



**Chestermere Minor Hockey
Voting Member Board Meeting Minutes
Monday July 6th, 2020 6:30pm**

Present: Albert Snook, Melissa Bucar, Edyta Baker, Kim Horvath, Jamie Hadden, Steve Dalakoudis, Jeremy Schnieder, Jason MacNeil, Denica Kapyt, Deborah Hemsing, Nathan Revoal, Tricia Van Tol

Absent: Angela Cranston, Kristine Arthur, Shane Hainstock

1. Call to order by Albert Snook (President) – 6:35pm

Round Table

Introduction of executive members.

Discussion on return to hockey amid COVID changes/requirements after Albert and Melissa had a discussion with CRCA including;

- Washroom use at the initiation level, will be more lenient with this age group.
- Entrance and exits are now marked.
- Currently 25 people on ice only.
- Wearing of masks if 2 meters of distance can not be maintained.
- Online waivers.
- 8 people to a dressing room currently.
- No spectators for now.
- Sanitize on entry/exit.
- Bring water from home.
- Goal is to have consistency across the zones.

HA current recommendations that will also could be changing depending on COVID stages

- Playing cohorts in another region outside of community eg. Strathmore and Indus if there is interest.
- Possible half ice practices for all?
- Discussion on how to deal with players in multiple sports and having to have two-week isolation before coming to hockey, how will those evaluations be handled.
- Coordinators getting to help to ensure social distancing is adhered too.
- Expectations of parents outside for practices, possibly some exceptions for younger group.
- Discussion on using gloves for coaches etc. to tie up laces. Need to investigate cost of PPE, speak with Sabrina about this.

Nathan had a suggestion to investigate skate guards for Atom and below level, instead of T-shirts. This way the younger groups can be dressed prior to practice/games and will be able to go straight to the ice.

Question on pro-rating the season, can we change CAHL to match RHL fees if needed depending on the changes that may come? Yes, we can make fees the same. Need to review the budget.

Question on membership to CRCA, are we the only group that must pay? No, there are other groups that require it as well. Private groups pay a different price for rentals.

Need to communicate to membership on restrictions/changes that will be happening.

Question on RHL distance travel to meet HA criteria? Waiting to see how things are progressing. This may be a skills season due to currently circumstances, everything is still unknown this early in the process.

Discussion on how evaluations will look this season. Again, this is still very early on in the planning, will have to wait and see what changes/restrictions may be coming.

We need a game plan for sage 2.

Cohort for our AA program could be Strathmore, Airdrie and Okotoks, need direction for HA and SCAHL.

Getting back on the ice is key and most important at this stage.

Discussion on who will be responsible for maintaining records of those on ice and in the building for practice/games for the season. This will ensure that if there is an outbreak, those that could have possible contact are notified as soon as possible. Question on if the person assigned to this task, can change over the season? Yes, it can be changed from a coordinator to head coach etc. for responsibility. Need to retain the records for 30 days. Everyone who enters the building must fill out the form. Jason and Gulp have templates for the form and can get them to the board.

Question on refs for the season, unsure currently.

Discussion on the volunteer bond for this year and the raffle and if they are required or how to proceed. Will have to reevaluate as changes happen.

Update to Policies (changes in yellow)

6.5.3 Divisions

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

- a) U5 (4 years old before Dec 31 of current season)
- b) U7 (5 & 6 years old before Dec 31 of current season)
- c) U9 (7 & 8 years old before Dec 31 of current season)
- d) U11 (9 & 10 years old before Dec 31 of current season)
- e) U13 (11 & 12 years old before Dec 31 of current season)
- f) U15 (13 & 14 years old before Dec 31 of current season)
- g) U16 (15 years old before Dec 31 of current season)
- h) U18 (15,16 & 17 years old before Dec 31 of current season)
- i) U21 (18,19 & 20 years old before Dec 31 of current season, possibility of overage players as per Hockey Calgary)

CMHA will be not be allowing 4-year-old players to register for the U7 program. They must register in U5.

Motion by Denica K to accept, Jamie Hadden second, all in favor; motion carried.

6.9 Fees

The Registration fees shall be reviewed annually by the Board of Directors and made available at the Association's Annual General Meeting. The registration fees are meant to reasonably reflect the costs associated with delivering our 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, ~~Provincial play down fees~~, home and away socks, and other budgeted operating expenses.

Motion by Steve D to accept, Jeremy S second, all in favor; motion carried.

6.10.6 Registration Guidelines

- 1 **Goalies:** U11 to U18 will register all goalies until July 15th of each year.
 - a. Goalies will go through the evaluation process completed by the Operations Director.
 - b. A maximum of two goalies per team will be selected.
 - c. If the Goalie requirement is exceeded, the goalies that receive the highest evaluation marks will remain within the CMHA program.
 - d. 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.
 - e. 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.
 - f. 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.
 - g. 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.
- 2 **Releases:** Players and/or goalies will be given a seasonal release to register in the next closest LMHA after September 20th of each year.
 - a. Players/goalies requesting a release must contact the Registrar.
 - b. CMHA will not release a player/goalie because they do not want to pay the late fees.
- 3 CMHA reserves the right to Increase or Decrease the number of teams for a Division based on requirements.
 - a. 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.
 - b. 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 lower number of players and or goalies.

Motion by Edyta B to accept, Denica K second, all in favor; motion carried.

6.8.1 Ice

6.8.1 Practice Ice:

All teams will be provided one-hour practice ice slot per week.

- **U5** – one practice a week (starting mid-October)
- **U7** – one shared practice a week (whole ice or shared ice)
- **U9** – one practice a week (whole ice or shared ice)
- **U11** - one practice a week (whole ice or shared ice)
- **U13** - one practice a week (whole ice or shared ice)
- **U13 AA** – two practices a week (whole ice)
- **U15** - one practice a week
- **U18** - one practice a week
- **U21** - will be provided 5 one-hour practice slots throughout the season.

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

6.8.2 Game Ice:

Game ice will be provided according to HA, CAHL, SCAHL, and RHL requirements

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

Motion by Denica K to accept, Melissa B second, all in favor; motion carried.

6.13 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 ~~coordinator~~ **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

6.13.1 Goal Tending

- It is the policy of CMHA to provide necessary goal tending equipment (excluding sticks) for all teams up to and including **Peewee U13** level.
- CMHA will provide goal tender sticks for ~~Tyke and Novice~~ **U5 and U7** teams. Goal tender sticks for ~~Atom~~ **U11** and above are the responsibility of the individual player.
- Goal tending 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.**

6.13.2 First Aid Kits

- CMHA will provide all teams with appropriate First Aid Kits. Kit content may vary depending on level of play ~~i.e. Tyke to Junior.~~
- 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.

6.13.3 Pucks

- CMHA will provide one hundred 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 ~~Coordinator~~ Director at the end of the season.

Motion by Nathan R to accept, Steve D second, all in favor; motion carried.

6.17 Evaluations

6.17.1 Level Specific Information

Tyke U7 House League

Evaluations

- **U7** evaluations will be run under the CMHA Evaluation policy
- CMHA goal is to make the teams as even as possible at the beginning of the season to facilitate the house league program

Notification

- All players will be notified by the U7 Coordinator as to what ice time they are on for any conditioning and evaluation
- **Conditioning for U7 will start the week after Labor Day.**

Ice Times

- **U7**– 2 conditioning, 2 evaluations

Conditioning

- During conditioning the on ice coaches will run the players drills as set out by CMHA to get them ready for the evaluations.

Conditioning Group Chart

Number of registered players	
19 or less	One group
20 to 35	Two groups
36 to 50	Three groups
51 to 64	Four groups
65 to 85	Five groups
86 to 100	Six groups

Evaluations

- **U7** will be evaluated on set drills given by CMHA

Group Set Up

- Conditioning and Evaluations groups will be divided into 1st year players and 2nd & 3rd year players

Team Selections

- The teams will be drafted by the coaches selected by the Hockey Development Director.
- No special requests will be allowed with the exception of siblings
- The coaches child will not be involved in the draft
- The coaches will draft one (1) player at a time

- The draft will be run using the chart below

Teams	Top 1-15 as per Evaluations	16-35 as per Evaluations	36-55 as per Evaluations	56-75 as per Evaluations	76-?? As per Evaluations
Red	Draft 3	Draft 4	Draft 4	Draft 4	Draft???
White	Draft 3	Draft 4	Draft 4	Draft 4	Draft???
Orange	Draft 3	Draft 4	Draft 4	Draft 4	Draft???
Black	Draft 3	Draft 4	Draft 4	Draft 4	Draft???
Blue	Draft 3	Draft 4	Draft 4	Draft 4	Draft???

Season

- CMHA will have its **U7** house league start at the beginning of November with the focus on skill development for the first 6 weeks
- Each team will play each other 2-3 times a season and be given 3-4 extra ice times to invite other surrounding teams (Indus, Calgary, Strathmore, Okotoks, Airdrie etc..) to come and play an exhibition game

Game Play Rules

The following will be the rules of game play for all CMHA U7 house games and exhibition games.

- Game time of 1 hour period lengths will be 18 minutes run time with 5 minute warm up
- Players shifts will be 3 minutes
- 3 goal limit per player (NO Exceptions)
- Coaches are to ensure that each player is to play all positions during the game
- Coaches need to rotate goalies every shift during all house league games and exhibition games. Teams are welcome to use a goalie stick (sticks will be provided by CMHA)

U7 Iron Man Tournament

- The CMHA Tournament Coordinator will oversee the **U7** Ironman committee and will assist in all areas as required
- Each team will send one representative to the **U7** Iron Man tournament committee.
- Each team will send one representative to the **U7** Iron Man raffle committee

Tournaments & Exhibition Games

- Teams will be given travel permits for 2 overnight tournaments
- Travel permits must be obtained through the league director as early as possible for tournaments outside Zone 6
- Teams may attend as many local tournaments as they wish as long as they don't interfere with the house league schedule and they obtain a travel permit, if required. Local tournaments being in the following areas: Calgary, Okotoks, and High River (NEED Travel Permit).
- Cochrane, Strathmore, Indus, and Airdrie (NO Travel Permit needed).
- Hosting an exhibition game will require an exhibition permit obtained from the League Director requested as soon as a game is scheduled.
- A travel permit obtained from the League Director is required to attend any away exhibition game outside of Zone 6.
- Each team can return a maximum of 2 house league games. The following rules must be followed.
 - o You must communicate to the team you are scheduled to play of the change. You must also make the **U7** Coordinator and the Ice Director aware of the ice time you would like to hand back. This must happen at least two weeks prior to the scheduled time. This will allow the team that you were going to play time to find an alternative. Where you can offer more than two weeks' notice that will be appreciated and helpful to the opposing scheduled team.

Your team cannot hand back ice against the same opposing team more than once. So, if you have already handed back ice against U7 Blue you cannot do it a second time

U9 & U11

Notification

- All players will be notified by their level coordinator as to what ice time they are on for any conditioning and evaluation
- Conditioning for U9 and U11 will start the week after Labor Day.
- Once the teams are selected the coordinator will send out an email to notify the players as to what team they are on

Ice Times

U9 – 2 conditioning, 1 skill evaluation, 3 evaluation games

U11 – 2 conditioning, 1 skill evaluation, 3 evaluation games

Conditioning

- During conditioning the on ice coaches will run the players drills as set out by CMHA to get them ready for the evaluations.
- The drills set forward by CMHA will be used in the U9 and U11 skill evaluation
- Drills will be posted on the CMHA website prior to the first conditioning ice time.

Conditioning Group Chart

Amount of registered players	
19 or less	One group
20 to 35	Two groups
36 to 50	Three groups
51 to 64	Four groups
65 to 85	Five groups
86 to 100	Six groups

Evaluations

- U9 and U11 will have 1 skill evaluation and 3 evaluation games
- After the skills evaluation U9 and U11 will be divided up into teams to play in the games with the scores provided from the skill evaluation.
- Skills evaluations will run 1 ¼ to 1 ½ hour depending on the size of the group in each level.
- The skill drills chosen will be appropriate to each age category as supplied by CMHA
- U11 Goalies will attend all conditioning ice times with the players. Goalies will also attend 1 separate goalie only conditioning (ALL goalies to attend) Goalies will also have 1 separate goalie evaluations. All other goalie information in the goalie section of the policy.

Group Set Up

- Conditioning groups will be set up by the level coordinator prior to the start of conditioning.
- Groups will be divided up after the skill evaluations are done.
- After each evaluation game the groups may be readjusted according to their current evaluation scores to help better identify the interface players. Interface players are typically harder to rank due to the small differences in skill level between them. This readjustment helps both the evaluators and the player by giving them a better opportunity to show their skills against players of similar caliber.
- The evaluation committee will try to move as many players and goalies as they see fit in order to challenge an athlete within various competition levels.
- At CMHA discretion the top 5 (as ranked by the evaluation scoring system) may be asked to stay home for the final ice time.

Team Selection

- **U9 and U11** teams are divided up based on the average scores the players receive from their evaluations.
- Teams will be selected through an “evaluation” process prior to announcement of “Head Coach” positions.
- Coaches will select their teams using the following chart below.

U9 Team Selection Chart

Team Size	Team Starts with	Coaches Pick
12	8	4
13	9	4
14	10	4
15	10	5
16	11	5
17	12	5
18	12	6
19	13	6

U11 Team Selection Chart

Team Size (Skaters)	Team Starts with	Coaches Pick
12	8	4
13	9	4
14	10	4
15	10	5
16	11	5
17	12	5

Coaches will fill their roster with players on the interface. The interface will be determined by the Operations Director and the Level Coordinator. The interface will be no larger than 4 players

U11 goalie selection criteria is in the individual Player/Goalie information section 6.17.2

U13, U15 & U18

Notification

- All players will be notified by their level coordinator as to what ice time they are on for any conditioning and evaluation
- **Conditioning for U13, U15 and U18 will start approximately 2-3 weeks after U7, U9 and U11.**
- Once the teams are selected the coordinator will send out an email to notify the players as to what team they are on

Ice Times

U13 – 2 conditioning, 1 skills evaluation, 3 evaluation games,
U15 – 2 conditioning, 1 skills evaluation and 3 evaluation games
U18 – 2 conditioning, 1 skills evaluation and 3 evaluation games

Conditioning

- During conditioning the on ice coaches will run the players drills as set out by CMHA to get them ready for the evaluations.
- Drills will be posted on the CMHA website prior to the first conditioning ice time.

Conditioning Group Chart

Amount of registered skaters	
17 or less	One group
18 to 34	Two groups
35 to 50	Three groups
51 to 64	Four groups
65 to 85	Five groups
86 to 100	Six groups

Evaluations

- **U13, U15, and U18** will have 1 skill evaluation and 3 evaluation games.
- Skills evaluations will run 1 ¼ to 1 ½ hour depending on the size of the group in each level.
- The skill drills chosen will be appropriate to each age category as supplied by CMHA
- Goalies will attend all conditioning ice times with the players. Goalies will also attend 1 separate goalie only conditioning (ALL goalies to attend) Goalies will also have 1 separate goalie evaluations. All other goalie information in the goalie section of the policy.

Group Set Up

- Conditioning groups will be set up by the level coordinator prior to the start of conditioning.
- Groups will be divided up after the skill evaluations are done.
- After each evaluation game the groups may be readjusted according to their current evaluation scores to help better identify the interface players. Interface players are typically harder to rank due to the small differences in skill level between them. This readjustment helps both the evaluators and the player by giving them a better opportunity to show their skills against players of similar caliber.
- The evaluation committee will try to move as many players and goalies as they see fit in order to challenge an athlete within various competition levels.
- The top 5 (as ranked by the evaluation scoring system) may be asked to stay home for the final ice time.

Team Selection

- U13, U15 and U18 teams are divided up based on the average scores the players receive from their evaluations.
- Teams will be selected through an “evaluation” process prior to announcement of “Head Coach” positions.
- U13, U15 and U18 will be divided into two (2) groups, forwards and defense.
- Depending on the amount of players on any given team the coaches will be given the following parameters to fill the rest of their team.

Team Size (Players)	Allotted FWD	Allotted DEF	Coach Selection FWD	Coach Selection DEF
12	6	2	2	2
13	7	2	2	2
14	7	3	2	2
15	7	3	3	2
16	8	3	3	2
17	9	3	3	2

Coaches will fill their roster with players on the interface. The interface will be determined by the Operations Director and the Level Coordinator. The interface will be no larger than 4 players
 Goalie selection criteria is in the individual Player/Goalie information section 6.17.2

U20

Team selection will only occur if there are more than 21 players and 2 goalies registered in one season. Selections will take place by the Coach and U20 Coordinator. Team selection must be approved by the President

6.17.2 Individual Player / Goalie Information

Conditioning

Conditioning for U7, U9 and U11 will start the week after Labor Day. Conditioning for U13, U15 and U18 will start approximately 2-3 weeks after U7, U9 and U11. **ADDED INTO THE ABOVE LEVELS**

Players

Players will determine which position they are trying out for in **U13, U15, and U18** and will be evaluated at that position. Players trying out for defense will wear single digit jerseys (1-9) and forwards will wear double digit get jerseys (10-99). CMHA will try to have even amount of forwards and defense on each team depending on the amount of players registered for each position. Example chart below.

Total Teams	Total Forwards	Avg FWD per team	Total Defense	Average DEF per team
3	30	10	15	5
4	48	12	16	4
5	45	9	20	4

- Any player that is sick during the evaluations and misses 1 or more evaluation will not be deducted anything from their score. The player must attend a minimum of 2 evaluations.
- If a player gets injured before the evaluations and is remaining in the same age division they will start on the same team they played on the previous season but a spot will be left open on the next higher team from last year from them to try out for. The player will have 3 ice times to try out for the higher team. If a player is moving up an age division (atom to pee wee) they will start on the lowest team in the division and will move at the discretion of the evaluations committee and coaches. The coach and the evaluation committee will make the final decision as to what team the player is placed on.
- If a player gets injured during evaluations the score they receive from the current seasons evaluations will be used to determine what team the player will be placed on.
- Any injured player must provide a doctors release stating they are fit to participate in evaluations.
- Any unexplained absent will be marked as a zero for that evaluation at the discretion of the evaluations committee.
- Any injured player placement will be at the discretion of the CMHA board.

Goaltenders

U11 & OLDER

Goalies – will attend all conditioning ice times with the players. Goalies will also attend 1 separate goalie only conditioning (ALL goalies to attend). Goalies will also have 1 separate goalie evaluation.

CMHA understands that goalies are not recognized until the **U13** age group by Hockey Alberta. CMHA will recognize goalies in the **U11** age group.

Goalies will be evaluated and placed by the following combined criteria:

- A. All goalies will be evaluated during one (1) scheduled goalie clinic by goalie evaluators and run through set goalie specific drills.
- B. All goalies will be evaluated during regular evaluation scrimmages. The evaluators will complete a skill evaluation sheet for each goalie.

All goalie evaluation scores will consist of both the goalie specific ice times and evaluation games.

Goalie Team Placement Chart

Amount of Goalies	3 team Division	4 team division	5 team division

4	1 on team 1 & 3, 2 on team 2 for affiliation	1 on each team	Discretion of the CMHA
5	1 on team 1, 2 on team 2 & 3 for affiliation	1 on each team, 1 goalie placed where best suited for the goalie and affiliation	1 on each team
6	2 on each team	1 on team 1 & 3, 2 on team 2 & 4 for affiliation	1 on each team, 1 goalie placed where best suited for the goalie and affiliation
7	2 on each team, 1 moved up, overage if possible or released	Goalies placed were best fitted for each team and affiliation	Goalies placed were best fitted for each team and affiliation
8	2 on each team, 2 moved up, overage if possible or released	2 on each team	Goalies placed were best fitted for each team and affiliation
9	2 on each team, 3 moved up, overage if possible or released	2 on each team, 1 moved up, overage if possible or released	Goalies placed were best fitted for each team and affiliation
10	2 on each team, 4 moved up, overage if possible or released	2 on each team, 2 moved up, overage if possible or released	2 on each team

Goalie selections

Where there are enough goalies in a division CMHA will allow the Head Coach the opportunity to choose their second goalie for their team. This process will be mirrored to the player's selection policy with the coach choosing their second goalie from the next 2 evaluated goalies.

6.17.3 Evaluators

- The evaluators will consist of any coach or associate coach that has applied for a coaching position in CMHA.
- Coaches will NOT be allowed to evaluate their own child.
- A pre-evaluation meeting will be held at each level to explain the process and what CMHA is looking for. The meeting will be held one (1) week before the first evaluation.
- After each evaluation all the evaluators will come into the CMHA office and review their evaluations and justify their marks with the group.
- A minimum of three evaluators to a maximum of eight are required to evaluate players at each level. The evaluators will complete a skill evaluation sheet for each player.
- CMHA will try to have the same evaluators for each evaluation.
- The Operations Director will contact the evaluators for each level and schedule them in for the evaluations.

6.17.4 Player Acceleration

- Underage players must inform the Registrar and level coordinator in writing if they wish to play in a higher division by August 15th of each season.

- Underage players must be in their second year in their appropriate age group.
- Underage players must still attend their age appropriate ice times so CMHA can evaluate them in their age category in case they are not accelerated.
- There will be NO player acceleration from U7 to U9.
- Players in U9 that are not in the top 3 of the age appropriate category will not be allowed to pursue player acceleration to atom.
- Players wishing to player accelerate from U11 to U13 must accelerate to U13 AA not U13-1.
- Underage players will attend the skill evaluation and the first evaluation game of the level above. If the player is not in a position on the top team they will return to their age level.
- Underage players that have requested to play in a higher division must make the top half of the top team. In the case of player acceleration to U13, U15 or U18 the number will be determined by what position they are trying out for.

Motion by Jeremy S to accept, Edyta B second, all in favor; motion carried.

6.16 Coaches/Managers

- All Coaches and Managers must have the appropriate coaching courses as mandated by Hockey Alberta on their website.
- All Head Coaches from Tiny Mite to Junior 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.

6.16.1 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 assistants' coaches and sent to the Hockey Development Director and President for final approval.

6.16.2 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.
- To coordinate team fundraising.
- They MUST have Respect in Sport – Activity Leader/Coach

6.16.3 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 (\$40.00/card payable to CMHA).

Exception will be given to **Tiny Mites 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 **Novice U9** where 6 cards will be provided per team.

Motion by Jason M to accept, Steve D second, all in favor; motion carried.

6.10.5 Tryouts with AA or AAA Teams

	U13 AA	U13 Lakers	Chestermere http://chestermereminorhockey.com/
AA	U15 AA	U15 Warriors	Wheatland (Strathmore) http://www.wheatlandaa.com
	U16 AA		
	U18 AA	U18 Chiefs	
AAA	U15 AAA	Okotoks Oilers	Okotoks http://www.oaaoilerhockey.ca/
AAA	Minor 15 year olds ONLY	Oilers U16 AAA	Okotoks http://www.oaaoilerhockey.ca/
AAA	Major U18	Bow Mark Oilers U18 AAA	Okotoks http://www.oaaoilerhockey.ca/

Motion by Denica K to accept, Edyta B second, all in favor; motion carried.

7.0 “AA” Hockey Program

Chestermere Minor Hockey Association (CMHA) operates oversees a select hockey program referred to as “AA” Hockey under the name “Chestermere Lakers” and is the local organizing body for “AA” hockey within SCAHL.

AA operates under the rules and regulations as set forth by SCAHL, HA, and HC.

The distinguishing characteristics of this program are that it is a try out based evaluation which determines which players are selected for only one team per division and participation in SCHAL. This is the opportunity for hockey players to participate at the highest competitive level of “AA” hockey offered by CMHA and while the opportunity to try out is available to all members, only those players selected may participate.

AA hockey teams shall NOT play against other CMHA hockey teams.

GENERAL

The Board of Directors (**The Board**) of the AA program shall consist of the following:

- AA Director
- AA Coordinator(s)
- CMHA Executive Board Members**

This section provides the AA Director and coordinator(s) with the basis from which decisions are made. The manual contains a summarized version of the **Bylaws Policies** that provide the operating structure for CMHA "AA", and outlines of the specific job responsibilities of its Board Members.

Management of the AA

Management of the AA will be overseen and conducted by the Board who shall act in the best interest of the AA and its Members.

Objectives:

- a) To encourage personal development and leadership qualities of individuals;
- b) To promote sportsmanship;
- c) To develop hockey skills;
- d) To foster and encourage the sport of amateur hockey;
- e) To encourage team play;
- f) To foster respect for officials, coaches, parents and other players;
- g) To encourage acceptable and responsible conduct;
- h) To allow the players to have fun;
- i) To foster a positive community spirit.

Boundaries (map on CMHA website)

The draw zone of the CMHA AA are established and approved by SCAHL and Hockey Alberta and are as follows:

- Chestermere

Divisions

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

- j) U13 AA (11 & 12 year old before Dec 31 of current season)
- k) U15 AA (13 & 14 year old before Dec 31 of current season)
- U18 AA (15,16 & 17 years old before Dec 31 of current season)

SOUTH CENTRAL ALBERTA HOCKEY LEAGUE

The South Central Alberta Hockey League (SCAHL) is the governing body for AA hockey for all teams registered in the SCAHL.

The League shall abide by all rules, regulations and bylaws of Hockey Alberta ("HA") and Hockey Canada ("HC").

CMHA is a member of and plays under the Rules of the SCAHL. Each team will be responsible for complying with all the rules and regulations of the SCAHL.

Objectives:

- To foster and promote a high level of hockey for players under its jurisdiction;
- To control and administer the playing of the game of hockey in accordance with the rules, regulations, and etiquette of the game;
- To ensure keen competition occurs within the league

Performance Bond and Withdrawal from the League

Each member association of the SCAHL will be required to post a performance bond of \$150.00 per team upon first entering the League. Withdrawal by any member association from the League, within its first three years, will result in the forfeit to the League of its performance bond

Each member association of the SCAHL that pays the performance bond is entitled to one (1) vote at any League meeting, including the AGM. Disbandment of the League would result in the performance bond being returned to each member association

Any member association wishing to withdraw from the League must so notify the League in writing at the AGM

Any member association that withdraws from the League, after three years from entry, is entitled to a refund of its performance bond, providing it is in good financial standing with the League and its request for withdrawing is reasonable. This must be agreed upon by the remaining member associations.

Membership Fees

The annual membership administration fee will be reviewed and set at each AGM. The fee is payable to SCAHL and is due on or before the first League meeting in September.

All member association privileges are automatically lost, upon default of any monies owing to the League.

Should the SCAHL ever disband the performance bonds will be returned to the respective member associations and the remaining funds will be donated to the Alberta Children's Hospital and Stars Air Rescue.

1. ELIGIBILITY

The opportunity to participate within the CMHA select program is open to all members of the association in good standing as defined by the boundaries of the SCAHL. This opportunity is defined as the ability to be evaluated for potential inclusion in the program only. Actual team selection is based on player ability and participation is not guaranteed as in community-based programs.

Each family is required to hold a valid Community Membership (CRCA) at the time of registration.

A player to be considered under this policy is one who must demonstrate "extraordinary attributes" compared to his peer hockey group including, but not limited to, the following:

- hockey skills
- physical maturity
- psychological and emotional maturity
- player demonstrates exceptional past performance of hockey skills
- attitude
- desire
- **must be capable and allowed to play regularly**

2. CODE OF CONDUCT

The Code of Conduct establishes a standard of behavior that is expected from all Player, Coaches, Team Management, Team Manager, Off Ice Officials, Parents, and its members, collectively and individually while such parties are at a Team, League, or other related function or event when acting as a Team or when representing the CMHA. Members shall at all times conduct themselves in a manner that is consistent with the values and

principles of fair play and sportsmanship prescribed by the CMHA and the rules, values, and principles established by the Leagues, Hockey Alberta, and Hockey Canada.

This Code of Conduct applies at all times while representing the Association or a team in the Association. An individual is considered to represent the Association and/or the team at all times while involved in games, practices or other team or Association functions and including all travel associated with participation in the functions. Individuals are considered to be representing the Association at all times when they travel out of town as a team.

Everyone acknowledges that individually they represent and are the face of the CMHA and any person who embarrasses him or herself is an embarrassment to us all.

The Code of Conduct has been developed to achieve a number of objectives including:

- To uphold and advance the purposes and objectives of Chestermere Minor Hockey Association.
- To provide a clear definition of the expectations the Association has for individuals who represent the Association.
- To ensure that individuals representing the Association exhibit conduct and behavior which reflects favorably on the Association, the league, the contributing Associations, and all others associated with the Association.
- To ensure the health and safety of all involved, including Association representatives, fellow competitors, spectators and the public.

SPECIFIC RULES

The following rules shall apply universally to all Representatives of the Association when they participate in Association activities whether on or off the ice.

In situations where players travel or room with their families to Association functions (particularly, out-of-town tournaments and games), these rules may be modified at the discretion of the coaching staff. Any modification shall not have the effect of lessening the intent of the Code, but only to make application of the Code more particle under specific circumstances. In such situations, the "head of the family" may wish to assume the responsibility for the behavior of the player and must so advise the Head Coach or Manager. The player must still adhere to the broad principles underlying these rules and in all instances; the Head Coach is ultimately responsible for enforcement of the Code.

The following rules are in addition to rules of play established by the Canadian Amateur Hockey Association of the league and other such bodies having jurisdiction over the performance of individuals involved in the game of hockey.

1. Representatives of the Association shall conduct themselves properly at all times while on Association business as to not in any way discredit the reputation of the Association, the team or fellow players. This includes but is not restricted to the following:
 - I. shall exhibit good sportsmanship in all circumstances
 - II. shall refrain from abusive, harassing, or offensive behavior that objectively can be seen to demean or abuse Players, Coaches, Off Ice Officials, Team Management, other officials, rink staff, or fans
 - III. shall obey the rules and regulations of all governing bodies and shall cooperate with their enforcement
 - IV. shall refrain from using profane language
 - V. shall refrain from bullying, hazing or any behavior that is motivated by a desire to humiliate a player
 - VI. players over or under the age of Eighteen (18), will not consume alcohol or use tobacco products, vape or consume any non-prescription drugs prior to, or at any team practice, game or function
 - VII. any activity which constitutes an endangerment to the lives, health or safety of himself or others
 - VIII. shall, in general, be required to act in a manner that would reflect well on the image of the representative, the team, and CMHA.

2. Players shall have no members of the opposite sex in team hotel rooms, be in other hotel rooms with members of the opposite sex or attend unauthorized private parties when traveling with the team.
3. No Representative shall violate curfews established while traveling. In this regard, it shall be the responsibility of the Head Coach to ensure that curfews are established while traveling and that they are communicated to all representatives, giving regard to the age of the individuals involved and the schedule for the events. The Head Coaches' decision regarding the establishment of curfews shall be final.
4. No Representative shall violate any specific rules established by a team traveling on behalf of the Association. These rules include (without limiting the generality of this team) use of hotel sports and recreation equipment, dress regulations, participation in recreational activities while traveling and other rules established to assist in enhancing the performance of the team.
5. It shall be a breach of the Code of Conduct to have knowledge of a situation or event which constitutes a breach and to condone the action through continued participation in the general events surrounding the breach or for failing to take reasonable efforts (including reporting the activity to appropriate team officials) to attempt to stop the incident.
6. Breaches of the Rules of Hockey may result in disciplinary action as breaches of this Code of Conduct. This is particularly true when the Rules of Hockey dealing with misconduct, gross misconduct and intent to injure are breached.

The following actions are deemed to be Major violations of the Code of Conduct.

1. No representative shall engage in any activity which constitutes a breach of the Criminal Code of Canada.
2. No representative shall illegally possess, consume or distribute alcohol or drugs and shall not participate in any public activities while under the influence of these substances.
3. No representative shall engage in any activity which constitutes an endangerment to the lives, health or safety of himself or others.
4. No representative shall engage in any activity which results in the destruction or defacement of public or private property.

Unreasonable application of the rules of the Code of Conduct may in itself constitute a breach of the Code. Complaints or unreasonable application of the Code of Conduct must be made in writing to the Board of Directors, Chestermere Minor Hockey Association.

Team Rules

- (i) All Players must conform to a set of team rules which shall be established and communicated in writing to Players and Parents by the Coaches and/or Team Management at the start of each hockey season; and
- (ii) All Parents will conduct themselves in a dignified and respectful manner when involved in Team functions. Abuse of any kind, by a Parent, directed towards the members or officials of another team will not be tolerated.

(iii) 24 HOUR RULE

Discipline Process

- (i) Breaches of the Rules of Hockey may result in disciplinary action as breaches of this Code of Conduct. This is particularly true when dealing with on-ice misconduct, gross misconduct and intent to injure;

- (ii) Any Player who violates Team rules and policies will be subject to discipline by the Head Coach. Discipline may include, but is not limited to, a verbal reprimand, reduction of playing time, or suspension for one or more games. If a Head Coach deems it necessary to provide more than a verbal reprimand, the Player's Parents are to be informed at the earliest opportunity of the action taken and the reasons for the action;
- (iii) Restitution for any property damage. In some circumstances, all costs of restitution shall be done by the individuals involved pro-rata and no further participation in any Association activities shall be permitted until the individuals share of the costs are paid or arrangements made for payment
- (iv) Discipline is undertaken not to humiliate or demean a Player, but to hold them accountable for their actions and to teach them that there are alternatives in their choice of behavior; and
- (v) Any member who violates the Code of Conduct (the "Violator") may be subject to discipline by the CMHA Board. If necessary, a Disciplinary Subcommittee may be struck to evaluate the violation and prescribe a disciplinary action (the "Disciplinary Action").

CONSEQUENCES

7. In dealing with breaches of the Code of Conduct, the matter under consideration should be dealt with as quickly as possible under the circumstance giving consideration to both the actual and potential risks which were created by the breach of the Code. Any one or more of the following disciplinary actions may be taken by the Team and/or the Association for breaches of the Code.

For Major breach of the Code of Conduct, the following applies:

- The individual (s) shall be suspended from participation in the event. Expulsion for participation in an event as a result of a breach of the Code of Conduct, the representatives may be sent home as soon as possible or reasonably practical. In such circumstances, all costs of early return travel shall be borne by the individual and no further participation in an Association activity shall be permitted until the costs have been fully reimbursed. In circumstances where the representative is a minor, the representative's parents will be advised of travel plans prior to the trip and agreement will be reached on the mode of travel to be employed, however, the representative must be sent home; that decision cannot be changed.

The matter will be brought before the CMHA. Executive Committee who may direct:

- Continuation of the suspension.
- Exclusion from participation in future events.
- Exclusion from the Team/Association.

APPEAL PROCEDURES

- Disciplinary actions involving player suspensions by coaches for one game only (benching) shall not be subject to appeal.
- Disciplinary actions taken by team officials while out of town shall not be subject to formal appeal to the extent that the consequences apply only while the team is out of town.
- Disciplinary actions which continue beyond the end of the specific activities, at which time the breach occurred, may be appealed through the Association formal appeal procedure to the extent the consequences extend beyond the activity.
- A review by the Board of the process used or a disciplinary action taken by the team may be requested at any time. Such a review may include a request to consider whether the actions taken constituted a breach of the Code of Conduct.

NOTICE OF DISCIPLINARY ACTION TAKEN

- All disciplinary (more than one game) actions taken by a team against any player (other than verbal reprimands and benching) shall be reported to the player's parents at the earliest reasonable time.

- All disciplinary actions taken by a team against any representative (other than verbal reprimands and benching) shall be reported in writing to the Board at the earliest reasonable time.

ENFORCEMENT

While the Coach has ultimate authority and responsibility for the actions of all members of his team, he can seek guidance/assistance from the team director, team management or parent in enforcing the Code of Conduct.

3. SOCIAL MEDIA

The Board understands that the use of social media is an everyday occurrence and that misuse of social media may have a devastating effect on any OAAA Family or any other person that it is directed towards.

a) Social Media Policy

- This policy (the "Social Media Policy") will encompass public communications through internet mediums and websites such as Twitter, Facebook, Instagram, Snapchat, LinkedIn and any other social media network that allows users to communicate online. The policy will be applicable to all CMHA members;
- The CMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. The CMHA also respects the right of the members to express their views publicly. However, it should be recognized that comments made by the members on social media are on the record and available to the public and media and reflect upon the CMHA as a whole;
- The purpose of this policy is to educate the CMHA members on the risks of misuse of social media and to ensure the members are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the CMHA. Though the CMHA will review reported offences it does not have the capability to review all postings made by the members. The CMHA considers that it is ultimately the user that is solely responsible for their own comments once they are published on the public record.

b) Social Media Violations

- In general, any action that is taken through social media that is considered to be a violation of the Code of Conduct would be considered to be a reportable violation and subject to Disciplinary Action;
- The following are some examples of conduct through social media and networking mediums that are considered violations:
 - Divulging confidential information that may include, but is not limited to the following: Player injuries, game strategies, or any other matter of a sensitive nature to a Team, the CMHA, CMHA members, or any other individual;
 - Negative or derogatory comments about teammates, Coaching Staff Member, Parent or the CMHA member or any member of the Team or their opponents from other Local Minor Hockey Associations or Elite Hockey Associations;
 - Any form of bullying, harassment or threats against rival Players on ice officials, Off Ice Officials or the CMHA members;
 - Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to: drug use, alcohol abuse, public intoxication, hazing, or sexual exploitation;
 - Taking of photographs inside a dressing room, while any Player is in the process of changing, is strictly prohibited;

4. ICE

Practice Ice:

All teams will be provided with no less than two (2) one hour practice ice slots per week.

U13 AA – two full ice practices a week

U15 AA – two full ice practices a week

U18AA – two full ice practices a week

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

Technical Development – approximately 1 hour weekly

Game Ice:

Game ice will be provided according to HA and SCAHL requirements

All AA games will be no less than two and a quarter (2.25) hours

A minimum of 3 minutes and a maximum of 5 minutes will be set on the clock for warm-up, prior to any game commencing.

All scheduled league games will consist of three, 20 minute, stop time periods. Cleaning the ice surface should occur after each period if time allows. Failure to provide enough ice time for three, 20 minute, stop time periods will result in a forfeit for the home team, and 2 points being awarded to the opposition team, regardless of the game score.

Notwithstanding SCAHL Bylaw 101 g., if it appears a game will not be able to be completed within the ice time allocated by the arena for the game (minimum 2.25 hours) due to unusual delay caused by penalty assessments, and there is no flexibility to extend the time to stop time completion, at the first stoppage of play after the time reaches 5 minutes remaining on the ice time allocation, the timekeeper shall notify the referee and the game clock shall be dropped to 2 minutes stop time. The respective Governor shall have sole discretion to determine the main cause of delay and if the outcome of the game could have realistically been affected by the delay.

Prior to the start of a game, the home team shall advise the game officials and the visiting team if an extension of ice time allocation will be available and the length of such possible extension

- **NO DROP CLOCK IN AA.**

Assigned ice is controlled and funded by the CMHA, included in the Associations annual budget.

Notification of returned ice MUST be given to the Ice Director.

Each team within a division shall be allotted from CMHA ice in an amount that is equal to that of every other team in the same program on a per user basis within the Association. Equality shall not necessarily refer to the quality (time of day) of each allotted time.

5. EVALUATIONS

All players registered to try out for AA Hockey shall be evaluated with the intent of teams being created with players of the highest skill level evaluated.

The evaluation process may vary year to year as defined by the AA Director and Operations Director.

Evaluation and conditioning fees will be determined each season by the CMHA board during budget meeting and are non-refundable.

Final player selection is the responsibility of each team's respective head coach, in consultation and agreement with the AA Director.

AA Director, in conjunction with the head coaches are responsible to schedule their respective try-out camps.

- Director and coaches must be present at the location to register all players who wish to try out for the AA team.
- They must ensure that the player meets all the normal criteria of eligibility in accordance with all CMHA policies and guidelines.
- During the evaluation process, Players are identified to the evaluators and Coaches by jersey colour and number only. Names of Players are not provided to evaluators. The Division Director audits this process, but does not participate in evaluations. Only coaches and evaluators are allowed to participate in the evaluations.

Because of the problems involved with maintaining coverage of liability insurance, **NO** player or coach is allowed on the ice unless he is registered with CMHA. All players must wear C.S.A. approved helmets and full face masks, with all straps properly fastened at all times on the ice. In addition, all other mandatory protective equipment, in good repair, must be worn at all times. This includes players who may be injured and only skating light duty. These rules not only apply in try-outs, but to all practices and games during the hockey season. No team or player shall be allowed on CMHA ice without a recognized Coach or Assistant coach present.

6. PLAYING TIME

The development of all players is the sincere desire of the Chestermere Minor Hockey Association. The goal of the AA hockey program is for player development and growth. It is the intent of CMHA to encourage equitable allocation of ice time at the elite level.

The coaching staff and the AA Director shall proactively consult and determine the practical application of the fair play policy in highly competitive AA game-play situations.

Fair ice time does not necessarily mean equal ice time. There are playing circumstances in which additional opportunities are extended for the right reasons, such as hard work, discipline, attitude, and effective team play.

Situational game management and coaching are expectations of the level;

- (i) Players are to be chosen who Coaches believe can manage and contribute at the elite level for the Division, so as to minimize the need for protective development (restricting player exposure to situations that they may not be ready to handle or that could serve to shake confidence). The CMHA recognizes that, in some circumstances, protective development may be necessary, to some extent, while we more cautiously develop those individuals for improved future contributions;
- (ii) CMHA's mandate is to develop elite players; we are not a win at all cost association.

Appropriate overall development is the first responsibility and expectation of the CMHA.

7. TEAM SIZE

There shall only be one team selected for each division. Each division shall have a defined minimum and maximum number of players as defined below:

- All Divisions – Min 17 Players to the Max 19 Players [Teams will have 2 goalies]

8. EQUIPMENT, CLOTHING, and APPAREL

Equipment

- CMHA will provide one set of home jerseys and one set of away jerseys, pant shells, socks, pucks, and coach boards to each team. This equipment (excluding socks) will be returned at the end of each year.
- CMHA uniform and its representation are the sole property of the AA program. The Board must approve any changes or alterations
- First Aid Kits
- All protective equipment worn by a Player and sticks are to be provided by the Player. The equipment should be visually inspected by a Coach or Team Manager to ensure that equipment is in good repair and fits properly. If deficiencies in the equipment are noted, it will be brought to the attention of the Player and his/her Parents. It should be stressed that the ultimate responsibility for the maintenance and repair of Player equipment remains with the Player and his/her family; and
- CMHA requires that all Players wear protective neck-guards whenever on the ice.
- It is the policy of the CMHA that the use of approved mouth guards is mandatory for all players participating in the U13 division and above.

Clothing

- Players representing CMHA on game day should wear appropriate dress clothes as designated by the Head Coach and at a minimum, team track suits;
- Cresting – the logo is the property of the AA and will not be placed on anything without approval from AA Director
- AA Director must be notified before an alternative jersey / 3rd jersey order is placed. It must be in good taste as well as be appropriate in representing the AA program
- The AA board must approve & has the right to disallow the use of an alternate jersey / 3rd jersey at any time
- All costs associated with purchasing & altering alternate jerseys / 3rd jerseys will be covered by the team or parents

Apparel

- The AA Board controls the AA logo and picks the apparel separate from minor hockey directly with the supplier.
- Apparel could be the following in blue (or black if blue is not available in some apparel)

- Track suits
- Dry land gear
- Hoodies / T-shirts
- Dress jackets
- Hockey bags
- Cinch bags

9. AA LOGO

- The AA logo use or reproduction is restricted to the AA program. Authority for approval of the use of the AA logo must have prior written approval from the AA Director.
- Certain levels of sponsors may be given permission to use the logo on their website or promotional material in order to associate themselves with the AA. This is determined by the AA Director.
- AA will enter into preferred vendor relationships with apparel suppliers who will be authorized to use the AA logo. Members must use the preferred vendors for any apparel/gear they require if it is to have the AA logo.

10. FEES

The Registration fees shall be reviewed annually by the CMHA Board of Directors and made available at the Association's Annual General Meeting. The registration fees are meant to reasonably reflect the costs associated with delivering the AA 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, Provincial play down fees, home and away socks, and other budgeted operating expenses.

Season fees will be paid to CMHA, in total at the beginning of the season or in three (3) equal instalments by credit card or with cheques posted October 1, November 1, and December 1.

If CMHA treasurer is notified by the bank that a cheque is NSF, the player for whom that cheque was on behalf of will NOT be allowed to continue on any ice activity until proper payment, including NSF charges, have been made and cleared.

All fees must be paid by December 1st. Fees paid means either full payment or established payment arrangements as approved by the AA Director and CMHA Treasurer.

Team Finances and Fundraising

Each team is responsible for financing and prepares a budget for the season and assesses the monthly fees over and above registration fees to offset extra ice time, bussing, tournament fees, player development, coach fees (non-parent), team meals, and so on.

All families are required to pay team fees. In cases of hardship, application may be made through the AA Director and CMHA Registrar for relief. Non-payment for any other reason is not acceptable and the matter will be referred to the AA Director and CMHA President and may result in a suspension from team play for the player involved.

Each team is required to participate in CMHA's yearly raffle to help in fundraising but will not ordinarily be a contributor to the financing of team activities. All funds raised by other fundraising activities shall only be used for the benefit of that team, its coaching staff, and players.

CMHA will not be liable for any debts incurred by any team.

Each team is responsible for setting up its own bank account at the ATB in Chestermere. Team bank accounts shall be maintained in the name of the team – CMHA Peewee AA Team, CMHA Bantam AA Team, CMHA Midget AA Team. The parents on the team own this money and the team manager and team treasurer are to act as stewards of this money.

Team finances are to be transparent to the parent group and regular financial reports are to be distributed to the parents and cc'd to the AA Director.

A copy of the final bank statement and financial statement must be forwarded to the CMHA Treasurer and AA Director within 2 months of the season end. CMHA Treasurer reserves the right to ask for a full financial statement of the team funds at any time.

At the end of the season, any excess funds not raised through AGLC fundraisers should be returned to the parents who are in good standing or donated back to CMHA's Short Handed Fund. Seed money of \$500 must be left in the account for the next season to assist in the start up of the team.

Any funds raised via AGLC approved fundraising must be used for the team, donated to CMHA Shorthanded Fund, or left in account for next season. This cannot be returned to the parents.

Uses of AGLC money are ice costs, extra ice time, referees, bussing, tournament fees, player development, coach fees (non-parent), coaches hotels, and player/coaches meals.

If a player is injured and cannot return to the team for the remainder of the season, that player is encouraged to remain as a member of the team and pay a reduced fee for the remainder of the season to cover travel expenses. It is reasonable to suggest that fees allocated to game and practice ice expenses should not have to come from that player. Any monies collected from team fundraising events that involve the injured player, are not expected to be credited back to the player from the team.

Administration Fees: CMHA AA program charges each team an administration fee/Player to assist in the expenses that the Association incurs during the year.

Tryouts and Conditioning Camp: CMHA covers all the costs of ice, referees, and evaluators, up to and including the blue and white game. After that, those costs are the responsibility of the Team. The Chestermere/Indus Referee Association (CIRA) will invoice the CMHA for the referee costs for the U13, U15

and U18 AA teams which will be covered with the player fees.

League Fees: League fees are paid for by the CMHA to the SCAHL which is covered by player fees.

Coach Apparel: The team pays for Coach apparel.

Coach Training: There is a budget allotted by the Hockey Development Director for coach training.

AA Fee Refund

Registration refund will only be considered for a player who has sustained, based on a medical report, a season ending injury or for relocation of the family. **No other refund will be given.**

A CMHA player who is cut during evaluations will have all fees transferred to CMHA Rep league.

There is no refund of conditioning and tryout fees.

All requests for refunds must be provided in writing to the Registrar, AA Director, and Treasurer.

Refunds will not be granted based on a league suspension or other disciplinary action, or if a player/family voluntarily withdraws from the AA program.

Administration Fee of \$100 will be withheld for all refund requests, regardless of the date and reason.

Should the Board of Directors agree to refund money, the following schedule will apply:

Date	refund amount
Oct. 1 – Nov. 30	50% less \$100.00 Admin Fee
After November 30	0%

Refunds shall be issued to the entity from whom the registration fee was received.

Registration payment made by credit card will be subject to the administrative fee, and all credit card fees associated with using a credit card.

NSF Cheques - Bank charges will be applied to any NSF cheques received by the team.

11. REGISTRATION

CMHA opens the **On-line** Registration on June 1st of each year and is open to all eligible persons within the defined CMHA boundaries.

The On-line booking tool can be accessed at www.chestermereminorhockey.com

AA Registration will run from June 1st to August 30th of each year.

Fee Amounts will be posted on the CMHA website by June 1st of each year

Underage Player Acceleration

The directive of the "AA" Hockey Model is to develop players within their specific age group and not to displace the players from their age Division by facilitating the movement of underage players, as per Hockey Alberta Guidelines. All underage players will be considered an exception.

The following steps are to be followed if a player is not of the current division birth years.

- Only players one (1) year younger than the age division they are applying to participate in will be considered for acceleration. (example Peewee age bracket years 2004 & 2005, only players born in 2006 may apply for movement).
- Prior to tryouts commencing, a letter from the Player and his/her Parents must be sent to the AA Director explaining the rationale for being considered as an Underage Player

- The AA Director shall contact the players prior coach asking such things as Skill level, Attitude, ability to take criticism, dressing room presence, maturity level and document their recommendation.
- Once this is done all information and recommendation must be brought the Chestermere Minor Hockey voting Board to vote whether or not to allow an acceleration tryout.
- If tryout is allowed the player must evaluate as top 3 forward, top 2 defense, or top goaltender.
- The underage player's participation with the "AA" team must be determined within seven days of the Evaluation Camp, through a minimum of two ice times.
- No underage player will be granted a second try-out.

Community Membership

- Each player is required to hold a valid Community Membership (CRCA) at the time of registration.

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:

1. The request for release is to a LMHA to play a higher classification of hockey (e.g. AA to AAA center)
2. There is a change in residency that impacts the player
3. 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.

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.

Future involvement in the program

When a player voluntarily leaves the program during the season, or is expelled from the program before December 1, this creates a financial shortfall to the team which then has to make up from the remaining team members. It is difficult to add a new player during the season as teams have already been established. Even if a player is added, this would create the same affect to the team they are leaving. Therefor the following will be imposed

- Any player, who voluntarily leaves the program during the playing season or is expelled from the program for disciplinary reasons, will be indefinitely suspended from future involvement in the AA program
- If a player for whatever reason, other than being released from CMHA after tryouts, is granted a release from CMHA to play for another "AA" association, that player will be indefinitely suspended from future involvement with the AA program.
- If a player is seeking reinstatement into the "AA" program, written request must be made by the parents, and if accepted a pre-determined bond will be issued by the parents to the CMHA that would be held for the remainder of that playing year. As well as any unpaid fees from past involvement would need to be reimbursed upon re-entering the "AA" program.

Part of building a successful AA program relies on the commitment from players and parents. If a player or parent decides to leave voluntarily or decide they would rather play for another association instead of CMHA and are granted a release to pursue that, then the individual and his/her family must deal with the future consequences.

Tryouts with AA or AAA Teams not offered within CMHA

Players wishing to try out for **AA** or **AAA** that are not offered within CMHA at the time must register with CMHA first with their \$250 deposit (with balance due by December 1).

Permission to try out form is sent in PDF form and signed by the President.

Players that are selected for teams will be reimbursed full fees.

	U13	U13 Lakers	Chestermere http://chestermereminorhockey.com/
AA	U15	U15 Warriors	Wheatland (Strathmore)
	U16		http://www.wheatlandaa.com
	U18	U18 Chiefs	
AAA	U15	Okotoks Oilers	Okotoks http://www.oaaoilerhockey.ca/
AAA	Minor 15 year olds ONLY	Oilers U16 AAA	Okotoks http://www.oaaoilerhockey.ca/
AAA	Major U18	Bow Mark Oilers U18 AAA	Okotoks http://www.oaaoilerhockey.ca/

12. COACH SELECTION

The AA Director will annually organize a Coach Selection committee from the current CMHA board and may also choose one person from outside the board (at the discretion of the AA Director), which will be empowered to seek out and interview, preferably, **non-parent** coach candidates for the CMHA AA teams.

Requirements for Criminal record checks prior to coach appointment will follow CMHA policy
All coaches applying for Head Coach position must have the certification required at that level before sending in application.

All applications for coach shall require a coach's interview prior to coach appointment by the AA Director.

Coaches approved by the Board shall be engaged in the position for 2 year contracts, unless the coach resigns or is relieved of his duties by the Board, the coaching term shall extend to the end of the hockey season.

The end of the hockey season shall be at the conclusion of the "AA" provincial or league playoffs or any subsequent sanctioned tournament in which the team may participate, whichever is later in date.

Incumbent Coaches may re-apply for coaching positions and the COACH SELECTION COMMITTEE shall consider such application on a 2 year contract.

Head Coach, with the assistance of the AA Director, shall be responsible for acquiring Assistant Coaches and Trainers as they may in their sole discretion deem necessary for the successful operation of the team.

Head Coaches shall be certified as is required by Hockey Alberta guidelines BEFORE applying for the position.

Coaches, along with the AA evaluators, shall be responsible for the selection of the players participating on the team each year, subject only to the philosophy and policies of the Association in place at the time.

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

- Philosophy
- Communication skills
- Coaching experience / qualifications
- Preparation & Dedication
- Hockey experience
- Adhere to rules

	<u>DEV. I</u>	<u>Checking Skills</u>	<u>Respect In Sport - Coach</u>	<u>Safety</u>
Peewee AA	Head Coach	Head Coach	All Team Officials	One Team Official
Bantam AA	Head Coach*	Head Coach	All Team Officials	One Team Official
Midget AA	Head Coach*	Head Coach	All Team Officials	One Team Official

*For Bantam AA and Midget AA where Development I is required, any Head Coach that possesses the High Performance I Certification will also be deemed eligible.

13. COACHES

N.C.C.P. Certification: Coaching staff will comply with requirements as specified in Hockey Canada, Hockey Alberta, and CMHA guidelines.

1. The AA Director, following the interviewing process and recommendations will confirm all head coaches as recommended by the Coach Selection Committee. Each team will have one (1) individual designated as the Head Coach.
2. Head coaches will be responsible for choosing their Assistant coaches. All Assistant coaches will be approved by the AA Director prior to start of season.
3. If the AA Director deems it necessary to change coaches, then the staff of the outgoing Coach may be terminated.
4. No team will be allowed on the ice without a certified Coach or Assistant present. Also, all players will wear all mandatory protective equipment, in good repair, worn as recommended and properly fastened.

No Coach or Manager will sign, convey or relate any literature on protests or rulings in support of individuals or situations without first notifying AA Director.

5. The Head Coach will arrange and address a meeting of the team Parent group prior to the first scheduled league game to introduce the coaching staff and to discuss team objectives, roster status and contingent changes, coaching philosophy, general team operations and any other items deemed appropriate for the time, including satisfying parent queries and generally establishing an open line of communication with the parent group. AA Director must be in attendance at this meeting.

6. The Head coach is expected to be alert and sensitive to parental concerns as may arise and to strive to resolve any such matters promptly.
7. AA Director shall address parental problems not resolved by team managers.
8. Language of abusive or offensive nature will not be tolerated from the coaches or players.
9. Alcoholic beverages and/or illegal drugs will not be tolerated on any team (refer to the Code of Conduct).
10. In accordance with Hockey Canada regulations, ensure that absolutely no Hazing or Initiation rites are permitted by or within the team, either with or without his knowledge. Further, the Coach should counsel his team against any such action(s).
11. Coach expenses which are incurred while on road trips with the Team, primarily including meals taken with the Team and hotel accommodation, shall be paid for by the Team.
12. All coach honorariums will be set by CMHA. The AA Director will set honorariums for each coach hired based on credentials & experience
 - (vi) Coach honorariums are to be paid by each respective team in December & March of the respective season;
 - (vii) This amount shall not be linked to the performance of the team or the Coach, but shall be considered a general gratuity to help the Coach cover day to day expenses incurred in the process of coaching.
13. Communication with Players should be frequent and ongoing. Coaches should encourage Players to meet with them to express concerns or to have questions answered. Two staff members will be present at all individual Player meetings.
14. At minimum, one Coach will be provided for pre-and-post-game dressing room supervision of the Players

Safety – On-ice Injury and Potential Concussion Management

CMHA Coaches are not expected to be specially trained to interpret the severity of hits to the head or the medical consequences of collision during game or practice. CMHA Coaches will adhere to a simple rule regarding any injury – any player that must be assisted off the ice as a result of an apparent injury will not be allowed to return to the ice until the injury is determined to be temporary and not represent a further safety hazard to the player. Uncertainty on this point requires the player must sit until cleared by a medical professional.

The one exception to this rule that requires even more rigor is related to any concussion type event. Any player that is assisted off the ice with an injury that appears to be related to potential concussion/whiplash (or a player that comes off the ice under their own power yet should/did require assistance either on the ice or on the bench) will remain off the ice until cleared by a medical professional. No exceptions and CMHA expects our Coaches to rigorously protect the long term safety of our players by erring on the side of caution in applying this rule.

DRESSINGS ROOMS

It is the responsibility of the coaching staff to ensure dressing rooms are kept in good condition. Should damage occur, the team at fault WILL be held solely responsible for all charges levied against the Association. To ensure that you are not paying for someone else's damage, coaches should check the dressing room BEFORE players enter and AFTER they leave.

EQUIPMENT/JERSEYS

The coach is responsible for the return of all equipment assigned to the team. The coach must return all equipment to the Equipment Coordinator one-week after the team's final game. Each team will be billed by CMHA at the end of a season for any missing or damaged equipment (beyond normal wear and tear). Replacement value will be determined at the sole discretion of CMHA.

All equipment supplied by CMHA will remain the property of CMHA subject to specific rules put forward from time to time by the Board of Directors.

Permission for the use of the CMHA logo must be obtained from the Association.

CMHA requires that all Players wear protective neck-guards whenever on the ice.

THE BOARD OF DIRECTORS WILL UNDERTAKE DISPOSAL OF ALL EQUIPMENT. Team players will not inherit any equipment, jerseys, or pants, etc.

14. MANAGERS

The AA Director will confirm all Managers. Candidates for Manager may be nominated by the Board, AA Director, or by the Head coach for consideration.

The Manager of each team, once confirmed, will report regularly to the AA Director on team administration and on team activities.

GUIDELINES FOR MANAGERS

1. Create and maintain a positive public representation of CMHA and the particular team with which they are associated.
2. Ensure that required travel permits are obtained and that the AA Director for the division is aware of travel plans for non-league games.
Ensure that all out-of-town travel is arranged through a transportation company approved by CMHA and that the game sheets are filed with the appropriate coordinator and league official.
3. Appoint a Team treasurer and establish a budget – once approved by the Parents it should be submitted to the CMHA Treasurer. Ensure that the Team treasurer provides regular financial reports to the Parents. Ensure that all detailed financial accounting of team income and expenses is maintained. Submit a complete financial report with a "zero" balance to the parents and the CMHA Treasurer within two months of the end of the season. CMHA charges each team an administration fee/Player to assist in the expenses that the Association incurs during the year.
4. Appoint a fundraising coordinator, jersey parent(s).
5. Liaise with the Ice Director and obtain additional ice through the Association or privately as may be required by the Head Coach.
6. Maintain positive relationships with coaches, managers, and executive within the CMHA family and outside the organization.
7. Ensure all players are properly registered for league play and that all registration fees are collected with the player is "carded".
8. Ensure that a certified trainer is in place at all games.
9. Ensure all equipment issued by CMHA is maintained in reasonable repair.

10. Attend at least 90% of the team's games and a reasonable number of the team's practices.
11. Schedule a parent meeting in conjunction with the Coach prior to the first league game and as required thereafter to discuss team selection, operation and objectives for the year; meet regularly with the AA Director to review the team's on-ice and off-ice situations and to receive formal feedback from the CMHA.
12. Ensure that adequate first-aid is available for league, exhibition games and practices.
13. As an intermediary between parents and coaches regarding any concerns which may arise during the course of the season.
14. The guidelines are representative of the managers' duties but are not limited to those outlined above.

15. BUSING

Any "league" activities being played at a venue that **exceeds 155kms160kms** in distance from Chestermere will require the team taking a bus. Coach may also, at their discretion, choose to take bus at any time.

All team members – coaches, managers and all players are required to travel on the bus unless authorized by the head coach.

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.

Parents may be allowed to travel on the bus to the extent that room is available. In the event of limited seating, one member from each player's family will have the first option on seating, and if additional seating remains available, the seats will be made available to other family members on a first come basis.

~~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.~~

Coaches can declare a trip a "team" only trip whereas only players and team officials are allowed to travel on the bus.

No Player shall drive to an away game. Parents unable to attend must arrange transportation with a Parent of another team player or team management. Failing to do so, the parent must notify the team manager to make transportation arrangements.

Tournaments and Exhibition games are optional but teams are encouraged to utilize a bus.

Examples for bus:

Chestermere – Lethbridge = 203kms

Chestermere – Taber = 258kms

Chestermere – Medicine Hat = 273kms

Chestermere – Sylvan Lake = 167kms (turnoff @ Innisfail) or 177kms (via Red Deer)

Chestermere – Lacombe = 182kms

Examples for NO bus:

Chestermere – Olds = 103kms

Chestermere – Red Deer = 154kms

Chestermere – Stavely = 119kms

Chestermere – Spruceview = 153kms

Motion by Denica K to accept, Deborah H second, 1 abstain, majority in favor; motion carried.

Next Meeting: July 13, 2020 6:30pm

Motion to adjourn: 9:03pm Kim H

<i>Review of the 2020/2021 Approved Budget</i>	<i>Entire Board or executive? Who is responsible?</i>	ASAP
<i>Coad of Conduct and Oath</i>	<i>Melissa</i>	ASAP
<i>Compare pricing of T-shirts vs. skate guards for Atom level and below due to current COVID restrictions</i>	<i>Nathan</i>	Prior to start of the season
<i>Communication to membership regarding return to hockey plan for current stage 2 COVID restrictions</i>	<i>Board</i>	Ongoing
<i>Template for team designate to keep track of players/members at practice/games for COVID tracking</i>	<i>Gurp/Jason have one they can share</i>	Prior to season
<i>Fees for carding extra coaches for CAHL</i>	<i>Albert</i>	ASAP
<i>Review RHL Policy verbiage</i>	<i>Deborah and Denica</i>	ASAP
<i>Ice Schedule Status and changes for 2020/21 season</i>	<i>Steve</i>	ASAP
<i>Review Renumeration Policy and if it pertains to AA program</i>	<i>Albert</i>	ASAP