be contacted by the President after he/she reviews the play down list to determine if any team will be competitive.

Tournament Coordinator Responsibilities

- Establish tournament dates for coming year.
 - The U15 Tournament will be held during the tiering break.
 - The U11 Tournament will be held over the Christmas break.
 - The U7 "Ironman" Tournament will always be held on Family Day.
- Book blocks of ice for tournament(s).
- Ensure Tournament Organizing Committee is established for each division.
 - Minimum of two volunteers from each team should be included in each Tournament Organizing Committee and one volunteer from each team for the Raffle Committee.
- Provide tournament rules to each team (include drop clock rules).

TOURNAMENT ORGANIZING COMMITTEE RESPONSIBILITIES

- Confirm executive responsibilities have been completed.
- Obtain sanction number from Zone Chairman.
- Develop Tournament schedule with the Ice Director.
- Provide schedule for CIRA Liaison if referees are needed.
- Provide schedule for each team entering tournament.
- Prepare invitational letter to teams entering tournament.
- Solicit advertising and prepare program.

- Arrange for arena decoration.
- Ensure entry fees are collected.
- Arrange for trophies/awards.
- Arrange for food services requirements.
- Opening/closing ceremonies.
- Ensure availability of timekeepers/scorekeepers/announcers/music.
- Prepare financial summary report for CMHA Board of Directors.

TEAM RESPONSIBILITIES

- Select teams to enter tournament.
- Advise Tournament Organizing Committee of names of invited teams.
- In conjunction with Tournament Organizing Committee, invite teams and ensure entry fees are paid.
- Arrange for timekeepers/scorekeepers/announcers/music/gate openers for all games in your division.
- Solicit volunteers for food services.
- Assist in presentation of awards.
- Solicit volunteers to handle 50/50 tickets and other fundraising sales initiatives.

PLAYER TRANSPORTATION

Players are recommended not to drive themselves to any out-of-town games, except where other travel arrangements cannot be provided.

While it is covered under the Standard Hockey Alberta Insurance and Travel Sanctions, given the potential for injury, especially injuries that are difficult to identify such as concussions, it is not recommended that players drive themselves to any out-of-town games. Further it is strongly recommended that any player not be allowed to drive after any game/practice if recommended by the coach or trainer as a result of a suspected injury.

When teams travel by chartered bus, they must follow the rules of the bus company (NO Exceptions). Contraventions of this policy will be considered a breach of the Discipline and Respect Policy of CMHA and offending teams will be subject to fines and or suspensions.

ICE

PRACTICE ICE MINIMUMS

Practice ice costs are reflected in the fees assessed each year for the September to March hockey season.

- **U5**
 - 1 hour on the weekend
- **U7**
 - 2 x hour half-ice times Saturday and Sunday

- **U9**
 - Practices:
 - 2 x hour half-ice practices during the week
 - Usually, 1 home and 1 away game per weekend. Games are half ice.
- **U11**
 - Practices: Rotating 2-week schedule:
 - week 1 - 2 x hour half-ice practices
 - week 2 - 1 full ice hour practice, 1 hour dryland training upstairs
 - 1 home and 1 away game per weekend - Games are full ice
- **U13**
 - Practices: Rotating 2-week schedule:
 - week 1 - 2 x hour half-ice practices
 - week 2 - 1 full ice hour practice, 1 hour dryland training upstairs
 - 1 home and 1 away game per weekend
- **U15**
 - Practices: Rotating 2-week schedule:
 - week 1 - 1 full ice hour practice
 - week 2 - 2 full ice hour practices
 - 1 home and 1 away game per weekend
- **U15 RHL**
 - Practices: 1 full ice hour practice a week
 - 1 game per weekend
- **U18**
 - Practices: Rotating 2-week schedule:
 - week 1 - 1 full ice hour practice
 - week 2 - 2 full ice hour practices
 - 1 home and away game per weekend
- **U18 RHL**
 - Practices: 1 full ice hour practice a week
 - 1 game per weekend

GAME ICE

Game ice will be provided according to HA, CAHL, and RHL requirements as below:

- **U7** - one (1) hour
- **U9 and U11** - one and one half (1 ½) hours
- **U13** - two (2) hours
- **U15** - two (2) hours
- **U18** - two and one quarter (2 ¼) minimum to two and one half (2 ½) hours
- **U21** - two (2) hours

ICE TRADES

Notification of returned ice MUST be given to the Ice Director at the earliest possible time. Any team canceling their scheduled ice with less than 72 Hours notification to the Ice Director will not receive any additional ice in lieu.

EQUIPMENT

All equipment issued by CMHA shall be clearly marked and it becomes the responsibility of the "borrower" to maintain and care for this equipment. Damage/loss of equipment over and above normal wear and tear is the responsibility of the borrower.

All keys distributed for the equipment room to board members and coaches will be the responsibility of the Equipment Director and they will create and maintain a key registry. All keys distributed for the CMHA office to board members will be the responsibility of the Vice President and they will create and maintain a key registry.

All keys, first aid kits, pucks, pylons and jerseys must be returned by April 15th.

GOALTENDING

It is the policy of CMHA to provide necessary goaltending equipment (excluding sticks) for all teams up to and including U13 level.

- CMHA will provide goaltender sticks for U5 and U7 teams. Goaltender sticks for U11 and above are the responsibility of the individual player.
- Goaltending equipment may be loaned to members of CMHA for use at summer hockey schools. Equipment loaned for this purpose becomes the responsibility of the borrower. The borrower will be assessed replacement/repair costs for any equipment lost, stolen or damaged.
- **A \$500.00 deposit is required on all loaned equipment.**

FIRST AID KITS

- CMHA will provide all teams with appropriate First Aid Kits. Kit content may vary depending on level of play.
- First Aid Kit contents are the responsibility of the borrowing team. All kits must be returned at the end of the season. Kits will be restocked prior to reissue.

PUCKS

CMHA will provide pucks for use to each team at the start of the season. Additional pucks are the responsibility of the individual teams. All remaining pucks are to be returned to the Equipment Director at the end of the season.

WATER BOTTLES

Water bottles are the responsibility of the individual player.

JERSEYS

CMHA will ensure all teams have a minimum of one set of home and away jerseys and jersey bags at commencement of the season. All jersey purchases must be coordinated through the Equipment Director and approved by the Board of Directors.

- All new jerseys shall be ordered in "**New York Rangers**" colors and bear the Chestermere Logo on the front.
- All jerseys purchased will be numbered 2 – 19, goalies 1 & 31.

- U21 jersey numbers may go higher due to the team being allowed to carry 23 players on their roster.
- A parent volunteer(s) MUST be assigned the role of Jersey Parent(s) and these jerseys are to be their responsibility during the season. Jerseys are to be washed in cold water and hung to dry. Do not put jerseys in the dryer. The jerseys do not go home with the players during the season. Absolutely zero alterations or modifications shall be made to the jerseys in any way. If this occurs, the jerseys will be deemed as damaged and the borrower will be issued a total replacement cost.
- Evaluation jerseys are to be washed by the level coordinators after evaluations are completed.
- CMHA will not allow name bars to be applied to the game jerseys.

FUNDRAISING

All major fundraising projects are to be coordinated by the Fundraising Coordinator.

SPONSORSHIP

All donations cheques will be made payable to CMHA and funds will be dispersed as per the below schedule. A donation of five percent (5%) of all sponsorship funds will go to the shorthanded fund.

Lifetime Gold sponsor (lifetime of the jersey) - \$2500

- Sponsorship logo will go on the back at the bottom of the jersey.
- Breakdown: From the \$2500 the cost of the jersey will be deducted, the cost to have the sponsor's logo will be added and then the rest of the funds will be given to the team who brought in the sponsor.

Annual Silver sponsor (1 year on a single set of home or away jerseys of their choosing or what is available for that team) - \$1000

- Sponsorship logo will be no larger than 4"x6" and will only be placed on the top left shoulder of the jersey.
- Breakdown: From the \$1000 donation, there will be a deduction of the crest, installation and removal from the jerseys. The rest of the money will go to the team that brought in the sponsor.
 - The crest will be returned to the sponsor at the end of the season for possible reuse in the next season.
 - If the crests are reused in the next season only the cost of the install and removal will be taken from the donation and the rest will go to the team.

Annual Bronze sponsor (1 year on a single set of home or away jerseys of their choosing or what is available for that team) - \$500

- Sponsorship logo will be no larger than 2"x4" and will only be placed on the top right chest of the jersey.
- Breakdown: From the \$500 donation, there will be a deduction of the crest, installation and removal from the jerseys. The rest of the money will go to the team that brought in the sponsor. The crest will be returned to the sponsor at the end of the season for possible reuse in the next season. If the crests are reused in the next season only the cost of the install and removal will be taken from the donation and the rest will go to the team.

INDIVIDUAL TEAM BUDGET

Individual teams must submit a team budget to the CMHA Treasurer each year by October 31st outlining their forecasted fundraising activities and projected amounts and what the team will be spending money raised on.



Policy & Procedures

Money raised from AGLC activities will be reimbursed from CMHA through the operating account and teams may use these funds for the following hockey related expenses.

- Tournaments
- Apparel
- 3rd jerseys
- Team building functions (bowling, WHL & NHL hockey games etc.)
- Player development on and off the ice
- Team meals at tournaments

FUNDRAISING SUPPORT

All parents, players, and teams are expected to support the fundraising activities initiated by CMHA. CMHA has the right to withhold certain privileges, including ice time from teams failing to support fundraising activities. CMHA shall also have the right to rebate a portion of the funds raised to individuals who have demonstrated exceptional support of fundraising activities.

AGLC FUNDRAISING

All CMHA teams that fundraise using an AGLC license must receive a license from the Fundraising Director. All funds raised must be given to CMHA as per AGLC rules to make sure they are used for AGLC approved items.

WEB ADVERTISING

CMHA will offer advertising to approved companies on our website which will be aligned with the below Advertisement Schedule. All companies must send in a request to advertise on our website to webmaster@chestermereminorhockey.com

- Once the application is approved by the Board the webmaster will put the approved advertisement on CMHA's website for the duration of the hockey season. All sponsorship advertisements will be annual and all logos will be removed August 31 every year.
- 10% of money raised from web advertising will be donated into the shorthand fund.

Gold Advertisement \$500	Gold Advertisements Sponsorship includes the following: <ul style="list-style-type: none"> • The Company logo will be posted on the main page of CMHA's website. • A hotlink from the logo will link to the Company website. • A second listing will be posted in sponsorship section on the CMHA website.
Silver Advertisement \$250	Silver Advertisements Sponsorship includes the following: <ul style="list-style-type: none"> • The Company logo will be posted on the main page of CMHA's website. • A second listing will be posted in sponsorship section on the CMHA website.
Bronze Advertisement \$100	Bronze Advertisements Sponsorship includes the following: <ul style="list-style-type: none"> • A listing will be posted in sponsorship section on the CMHA website.

APPAREL

The Apparel Program was developed to provide teams, players, parents and fans with a larger choice of products at competitive prices while managing service delivery and the Association's brand. The Board of Directors is committed to building a strong CMHA brand to enhance the reputation of CMHA on behalf of all of its members. CMHA has adopted the following policy governing the use of its logo, jerseys and team apparel.

CMHA utilizes a competitive RFP process to identify a qualified and capable company to supply the association with our apparel needs.

The benefits to CMHA of having an exclusive supplier include:

- Enables CMHA to control distribution and use of its brand and approved logos
- Creates a consistent and uniform look for all players, fostering pride in CMHA
- Opportunity for improved purchasing power for teams and families

LOGOS AND CRESTS

All Logos, Crests, or Art Work designs are the property of CMHA and any use must be approved by the Board of Directors.

Only the exclusive supplier has authorization to use the CMHA logos and to supply official product to CMHA teams and fans. If the exclusive supplier does not have the apparel/item available, alternative suppliers can be utilized upon authorization from the Equipment Manager.

Jerseys

- a) For all games, including regular season, exhibition and tournaments, all teams shall wear only jerseys distributed by CMHA. No other jerseys may be worn without the approval of the executive.
- b) Team jerseys are not to be worn for practices.
- c) Teams may purchase the approved 3rd jersey through the CMHA TEAM Store by completing the 3rd jersey order form.
 - Players **MUST** choose their current, official, CMHA jersey numbers.
 - Teams may add name bars and sponsorship logos to the 3rd jersey.
 - All sponsorship logos have to be approved by the Association. To request approval, contact the Administrator. Sponsorship logos may be placed on the right and/or left shoulders and/or the back bottom portion of the jersey.
 - **As the 3rd jersey is a custom order, delivery may take up to 60 days, so teams are encouraged to make their orders as soon as possible.**

Use of CMHA Logo

- If a team wishes to use one of the authorized CMHA logos for any purpose other than on apparel purchased from the authorized supplier(s), permission must be obtained from the Association. To request approval, contact equipment@chestermereminorhockey.com.
- CMHA logos may be used, after approval has been received, as provided by CMHA in black and white or in colour but may not otherwise be modified.
- There cannot be any other cresting, wording or other objects blocking or overlaying the CMHA logo.

- If you require the CMHA Logo for tournament brochures, trophies or letterhead contact registrar@chestermereminorhockey.com.

Name Bars / Advertising

- Name bars or advertising crests cannot be affixed to jerseys. Jerseys are a major expense of any hockey organization. The CMHA cost per jersey is approximately \$100. We estimate that on average we get 5 years of use out of a set of jerseys if they are properly cared for. CMHA has decided that we will not permit name bars to be placed on CMHA jerseys, nor will we allow any team level advertising on CMHA jerseys for the purpose of fundraising for that individual team. The sewing of crests on to jerseys is in many times destructive and can reduce the life of a jersey by 2 to 3 years. This is an expense to all CMHA members, and the benefit of damaging these jerseys is only received by an individual team.
- Teams are from time to time able to secure corporate sponsors for the purchase of team apparel. CMHA encourages and welcomes this sponsorship. Any advertising on any equipment other than jerseys (i.e. helmets, gloves, pants, pant shells, socks or skates) must be approved by the CMHA Board before being worn by any CMHA team in a game. Please contact equipment@chestermereminorhockey.com
- Any form of advertising or logo cannot interfere with or be more prominent than the CMHA logo. For additional guidance in regards to advertising and logo sizing and placement contact equipment@chestermereminorhockey.com

Ordering Apparel

- Teams and individuals are entirely responsible for approving and paying for their Lakers order. CMHA is not responsible for the ordering, receiving, or payment of Laker items made by individuals or teams.
- The purchasing of CMHA branded apparel from any supplier other than the approved supplier is strictly prohibited without prior written approval from the CMHA Board of Directors. Please contact equipment@chestermereminorhockey.com

Consent and Privacy

- CMHA recognizes that the decision to purchase Team Apparel is one which is made by each team, as a team. Teams wishing to acquire apparel as a team should do so by ensuring that consent of the team is obtained prior to committing to ordering. The use of players' names and numbers on apparel can be a safety and security issue.
- In order to protect the privacy of individual players and their families, when apparel is being obtained on a team basis, where a player's name is included on the apparel, consent and approval must be given by each player's parent or legal guardian for the name that is to appear.

Non-Compliance

The Board of Directors are confident that all teams will work with CMHA to ensure these policies are adhered to. **The Team Manager and Head Coach are responsible for ensuring that the CMHA Apparel policy is followed.**

In the unlikely event that CMHA becomes aware of a breach of the Apparel Policy, the CHMA Executive will assign an investigative committee of 3 persons to review the action of the Team Manager and Head Coach and determine the appropriate disciplinary action. This includes using any form of non-authorized apparel when representing the Association.

TROPHIES / BANNERS

All banners created by CMHA for such things as Zone or League Championships etc. will be created in the Chestermere Minor Hockey colors and be of uniform size and shape.

CMHA will reimburse the cost of having the players, coaches and managers names added to any banner that a team wins in league play.

BOARD GOVERNANCE

GENERAL BOARD MEETINGS

General Board Meetings are held monthly as per the schedule defined at the start of the season and will take place at the Chestermere Regional complex or via an approved digital platform. When said Monday should fall on a statutory holiday, then another agreeable date shall be found.

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

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

Meetings will be open to all Association members.

CMHA Reporting Procedure

- a) The Secretary of the Association should be responsible for all correspondence of the Corporation. This means that he/she will maintain a record of all documentation that is signed and sent out on behalf of the CMHA regardless of who signs it, a copy should be provided to the Secretary for document control for future reference.
- b) In addition to the above, the Secretary should be responsible for creating an Agenda for every meeting of the Board or Membership will assume the responsibility of creating and maintaining the minutes of each meeting.
- c) Board members shall submit a formal report to the Secretary in advance of the actual meeting date by email. If a report has not been submitted that person may not be permitted to present any new topic unless the topic is formally requested and approved through a general consensus at the start of the meeting or at the conclusion of the meeting during the round table. Board members are expected to be diligent in preparing for Board meetings and respectful of everyone else's time.
- d) Once all reports have been received and consolidated, the Secretary will circulate the following to all Board members: The Agenda for the next meeting, the minutes of the previous meeting, and copies of all reports that have been submitted for the next meeting.
- e) Regular meeting dates of the Board should be set and published on the CMHA Calendar.
- f) Dates of annual events and meetings such as AGM should be set at the first meeting of the Board after being elected and published on CMHA Calendar.

BOARD CODE OF ETHICS

All Board Members Must:

- a) Adhere to Board Policy and seek to change policy through proper channels of the Board.
- b) Maintain the integrity of the Board at all times and refrain from initiating or participating in any activity which will place the Board in ill repute.
- c) Honor committees made on behalf of the Board regardless of personal alignment.
- d) Treat each other in a respectful and professional manor. All verbal and written communication shall follow the CMHA Code of Conduct.
- e) Shall not divulge to the general public any item which may cause personal embarrassment or humiliation.
- f) Resign from their position immediately when they become unable to fulfill duties or obligations of their position.
- g) Complete Respect in Sport Activity Leader/Coach Program through Hockey Alberta. This course will be reimbursed after completion and submission of receipt and certificate by CMHA.

CONFLICT OF INTEREST POLICY

A conflict of interest may arise when a member of the CMHA Board or CMHA appointee:

- a) Is involved as a member of or holds a position on an amateur team, league or association within or outside of CMHA.
- b) Is receiving remuneration of any amount for any positions on another amateur team, league, or association.
- c) Is called upon to decide on an issue that directly or indirectly affects the interest of such amateur team, league, association, or relation thereof.
- d) A conflict of interest may arise when a member of CMHA Board or CMHA appointee is in a position to benefit from decisions of the CMHA Board.

Conflict of Interest Procedures

When a conflict arises, the board member / appointee:

- a) Shall immediately notify the CMHA President and or Executive member.
- b) Shall not participate in discussion and shall withdraw when any item is being discussed by the executive or any of its committees unless the President or his designate approves such participation / discussion because it is considered to be in the best interests of the association and its members. All decisions by the President or his designate shall be in writing.

If a conflict of interest arises and proper procedures are not followed, then an investigation team is required and will consist of a minimum of three (3) members of the association appointed by the President or Designate. The committee members may include non-voting members. They will be

given a copy of the Conflict of Interest Policy to ensure they conduct the investigation according to the objectives of the policy. The investigation will take place within 1 week after the committee is formed.

Enforcement of Conflict of Interest Policy

After the investigation, the CMHA President or its Designate shall email the recommendations of the investigation to the CMHA Executive members and they will have 48 hours to respond to the email to take appropriate action which could be expulsion from the board or a loss of voting privileges for a specified time period. The member shall have the right to arbitrate the as to any final decision.

The following are examples of what a conflict of interest might be:

- Disciplinary actions (i.e. Of a coach, parent, player, or executive member)
- Risk assessment and player movement
- Coaching selection
- Placing a vote involving a non-voting and or voting member(s) receiving remuneration that has NOT been previously disclosed and approved by the voting members.

CONDUCT MANAGEMENT

Refer to the CMHA Conduct Management Policy.

FINANCE

From time to time the Chestermere Minor Hockey Association (CMHA) must make purchases on behalf of the board and its members. All purchases made on behalf of the Board must be made with the best interests of the Association and as per the guidelines noted below.

PURCHASE POLICY

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

Purchases Under \$2,500

All expenses for any purchase must be approved by the Finance Head in advance of purchase and must align with the financial budget for that Hockey Season. A copy of all associated receipts must be itemized and submitted for reconciliation.

Purchases less than **\$2,500.00** shall be noted into the minutes and do not need a vote, simply a notation into the Meeting minutes.

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

Payment for the purchase shall be paid within 30 days to the vendor. If the purchase has been made by the Board member, they shall be reimbursed within 5 business days wherever reasonable.

Purchases Over \$2,500

When a purchase is to be made that exceeds the **\$2,500.00** threshold the following procedure shall be followed.

- a) The Board member responsible for the purchase shall make the Board aware of the potential need for a new purchase at the first possible meeting. The purchase shall be presented along with the justification for the purchase.
- b) The Board shall then vote upon the need and validity of the purchase and determine if funds are available to make the purchase.
- c) Once the need for a purchase has been approved, the Board member responsible for the purchase shall initiate the following steps:
 - a. The proposed purchase to be made shall be posted on the CMHA website so that all potential Vendors who are members of our organization can be made aware of the organizations need to make a purchase.
 - b. Details posted to the website shall include the description of the purchase, the need for a proposal, the name of the CMHA party responsible for the purchase, the date by which bids or proposals are to be received.
 - c. Bids or proposals shall only be received by the party responsible, bids or proposals delivered to another party only shall not be considered.
 - d. Bids or proposals shall only be considered if delivered on time and directly to the proper party.
 - e. Best efforts shall be made to obtain at least 3 bids. Electronic (email) submissions are required so that all data related to the bid/proposal may be accurately traced and identified.
- d) Bids or proposals shall be reviewed and organized by the Purchasing Party then presented to the Board for review and approval at the next meeting unless otherwise directed and recognized by the minutes of the last meeting.
 - a. The final bid must be approved by Finance in advance of the payment and post Board review and approval. Written Finance approval must be retained for audit purposes and included in the final expense submission.
- e) Once approval is received the Purchase is made and all receipts delivered to Finance for payment and to the Secretary for recording purposes. All warranty cards are to be completed.
- f) Payment for the purchase shall be paid within 30 days to the vendor. If the purchase has been made by the Board member, s/her shall be reimbursed within 5 business days wherever reasonable.

Donations

If a product or service (with a market value in excess of \$250.00) is to be donated or delivered at a greatly reduced price it is the Board's decision to determine if the Purchasing Procedure needs to be followed.

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



Policy & Procedures

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

SIGNING AUTHORITY

All cheques in excess of \$500.00 require a minimum of two Board authorized signatures.

- Four members of the Board of Directors (Treasurer, President, Vice President, and Secretary) shall have the signing authority.
- Signing authority will be reviewed and updated at the bank at the commencement of each new season.

BOUNDARIES (MAP ON CMHA WEBSITE)

The boundaries of the CMHA are established and approved by Hockey Alberta and are as follows:

NW corner: section 31 Twp 25 Rge 28 W4

- 84 Street and 144 Ave. (Twp Rd 260)

SW corner: section 30 Twp 23 Rge 28 W4 East to section 25 Twp 23 Rge 28 W4

- 84 Street and Glenmore Trail (Hwy 560) East to Hwy 791
- North on Hwy 791 to section 36 Twp 23 Rge 28 W4
- East on Twp Rd 240 to section 1 Twp 24 Rge 27 W4

**** Chestermere's WEST boundary will follow Calgary city limits ****

NE corner: section 36 of Twp 25 Rge 27 W4

- 144 Ave. (Twp Rd 260) & Boundary Road (Rge Rd 270)

SE corner: section 1 of Twp 24 Rge 27 W4

- Twp Rd 240 and Boundary Road (Rge Rd 270)

MAINTENANCE OF THIS MANUAL

All Executive Members are responsible for ensuring this Manual is up to date. The President is responsible for custody of the master copy of this Manual and for distribution of updates. The President and the Secretary are responsible for destroying all records/documents in the CMHA office that are over seven (7) years old to date.

Effective From	Policy Version	Author	Approved By	Nature of Changes
January 1, 2022	1	Human Resources	President	New
March 31, 2022	2	Secretary	President	Motions approved May 31 2022