Claresholm Minor Hockey Association Rules and Regulations

2026/2027

Introduction **3**
Goals
Objectives
Role of the Coach
Role of the Parents

Rules and Regulations 1 –Code of Conduct Management Plan **4**
Introduction
Claresholm Minor Hockey Association Philosophy
Complaint Handling Procedure
Implementation Process

Rules and Regulations 2 – Divisions and Ages **9**

Rules and Regulations 3 – Player Registration **10**
General Information
Fees and Cancellation/Refunds

Rules and Regulations 4- Conditioning Camps/Player Development **11**

Rules and Regulations 5 – Overage Players **12**

Rules and Regulations 6 – Affiliations **13**
Communication Structure

Rules and Regulations 7 – Player Acceleration **13**

Rules and Regulations 8 – Player Evaluation **14**
Objective
Player Evaluation – General
Injured Players
Late Players
No Shows during Evaluations
Coach Involvement during Evaluations
Goaltender Evaluations
Team Notification

Rules and Regulations 9 – Team Selection **17**
Permission to Try Out Form

Rules and Regulations 10 – Siblings Playing in Same Division **17**

Rules and Regulations 11 – Coach Certification, Coach Clinics **18**

Rules and Regulations 12 – Coach Selection **18**

Rules and Regulations 13 – Equipment **18**

Rules and Regulations 14 – Officials – Off-Ice **19**

Rules and Regulations 15 – Suspensions **20**
Rules and Regulations 16 – Ice **21**
General
Practices
League Games

Rules and Regulations 17 – Tournament Guidelines **22**

Rules and Regulations 18 – Association Logo & Team Sponsorship/Fundraising **23**
Association Logo
Team Sponsorship/Fundraising
Other Fundraising

Rules and Regulations 19 – Arena Protocol and Damage to Property **24**

Rules and Regulations 20 – Awards **25**

Rules and Regulations 21 – Intro to Hockey Program **25**

Rules and Regulations 22 – Referee Payment **27**

Rules and Regulations 23 – Tournament Sanction Numbers and Travel Permits **27**
Tournament Sanction Numbers
Travel Permits
Travel Permit Request Procedure

Rules and Regulations 24 - Volunteer Screening **29**

Rules and Regulations 25 – Electronic device use **29**

Appendix A - PARENTS PLEDGE 30
Appendix B - PLAYERS PLEDGE 31
Appendix C - COACHES PLEDGE 32
Appendix D - OFFICIALS PLEDGE 33
Appendix E - INCIDENT REPORT FORM 34
Appendix F - DISCIPLINE GUIDELINES 35
Appendix G - HOCKEY ALBERTA GAME & CONDUCT MANAGEMENT ABUSE & HARRASSMENT 36
Appendix H - Screening Disclosure Form 37
Appendix I - Evaluations Disclaimer 39

Introduction

Welcome to the Claresholm Minor Hockey Association. All registered players will play an organized hockey schedule, governed by the Claresholm Minor Hockey Association.

Goals

The goal of our program is to provide all participants with a positive, supportive, and safe environment, where they can develop their interpersonal, leadership and hockey skills while learning respect, self-esteem, teamwork and responsibility.

Objectives

The objectives of our hockey program are:

- Provide a game to fit the needs of all participants.
- Provide an opportunity for achievement in an enjoyable and self-fulfilling environment.
- Emphasize the improvement of all basic skills while introducing tactical preparation.
- Assist in the individual physical development and conditioning.
- Stimulate development both from an individual and competitive point of view.
- Ensure that participation is enjoyable and fun.
- Leadership by example.
- FAIRPLAY: INTEGRITY, FAIRNESS, RESPECT

Role

The role of the administrators, evaluators and coaches of the Claresholm Minor Hockey Association are to provide leadership, teaching and organization. As individuals, we have a tremendous influence on these young athletes.

To have a positive and lasting impact on these boys and girls, we are committed to being effective as leaders, teachers, and organizers, encouraging and supporting your children, coaching enthusiastically and expressing genuine concern for them as developing young men and women.

Role of the Coach

As a leader:

- Establish goals and objectives.
- Use a democratic coaching style.
- Provide an appropriate role model.
- Develop leadership abilities in your athletes.
- Demonstrate a sincere interest in your athletes.
- Learn with your athletes.
- Be a fair play coach.

As a teacher:

- Teach the necessary hockey skills, using the proper progression and understandable language.
- Understand that athletes differ in their readiness to learn a skill.

- Understand that athletes learn skills at different rates.
- Teach more than hockey skills.
- Utilize resources from Hockey Alberta Coach Development Programs

As an organizer:

- Plan effective practices.
- Select assistants who will provide maximum benefits to the team.
- Seek the assistance of the players' parents.

Role of the Parents

Parents are the key to success in any amateur hockey program. They are, of course, the people who agree to act as administrators and coaches for our teams. They are the fans, the chauffeurs, the moms and the dads who contribute a great deal of time and money to ensure an exciting and rewarding year for the children.

Rules and Regulations 1 – Code of Conduct Management Plan

1. Introduction

a) The Claresholm Minor Hockey Association administers a minor hockey program for residents in the Town's of Claresholm, Stavely and Granum and the Municipal District of Willow Creek within established boundaries approved by Hockey Alberta.

b) The program exists for players from the ages of 5 to 17 (ages as of December 31 of current hockey registration season). The Claresholm Minor Hockey Association has a formulated constitution that is registered with Hockey Alberta, and the Government of Alberta under the Societies Act.

c) The Claresholm Minor Hockey Association Executive Board is elected at its Annual General Meeting. Part of the mandate of the Board is to establish conduct management guidelines for all participants in the hockey program.

d) This Conduct Management Plan is for all members of the Association. With this plan, the Claresholm Minor Hockey Association wants to address the fundamental values of the game:

- Shared Respect for all participants of the game.
- Development of the players, coaches, and officials involved in the game.
- Fun while participating in the game.

e) In order to achieve this, the Claresholm Minor Hockey Association wants to ensure that everyone involved in our great game is experiencing a focus on respect, positive development, and fun.

f) The Code of Conduct Management Plan is not a short-term solution to the serious problems the game is facing. It has been created as a guiding principle for the minor hockey program.

2. Claresholm Minor Hockey Association Philosophy

a) The Code of Conduct Management Plan

i) Over the past several years it has become increasingly apparent that participating in the Game, whether as a player, coach, official, spectator, or administrator has become less and less enjoyable. People are leaving the game for the wrong reasons. Unacceptable conduct by coaches, players, officials and spectators is increasing both on and off the ice.

ii) The Claresholm Minor Hockey Association views the Code of Conduct program as support and confirmation to our many coaches, players, officials, parents, and volunteers who are in the majority and who have always participated in the game following the fundamental principles of respect, positive development, and fun. We see this program as a vehicle to assist them to further these values and make the game even better and more enjoyable. One could view the Code of Conduct program as a celebration of the positive elements of the game that will overwhelm those negative elements that have unfortunately tainted the reputation of the game today. It is not a time to be defensive, but rather offensive and proactive in advocating a program that is totally positive. We encourage the majority to confidently come forward with energy and support the Code of Conduct program to make our game even better.

b) Objectives of the Code of Conduct Program

i) To provide a program which plays a significant role in the development of a young person's values, morals, social maturity, physical fitness and mental fitness.

ii) To promote acceptable conduct which provides:

- Respect for other participants
- Respect for the great game of hockey
- Protection from harm
- Development of ethical conduct towards others
- Notions of justice, fairness, equity
- Caring attitudes
- Freedom to enjoy

iii) It is a must that every participant abides by these principles. A participant is defined as (but not limited to) a player, coach, official, or spectator.

iv) This program is not intended to be a new process for complaints about officiating or general hockey rules. The objective is to promote and ensure acceptable behaviour.

c) Definition of “Unacceptable Behaviour”

An individual is displaying unacceptable behaviour if they are verbally or physically harassing and/or abusing a game participant (coach, player, official or spectator). When there is a situation of "unacceptable behaviour", the responsibilities of Claresholm Minor Hockey coaches, players, officials, spectators and administrators are outlined below. The focus is on achieving the Code of Conduct program objectives. Confrontation should be avoided. Practice the “24 Hour” rule and then report the incident, as it is an important step in attaining the programs objectives.

3. Complaint Handling Procedure

a) Implementation Trigger

i) The reporting of unacceptable behaviour by a coach, player, official, spectator, or administrator is the triggering event of the complaint handling procedure. This reporting process will govern the person(s) responsible for investigating the complaint. The methods of enforcement will vary dependent on the severity of the event.

b) Reporting Process

i) If an incident occurs which meets the definition of unacceptable behaviour and in the opinion of a coach, player, official, spectator, or administrator, is serious enough to warrant a formal complaint, then an Incident Report Form (Appendix E) must be completed.

ii) The Incident Report Form should be submitted to the Divisional Director, Claresholm Minor Hockey Association.

c) Responsible Reporters

i) If, in the opinion of a Coach, Player, Official, Spectator, or Administrator an individual is verbally or physically harassing or abusing a game participant (coach, player or official), at the next stoppage of play, the offending individual will be identified and through discussion with one or both coaches, request that the offending individual(s) cease this unacceptable behaviour. If the behaviour continues, the official will document the offense on an incident report form or the back of the game sheet. A copy of the write-up will be forwarded to (the Association’s designated individual outlined in step 3.b.ii), triggering the complaint handling process triggering the complaint handling process.

The Claresholm Minor Hockey Association’s Executive Board Members are responsible for the management of the Code of Conduct plan and will determine if an investigation team is required or the Divisional Director or Designate can deal with the matter.

d) Investigation Team

i) If an Investigation Team is required, it will consist of three (3) members of the Association appointed by the President or Designate. They will be given a copy of the Code of Conduct Management Plan to ensure they conduct the investigation according to the objectives of the plan.

e) Enforcement

i) Reports handled by an Investigation Team

(1) After the investigation, the Claresholm Minor Hockey Association President shall have the power to implement the recommendations of the Investigation team that could include suspending any player, coach, official, spectator, or administrator of any team under the auspices of the Claresholm Minor Hockey Association.

ii) Reports handled by the Divisional Director or Designate

(1) The President or Designate has the power to suspend any coach, player, official or spectator of any team under the auspices of the Association for any conduct on or off the ice, which in the sole discretion of the President or Designate is deemed to be unbecoming or detrimental to the game.

(2) The President or Designate shall have the power to prevent any spectator from viewing any game or other activity or entering a facility to view such game or activity under the auspices of the Association for any conduct, which in the sole discretion of the President or Designate is deemed to be unbecoming or detrimental to the game. Further, the President or Designate has the power to suspend the player, coach, team official or the team to which the spectator is attached.

iii) This authority may be delegated by the President to other members of the Association's Executive Board.

iv) The power and delegation granted to the President or Designate allows for effective and quick action against conduct considered detrimental to the game and its participants. The Claresholm Minor Hockey Association is prepared to enforce these provisions as required and is an integral part of the reporting and enforcement initiatives.

f) Appeal Process

i) Upon receiving a request for an appeal, the Claresholm Minor Hockey Association will establish an appeal committee made up of three (3) members to hear the appeal related to any disciplinary action handed down as a result of an investigation. Appeals should be heard as quickly as is practical (within seven (7) days). The appeal must contain a clear and concise summary stating the grounds for the appeal. Notice of the appeal must be submitted, in writing, to the President of the Claresholm Minor Hockey Association within five (5) days from the date of discipline notification was received. If the appeal is denied, further appeals can be made to Hockey Alberta under Hockey Alberta Rules & Regulations 13.03 "Appeal from Decision of Local Minor Hockey Association".

4. Implementation Process

a) Incorporation into Claresholm Minor Hockey's Constitution & By-Laws

i) Article 12 – Rules, Regulations and Guidelines

(1) From time to time, the Board will find it expedient to adopt rules, regulations and guidelines, other than those contained in the Constitution and By-laws, which will govern the conduct of players, coaches, referees and others involved in the CMHA.

(2) Such rules, regulations and guidelines may be adopted, rescinded or amended at the discretion of the Board.

(3) A written record of all current rules, regulations and guidelines is to be maintained by the Secretary of the CMHA who will be responsible for updating the rules, regulations and guidelines from time to time as additions, deletions and amendments are made.

(4) A current listing of all rules, regulations and guidelines in force, shall be provided on the website, making them generally available to those individuals that are subject to the rules, regulations and guidelines.

b) Introducing the Program

i) At the start of the season, a meeting is to be held with all participants of the game to present the program. At this meeting, the Claresholm Minor Hockey Association will:

- Detail the objectives
- Outline the expectations
- Lay out the consequences
- Explain the team's responsibilities
- Explain the Association's responsibilities
- Explain the distribution & collection method that will be used

ii) The teams will be given packages with the Fair Play Pledge forms (Appendix A, B, C, D) and a program outline. These will be distributed to the Parents, Players, Coaches, and Officials for completion. Once complete they will be collected and returned to the Association.

iii) Other Notifications and/or Partnerships

(1) It is recommended that notification is given and more importantly that Program support be garnered from local stakeholders regarding the objectives and implementation of the Program. The following are examples of local stakeholders that may need to be aware of the Program as they may be requested to support in the enforcement of some sanctions.

- Local/Town Recreation Board

- Arena Operating Board
- Town Council
- Community Services Department
- Local/Town Police Department

5. Social media conduct and cyberbullying

Claresholm Minor Hockey Association is committed to providing a positive sport environment free from harassment, this includes bullying via social media and technology. CMHA supports the right of all its members, whether athletes or volunteers to participate in all Claresholm Minor Hockey Association activities free from any form of bullying.

It is the policy of CMHA that cyberbullying in all its forms will not be tolerated. Accordingly, all CMHA personnel (board members, volunteers, players or on-ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Players and other participants are expected to refrain from cyberbullying behavior and are encouraged to report incidents of cyberbullying.

As a minor hockey association, we will not tolerate negative treatment of others, including online.

CMHA encourages members to be mindful about their online activity and proactive about their online safety. Internet service providers, cell phone service providers, and social networking websites like Facebook have terms of use that forbid bullying, harassing, malicious or illegal behavior. Contact them so they can investigate the issue or remove the offending material.

It is the position of CMHA that cyberbullying will not be tolerated, as it is unacceptable and harmful. CMHA recognizes the serious negative impact of all types of bullying on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety. At the same time, CMHA recognizes that not all incidents of cyberbullying are equally serious in their consequences. Cyberbullying covers a wide spectrum of behaviors, and the response must be equally broad in range.

The process of investigation and discipline will follow CMHA Bylaws and Code of Conduct management plan. Minor incidents of cyberbullying will be corrected promptly and informally, taking a constructive approach and with the goal of bringing about a change in negative attitudes and behavior. Complaints will be handled in a timely, sensitive, responsible and confidential manner. The names of parties and the circumstances of the complaint will be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures. Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous may be subject to discipline.

Rules and Regulations 2 – Divisions and Ages

The Divisions and Ages are governed by Hockey Canada & Hockey Alberta. The following ages are as of December 31.

U7 - 5, 6 years old after December 31st of current hockey registration season.
U9 – 7 & 8 years old after December 31st of current hockey registration season.
U11 – 9 & 10 years old after December 31st of current hockey registration season.
U13 – 11 & 12 years old after December 31st of current hockey registration season.
U15 – 13 & 14 years old after December 31st of current hockey registration season.
U18 – 15, 16, 17 years old after December 31st of current hockey registration season.

Rules and Regulations 3 – Player Registration

General Information

Dates for registration are established by the Claresholm Minor Hockey Association Board.

All in person registration dates will be posted and advertised as soon as dates, times, and locations are confirmed for the upcoming season. (All registration opening dates and deadlines will be posted on social media, CMHA website, and sent out in an e-mail to all former participants).

Registration forms, registration information, and coach application will be available on our website through our online registration portal. Registration opens at the start of June at claresholmhockey.ca.)

Registration fees are established annually by the Board at AGM.

First time and/or new players must:

- Provide proof of completion of can-skate or other skating program, or demonstrate satisfactory skating competence required to be successful in the intro to hockey program. Basic skills such as falling, getting up independently, and forward movement are crucial to then develop beginner hockey skills. Our volunteer coaches are not equipped to provide 1 on 1 support to teach basic skating skills beyond the Intro to Hockey (U7-U9) level. If joining at u11 or later, consider having coaches evaluate skating skills.
- Provide an original Birth Certificate for the registrar to verify
- Complete the Player Verification form and/or Parent Declaration Form where applicable.
- Player release from the last association you were registered with, if applicable.

All registration fees must be paid in full by the first practice of the season. Delay of payment or payment plans must be board approved at time of registration.

Player registration is subject to the approval of the Claresholm Minor Hockey Association.

Registration forms must be signed by a parent or legal guardian.

Individual photo and team photo are included with registration – Photo night will be held on a date agreed upon by the Board.

All players must be registered and fees paid with the Claresholm Minor Hockey Association before participating in any on-ice activities.

The Claresholm Minor Hockey Association will enforce a cap on teams if the registration numbers demonstrate the need to do so. For guidelines see Rules & Regulations 9 – Team Selection of the Claresholm Minor Hockey Association Rules & Regulations.

One parent for each registered player must complete the “Respect In Sport” parent program prior to the initial registration being accepted by Claresholm Minor Hockey Association, and redone every four (4) years as per Hockey Alberta rules.

Individual and Team Photos

A photographer is coordinated by the CMHA board each season. The date and time of team photos will be communicated to each team manager and will be posted at the arena

Order forms or weblink will be sent to players in advance of the booked photo session.
Parents must complete the required order forms by the date indicated by the photographer. Payment for one 5X7 individual photo and one team photo is made at registration. Parents may choose to order additional pictures by indicating such on the order form and making the necessary payment.

Fees and Cancellation/Refunds

Cheques to be made payable to the CLARESHOLM MINOR HOCKEY ASSOCIATION.

Personal Cheques are accepted, however all NSF cheques will result in a $30.00 service fee to be paid by the issuer of cheque.

Late registrations will be assessed a fee of $100 in addition to regular registration fees.

Late registration deadline will be determined each year by the board.

Administrative fee in the amount of $25.00 will be charged on all refund requests

If a registered player withdraws from the program for any reason after the registration process, and evaluation, the refund amount will be prorated accordingly. Please contact the Claresholm Minor Hockey Association President and Treasurer.

There are no refunds issued after January 10th of the current hockey season.

All outstanding registration fees from previous seasons must be paid in full before the upcoming seasons registration will be accepted.

Rules and Regulations 4 – Conditioning Camp and Player Development

The Claresholm Minor Hockey Association believes in conditioning and player development.

Each season the CMHA VP of Development will consult with membership regarding potential conditioning camps and player development initiatives and will implement programming based on this membership feedback. For example: Power skating program

Rules and Regulation 5- Overage Players

If you wish to apply for overage status as per Hockey Alberta, please submit a completed application with supporting documentation and letter indicating reasons for overage application to the Claresholm Minor Hockey Association President.

Governed by Hockey Alberta, see hockeyalberta.ca for application and complete policy.

In order to provide an opportunity for players to access minor hockey within their local minor hockey association, when there are no other relevant options, Hockey Alberta may allow a player that is of first year in a division, by date of birth, to register and participate with a team of a lower age division provided they meet the criteria noted within this Policy.

- No applications will be considered if submitted after December 1.
- Overage Player applications will not be considered if the supporting rationale is based on the dislike of a coach, teammates, ice time, or anything conduct related.

Overage applications will only be considered under the following conditions:

- Applications will only be considered if the team the MHA wishes to register the Overage Player on is the lowest tiered team within the association (applications are not valid for AAA and / or AA teams).
- Applications will only be considered if the player is one (1) year older than the maximum age of the Division of hockey in which the MHA wishes to register the player in.

In addition to the criteria noted above, applications will only be considered if the player meets one or more of the following and includes the appropriate documentation:

- Player has a physical or mental impairment / disability, confirmed by a physician, that would restrict him/her from participating within their designated age division;
- The player's skill level provides limitations, confirmed by a skill assessment, and restricts him/her from participating within their designated age division;

- The player is from a remote community and there is no team at the appropriate age division within 100 km of travel;
- The player is a goaltender and there are no other goaltenders for the age division in which the MHA is applying (please note that Overage Goaltenders will not be approved to register with teams within the U11 Division or younger);
- Applications for a Junior aged player will only be considered through consultation with Minor Regulations Chair or Minor Female Chair under the following criteria:
    - Minor Hockey: The player is a still registered full time in high school, is a goaltender and is required to make a Midget team;
    - Minor Female: The player is still registered full time in high school, does not have access to a Junior program and has a skill set that would restrict her from participating in Junior;

- A maximum of three (3) Overage Players will be approved per team; ● Overage Player approvals are valid for current season only.
- Approved Overage Players must be marked as “OA” on all game sheets.
- If it is deemed that the player no longer meets the respective criteria in which the application was approved, the status of the Overage Player may be revoked at any time within the season up to and including December 31

Rules and Regulations 6 – Affiliations

Affiliations are governed by Hockey Alberta.

The Claresholm Minor Hockey Association Coaches should, at every opportunity, encourage players to play at a higher level. If this means that the team has to affiliate players while their players are playing up, the coach shall do so. Each team should ideally ice a team with a minimum of 11 skaters. The coach asking for the affiliate player may specify the player required to fill the available spot, and should make every attempt to provide 24 hours’ notice. Affiliation requests should be made in writing, and should include the coaches, managers and level directors for both teams.

Elite stream affiliations must be declared in writing no later than 10 days prior to the Hockey Alberta affiliation deadline.

Communication Structure

Coach Team A - Manager Team A - Manager Team B - Coach Team B

As often as possible, the request for a player should be in writing. Email is encouraged, with the email, carbon copied to the applicable level director. Coaches should aim to complete the player request process no later than 24 hours prior to game time.

See Hockey Alberta current season Bylaws & Regulations for specific regulations regarding player affiliations.

NOTE: There will be no affiliation allowed WITHIN the Division of Initiation.

Rules and Regulations 7 – Player Acceleration

Player acceleration applies for players with exceptional abilities.

- Players must register in the appropriate age category within the Claresholm Minor Hockey Association.
- Players wishing to be considered for advancement, i.e. play one division higher, must submit their request to the Board at Registration. The Board/Evaluation committee will determine if it is appropriate to move the player into the next higher age category evaluation. Acceleration players will start in the appropriate age category.
- Additional registration fees due to advancement of a player are required to be paid in full by December 15th of the current year.

Rules and Regulations 8 – Player Evaluation

Objective

Following registration, when the numbers registered warrant two or more teams in one level, selection of teams will be made according to skills/abilities as evaluated at the beginning of the hockey season. The skills evaluations will be carried out by a committee selected by the board.

The Claresholm Minor Hockey Association Board believes in an open and transparent process for ALL players and parents during the evaluation/try-outs.

The Claresholm Minor Hockey Association's Evaluation Committee will make every effort to place players on teams of appropriate skill and minimize player movement.

The objective of the tryout/evaluation process is to provide as fair and impartial as possible an assessment of a player's total hockey skills/attitude through drills and scrimmage sessions. This ensures that players have a reasonable opportunity of making a team appropriate to their skill levels as determined during the on-ice evaluations. The Claresholm Minor Hockey Association also wants to provide coaches with the flexibility to build a team based in part on their coaching philosophy and knowledge of player skill and attitude.

The selection criteria will be the same for all players at a particular level from Novice to Midget and the evaluations will be documented. This ensures consistency in the evaluation process, and provides consistency in player and parent expectations from year to year as players move through the various levels of Claresholm Minor Hockey Association's programs.

Although it is impossible to eliminate subjectivity, or previous coach/player experiences, the selection process will reflect on-ice performance during the evaluation period. As an Association, our goal in team formation is to have players of similar ability playing together to maintain balanced competitive teams where the athletes can participate equitably and have fun playing hockey during the season.

Player Evaluation – General

- The Claresholm Minor Hockey Association evaluations for the current season will be held in the season prior to the start of league play.

- Each player must attend more than 50% of evaluation sessions in order to be eligible to receive a final score from the evaluation committee.

- Drills will assist evaluators in determining skating ability, both forward and backward, making and receiving a pass, skating with the puck, and shooting.
- **U11, U13, U15, And U18 Regrouping** - all players must complete a minimum of one full set of defined drills within their registered categories. After two evaluation sessions at U11, U13, U15, and U18 levels, players that are recognizably skilled (top tier players) and players recognizably in early hockey skills development (lower tier players) may be grouped together within their respective age group. Moving these players into their own group provides evaluators with better visibility to the middle group of players that have a more equal skill set.

- The Claresholm Minor Hockey Association Evaluation Committee provides the guidelines for evaluations to the evaluators at an Evaluators meeting. Evaluation guidelines are tailored to fit the particular needs of evaluation teams from Novice to Midget.

- Evaluators will be provided with an exact copy of the drills to be performed, in the order they will be executed. Each drill will be documented including an outline of the skills to be exercised.

- The on-ice officials will inform the players of what the evaluators are looking for in the skating drills and in the scrimmages. All players will do the same drills at a particular level, which ensures a fair process. Skating and puck controls are key individual skills, as well as the player's ability to play the game, as demonstrated in scrimmages. Each player will have an equal opportunity to perform in different situations. The Evaluation Committee wants the process to be positive.

    - A team of evaluators evaluates players.
    - Evaluations are documented and remain confidential. Individual evaluation scores and rankings are not released, as our purpose is to form teams not to rank players for the general membership. Under no circumstances will evaluation results be released to parents. The importance of the evaluation process is to evaluate effectively and equitably, and have players

play at a level consistent with their skills and abilities. Furthermore, the Claresholm Minor Hockey Association does not have the resources to release this information in a form that educationally will benefit and help develop the player. This education and development is the responsibility of the coach and parent. The evaluation sheets and the ranking criteria are only made available to the Evaluation Committee, the Divisional Director, the Executive Committee of the Board, and the Head Coaches in the draft process. The Members of the Executive Committee of the Board will not release evaluation data.

- Coaches and other members of the evaluation process are required to sign a letter of confidentiality stating that under no circumstances will evaluation results be released.
- Inter and Extra squad evaluation games will be scheduled, as they are available. Every effort will be made to expose all players in “game situations” to a team of evaluator for that age category

Injured Players

Injured players should contact a member of the Evaluation Committee before the first evaluation session. Players returning from an injury after the evaluation process will be placed on the lowest team of any given Division and will be evaluated by the Evaluation Committee. The player must skate a minimum of one team session prior to being moved up if necessary. The number of players registered within a Division and the number of players per team within that Division will be taken into consideration. The Evaluation Committee’s decision will be final.

Late Players

Players returning late to the Claresholm Minor Hockey Association from AA, AAA, or Junior team tryouts, will be placed on the second team of any given Division and will be evaluated by the Evaluation Committee. The player must skate a minimum of one team session prior to being moved up if necessary. The number of players registered within a Division and the number of players per team within that Division will be taken into consideration. The Evaluation Committee’s decision will be final. The Claresholm Minor Hockey Association has the right to refuse Late Players should the number of players per team be maximized in any given Division.

No Shows During Evaluations

Players who do no not participate during the evaluation process without a valid reason will be placed on the lower team in each division. Should a player miss an evaluation session due to illness, family emergency, or any other previously arranged commitment, the player must contact a member of the Evaluation Committee and the Divisional Director. Upon his return, the player will be placed on the lowest team of any given Division and will be evaluated by the Evaluation Committee. The player must skate 1 team practice and 1 team game prior to being moved up if necessary. The number of players registered within a Division and the number of players per team within that Division will be taken into consideration. The Evaluation Committee’s decision will be final.

It should be noted that depending upon when a player returns to the Claresholm Minor Hockey’s program for the current year, a player may play at a “lower level” due to such factors as Division Registration, team numbers and the number of players per team. For example, a

player who missed evaluation and is capable at playing at the "A" level after being evaluated may have to play at the "B" level because the "A" level team has reached its limit for number of players per team. Every effort will be made to eliminate such a situation but it must be recognized that the Claresholm Minor Hockey Association has a responsibility to all its members and will not delay the implementation of its program.

Coach Involvement During Evaluations

The CMHA Executive Board will select coaches during the evaluation process. Coach selections will not be finalized until it is determined where a coach's child will play. Once the Head Coach is selected for a team, the coach may be involved with the final team selection, together with the Claresholm Minor Hockey Association's Evaluation Committee. Generally, Divisional Directors will contact the Head Coaches with rosters for their teams.

- Claresholm Minor Hockey will determine the "Player Count Cut-off Line" based on the number of teams that will be created in a specific age category and the numbers of players that are to be included on each team. Teams may not be equal in number. The CMHA Board reserves the right to adjust any team number as necessary.
- In the event of a tie in evaluation points at the cut-off line, the head coach will be given the opportunity to select the player or players to be included on their team.

Example: Cut-off line between player C and D

Player A –110 points, Player B - 105 points, Player C - 100 points, Player D - 100 points, Player E - 100 points, Player F – 95 points

Coach may choose either D or E in the place of C.

Goaltender Evaluations

- All players who are registered as "goalies" or who are playing the position of goalie will be evaluated as a goalie.
- The Claresholm Minor Hockey Association recognizes that the position of Goalie is a specialized position and will endeavour to provide evaluations that indicate this. The Claresholm Minor Hockey Association will therefore enlist specified goalie evaluators to do the evaluations for the goalies. The decision to do so will be the sole responsibility of the Claresholm Minor Hockey Association Executive.
- Goaltenders are assigned to the respective teams based on their evaluation ranking. Where the number of goaltenders exceeds the number of teams in a specific grouping, the evaluation committee will determine the teams that will carry multiple goalies.

Team Notification

The general rule for team notification is Divisional Director > Head Coach > Team. In a situation when there is no Head Coach in place yet, the Divisional Director will notify the team.

Rules and Regulations 9 – Team Selection

The Evaluation Committee will make team selection along with the Head Coaches based on the results of the evaluation process.

The goal is to ensure that all players are offered a fair and equal chance to make a particular team. Team selection will be finalized 10 days prior to the first league game every year.

The Head Coach, Assistant Coach or Manager will contact the team players and/or parents.

Permission to Try Out Form

Hockey Alberta Rules govern player movement to Elite stream teams. Granting or withholding of Permission to Try Out Forms is governed by Hockey Alberta. See the Current Season Hockey Alberta Regulations for specific information.

Rules and Regulations 10 – Siblings Playing in Same Division

Siblings evaluating within the same Division and requesting to be placed on the same team will be placed in the team of the lower level should one player make the top team and should the other make the lower team.

Rules and Regulations 11 – Coach Certification, Coach Clinics

As per Current Hockey Alberta Regulations.

Coach Clinics

The Claresholm Minor Hockey Association will hold coach applicants responsible and accountable to ensure that all applicant coaches are qualified and certified. The Association is also responsible in providing training and support to its coaches. Please contact the Claresholm Minor Hockey Association VP of Development to register in coaching clinics. The Claresholm Minor Hockey Association will reimburse coaches for clinic costs.

Rules and Regulations 12 – Coach Selection

The objective of the coach selection system is to maximize the likelihood that the person best able to develop the players within the Association is selected.

- Preference will be given to coaches in good standing, having completed levels of the National Coaches Certification Program, who are currently coaching and who have actively supported the Claresholm Minor Hockey Association.
- The Board of Directors shall select the Head Coach for each team, after which the Board will review all Assistant Coach applications and present the Head Coach with suitable candidates for consideration and final approval. Each team will consist of 1 head coach and 4 assistant coaches.
- The CMHA Board will be the Coach Selection Committee and will select all coaches.
- Members of the Board can apply for a coach position, but shall not participate in any board decisions wherever there is a conflict of interest.
- Selection of coaches also includes an appraisal of beliefs in and willingness to act in accordance with the Association's mandate, rules and regulations. An applicant's intentions as well as past performance are important input.
- If a parent's coaching interest is restricted to the team the child plays on, then the player must be capable of playing on that team, i.e. he must be evaluated within the generalized group from which the team is to be selected.
- All head coaches, assistant coaches and team volunteers that will access the dressing room for a Claresholm Minor Hockey Association team are required to provide the Board with a criminal record check by the RCMP.

Rules and Regulations 13 – Equipment

Parents are responsible to ensure their child has all the necessary equipment and that it is worn properly in accordance with Hockey Canada's requirements. Full safety equipment, including approved helmet, face guard and neck guard must be worn and properly secured by all players when on the ice for conditioning camps, try-outs, practices, warm- ups, or games.

Mouth guards are recommended for all CMHA players, especially at the Pee Wee, Bantam, and Midget levels.

The Claresholm Minor Hockey Association shall provide each team the following equipment: home and away jerseys together with two (2) garment bags, pucks, puck bag, and first aid kit.

The Claresholm Minor Hockey Association requires each player to wear home and away socks at each game. Socks can be purchased from Crazy Stitch.

The Claresholm Minor Hockey Association provides 1 set of goaltending equipment for all Initiation teams such as U9, and U11. Goaltending equipment is not provided to the U13, U15, and U18 teams.

Jersey handling and care should be assigned to one (1) individual per team. The jerseys should be washed on a regular basis and then hung to dry (do not dry in the dryer as this damages material). Garment bags are for transporting the jersey and the jerseys should be removed from the bags between games.

Any goalie equipment or jerseys requiring repair should be repaired as promptly and as needed. Please contact the Divisional Director if you have any damaged equipment.

The Claresholm Minor Hockey Association will lend goalie equipment to U7/U9/U11 goalies attending summer hockey school. Please contact the Divisional Director. A damage deposit in the amount of $200.00 is required and will be returned upon receipt of the equipment.

Each team is accountable and responsible for the prompt return of all equipment.

Rules and Regulations 14 – Officials – Off-Ice

Off-ice Officials (timekeepers/scorekeepers) are required to conduct themselves in a **BUSINESSLIKE**, **SPORTSMANLIKE**, and **NON-VINDICTIVE** manner at **ALL** times. The actions of an Off-Ice Official **MUST** be above reproach. Actions such as “baiting” or inciting players or coaches are **STRICTLY** prohibited.

No one under the age of 16 years old is allowed in the timekeeper/scorekeeper’s box (excludes participating players and on-ice officials).

Instructions to Off-Ice Officials as per Hockey Canada’s Rules:

- Off-ice Officials are to be treated with courtesy at all times by players and team officials.
- Off-ice Officials are under the general supervision of the Referee for the playing of each game.
- Off-ice Officials should follow the instructions as stated in the Hockey Canada Rule Book with reference to Timekeepers, Official Scorer and Goal Judges. They will save themselves from many unpleasant incidents if these instructions are followed.
- Off-ice Officials shall refrain from criticizing the work of any other official at any time. The Penalty Timekeeper should keep the Penalty Bench from of spectators; should there be any trouble in this respect, report the matter to the Referee.
- Off-ice Officials should be at their respective positions a few minutes prior to the start of the game and subsequent periods.
- When the Official Scorer obtains the team line-ups, he shall obtain the name and number of the Captain and Alternate Captain(s) of each team. This information shall be given to the Referee prior to the start of each game. If the Official Scorer encounters any difficulty in obtaining the team line-ups, he shall report this to the Referee.
- Following the completion of the game the Official Scorer shall sign the Official Game Report and also see that it is signed by the Referee. The Report should then be sent to the appropriate branch or league office.

Rules and Regulations 15 – Suspensions

General

The Claresholm Minor Hockey Association follows the Hockey Alberta's minimum suspension guidelines. See the Current Season Hockey Alberta Regulations for the current minimum suspension guidelines.

Appeals

While CMHA supports our coaches and players, CMHA also respects all officials of the game and only under very rare circumstances will CMHA consider a player or coaches request for an appeal.

If a player, coach or wishes to appeal a suspension, they must plead their case to the CMHA board in a written statement and must pay an appeal fee of $400. CMHA will return the fee if the appeal is successful and the suspension is overturned.

CMHA reserves the right to reject the coach/player appeal request based on the merit of the appeal.

The CMHA reserves the rights to enforce suspensions above these guidelines, as well as to enforce suspensions against parents and spectators.

Rules and Regulations 16 – Ice

General

Practice ice and game ice is the property of the Claresholm Minor Hockey Association, and its use will be in accordance with the rules and guidelines set forth herein.

It is the responsibility of the Claresholm Minor Hockey Association to attend the Town of Claresholm Ice Users meeting to book all regular ice sessions and tournament ice times

The Claresholm Minor Hockey Association will have the authority to contract the rental of ice from the Town of Stavely, should there not be any ice available in Claresholm.

Team Managers must update the arena staff when they receive their game schedules and communicate any changes in their regularly scheduled ice times.

Teams that do not use ice allotted to them for games or practices without notifying the arena staff in advance MAY forfeit future ice considerations and may be required to pay for said ice.

Practices

Practice schedules run for the full duration of the season, including playoffs.

At the conclusion of the Central Alberta Hockey League regular season play, CMHA may continue to practice and play games during their regular scheduled ice times but must ensure they communicate any changes and notify the arena staff when they are ready to end their season. All teams after regular season play may request ice and referees for Exhibition Games at CMHA expense as long as it is reasonable.

Practice times are allotted to each team at the beginning of the season in a fair and equitable manner, with consideration given to the age of the players involved.

A forty eight (48) hour notice is required should a team cancel a weekly practice. Please contact the arena staff. Should there be a no-show; the team may be charged the full hourly ice rental fee.

There are no practices scheduled on stat holidays as the arena is closed.

Practices might be forfeited during the Provincial Play Downs. The Team Manager bumping the ice must communicate with the team that forfeited their ice so they are aware and can reschedule their practice.

Teams are asked to fully use their ice practices and are asked to respect the allotted ice time given to their team.

League Games

The Central Alberta Hockey League (CAHL)'s regular season begins approximately the 3rd Friday in October every year. CAHL is responsible in establishing the game schedule for each division except Initiation.

Rules and Regulations 17 – Tournament Guidelines

Three divisions will be selected by the board to host a tournament each year. Each CMHA host team is eligible to apply for $1500 from CMHA for starter money to run their host tournament and can submit a request for additional money to be spent on medals (submit a request to CMHA Treasurer).

1. Tournament Coordinator (normally done by the team manager of the division hosting unless the manager selects a tournament coordinator).

Tournament format needs to be established as soon as you begin the process of organizing your tournament. In order to have a successful tournament, the team manager or tournament coordinator (if the manager has assigned one) needs to meet with the parents of the team at least six (6) weeks prior to their scheduled tournament to begin planning.

Responsibilities include:

- Ensuring that the overall organization/preparation of the tournament is conducted in a prudent, organized, and efficient manner.
- Preparing “Coaches Package” for host & visiting teams (includes: tournament program, Rules & Regulations, grievance committee rules and regulations, coupons...)
- Securing ice with arena staff
- Inviting teams
- Developing tournament schedule
- Assisting with team coordinating raffle table items

2. Tournament Date

Tournament dates for the Association are established at the beginning of the hockey season, by the Board, taking into account the Central Alberta Hockey League’s schedule, statutory holidays, Town of Claresholm recreation activities, and Figure Skating activities. Furthermore, the CMHA has to respect Provincial play-off deadlines and league play-offs.

3. Tournament Sanction Number

Hockey tournaments require to be sanctioned. The CMHA Registrar/tournament coordinator will make the necessary arrangements to request your tournament sanction number. The sanction number approval sheet will be e-mailed from our Zone 5 Discipline/Travel/Tournament Coordinator and a copy will be provided to you. Please display in a visible area at the arena at all times during the tournament. Visiting teams will require this number.

4. Inviting Visiting Teams

The tournament coordinators together with the coaches/manager are responsible in inviting visiting teams. You will require from each visiting team:

- Team roster (including coaches, trainers, managers)
- Team name & jersey colors (home & away)
- Jersey numbers
- Association name & division

5. Tournament Fees

Our host tournament entry fees are determined by the board. The tournament fee cheques must be made out to Claresholm Minor Hockey Association. Hosting teams are responsible for managing all financial aspects of the tournament, including referee payments and submitting a full report of revenue and expenses to the treasurer as soon as possible at the end of the tournament.

U7	Entry Fee/Away Tournament	$1250.00
U9	Entry Fee/Away Tournament	$1250.00
U11	Entry Fee/Away Tournament	$1500.00

U13	Entry Fee/Away Tournament	$1750.00
U15	Entry Fee/Away Tournament	$1750.00
U18	Entry Fee/Away Tournament	$1750.00

6. Tournament Rules
    - Tournament games must not conflict with any league games.
    - All match penalties must be reported to the Zone 5 Discipline Representative immediately.
    - Teams must adhere to Hockey Alberta Non-Provincial Tournament Rules.
    - Copy of all game sheets/write-ups must be sent within 48 hours to Zone 5 Discipline/Travel/Tournament Coordinator

7. Ice Scheduling
    The tournament coordinators are responsible for contacting arena staff. The CMHA Board will advise you of the dates ice assigned for the tournament. Once the coordinators have determined the tournament schedule, a copy of the schedule needs to be submitted to:
    - Concession Manager
    - Director

8. Referees
    Team Managers along with Tournament Coordinator are responsible to contact the Referee Coordinator to book referees once the tournament schedule has been determined. Please follow the current approved referee rates for referee payments.

9. Timekeepers & Scorekeepers

    - Responsible for ensuring that 2 volunteers are assigned for each scheduled game to perform timekeeping and scorekeeping duties. Tournament rules and regulations are to be posted in timekeepers/scorekeepers' booth.
    - Together with the referees, ensure that tournament rules and regulations are respected. ● All disputes to be directed to the Grievance Committee.
    - **NOTE: NO PERSON UNDER THE AGE OF 16 IS ALLOWED IN THE TIMEKEEPER'S BOOTH.**

10. Raffle Table
    The tournament coordinator will decide the source of raffle items, i.e. solicit local businesses for donated items, parents donating items, the purchase of trophies, medals...for tournament prizes also needs to be decided.

    Coordinators are responsible:

    - In ensuring that all rules of the raffle license are followed properly.
    - In ensuring that 2 volunteers are assigned at the raffle table for each scheduled game.
    - In conducting the raffle draw at a predetermined time and notify winners.
    - See Rule and Regulation 19 for information regarding donations

11. 50/50 Draw

Coordinators are responsible for:

- Getting a raffle license from the Alberta Gaming and Liquor Commission. Rules and regulations, as well as other information are available at the Alberta Gaming and Liquor Commission website at www.aglc.gov.ab.ca.
- In ensuring that all rules of the raffle license are followed.
- In ensuring that volunteers are assigned for each scheduled game to perform 50/50 ticket sales. Maximize ticket sales by drawing winning ticket between second and third periods.
- In posting winning number, winner's names, amount on a poster.

12. Treasurer- Assign one parent to be treasurer for the tournament.
    Treasurers are responsible:

    - Overall financial control and reconciliation. Tournament statement to be provided to CMHA Treasurer at the end of tournament.
    - Collect all entry fees and forward to CMHA Treasurer
    - Ensure floats for 50/50 ticket sale, raffle sale, referee payments.
    - Collect proceeds from the above throughout the weekend.
    - Refer to Rule and Regulation 19 for information regarding donations

13. Poster/Program Coordinators

    Assign one poster parent to create posters for the tournament. Coordinators are responsible:

    - Design and prepare team roster posters, schedules, welcome signs, 50/50 winners list, sponsor list...
    - Compiling information for the tournament program. The tournament program should include greetings, team rosters, sponsors, tournament guidelines and rules...
    - The Program Committee might decide to charge for programs using the proceeds to create a "loonie or toonie stick" to be raffled at the end of the tournament.

14. Grievance Committee

    The Grievance Committee should comprise of 5 committee members. The Grievance Committee should be familiar with tournament rules and regulations. The Grievance Committee should establish guidelines with respect to what constitutes a grievance and what process to follow to file a grievance. A minimum fee of $50.00 should be applied to any grievance.

Rules and Regulations 18 – Association Logo and Team Sponsorship/Fundraising

Association Logo

The Claresholm Minor Hockey Association owns all the rights and artwork for all official symbols, crests, letterhead, etc. related to the Association.

Tournament Sponsorship/Fundraising

The CMH Tournament Coordinator will coordinate solicitation of businesses for donations.

All donations must be recorded. Receipts will be issued by CMHA Treasurer upon receipt of funds.

Other Fundraising

Any other fundraising initiative requests must be submitted to the CMHA Executive Board for approval. Example (Provincial expense fundraising initiative example: Bus/hotels)

Rules and Regulations 20 – Arena Protocol and Damage to Property

Individual teams and players will be held responsible for damages to the Claresholm Arena and on exterior arena property caused by any team or team members. Individual teams and players will also be held accountable for damages made to dressing rooms in the other community arenas.

Any player or team causing damage to the Claresholm Arena or on exterior arena property will be suspended until such time as the damages are paid in full. Duration of suspension may extend beyond repayment time.

Rules and Regulations 21 – Intro to Hockey Program

The Intro to Hockey Program has been established to design hockey programming that is suitable to the age, size, and skill level of the participant.

Teams in the Claresholm Minor Hockey Association Intro to hockey program shall be made up of players not less than four (4) years old as of December 31 in the year of registration or as specified by the Board.
The Intro to hockey teams, both Initiation and Novice, players are not evaluated. Intro to Hockey participants will be split into single birth years. If there is not enough participants to create single birth year age divisions, combined age divisions are acceptable.

All players must play in their own age group, unless otherwise deemed necessary and authorized by the Claresholm Minor Hockey Association Board.

Claresholm Minor Hockey Intro to Hockey program will decide on a year to year basis which league they will participate under. CMHA will follow the Intro to Hockey guidelines as set out by Hockey Alberta, as well as any rules and regulations set forth by the league.

GAME FORMAT

- **Applicable to U7 and U9 age levels**

Ice Orientation: Half Ice or modified
Rink Dividers: Optimal: foam dividers or board system
Roster Size: If roster size is 14 or more use Two - Half Ice Game Model or 13 or less use One - Half Ice Game Model. Minimum roster size is 7 players.
Game Format: 4 vs. 4 plus goalie
Game Length: Two 24-minute halves
Game Warm Up: 3 minutes
Face-Off Dot: Draw a face-off dot in the middle of each half ice rink
Nets: Regulation (4' x 6') or smaller
Puck: Recommend Blue Puck (4 oz.)
Score Kept: None
Positional Play: No position specialization, no full-time goalies – every player takes a turn
Line Matching: Encouraged to ensure like-minded skill levels are playing against each other
Standings, Statistics: None
Game Sheets: Not Required
Face-Offs: Start of game and second half
Off-Side & Icing: None
Puck Out of Play: Drop new puck to non-offending team
Goaltender Freezes Puck: Offending team backs off and goalie gives puck to a teammate to resume play
Goal is Scored: Scoring team backs off and goalie pulls puck out of his net and gives to teammate to resume play

- **Applicable to Initiation age levels only**

U7 Shift Length: 3 minutes; buzzer is set to 3-minute intervals, on buzzer players leave puck, go to bench and new players enter the ice and continue to play
U7 Goalie Equipment: Goalie stick is allowed; no other equipment
U7 Officials: Not Required, coaches are to be on ice to control play

- **Applicable to U9 age levels only**

U9 Shift Length: 1.5 minutes; buzzer is set to 1.5 min intervals, on buzzer players leave puck, go to bench and new players enter the ice and continue to play.
U9 Goalie Equipment: Yes

U9 Officials: 1
Penalties: Only applicable for Novice Hockey. Referee puts arm up to signal penalty, if offending team has the puck, it is a change of possession as indicated by the referee. At buzzer at the end of the shift the referee tells the coach what the penalty was and who got it. Offending player misses next shift, team still plays full strength.

Rules and Regulations 22 – Referee Payment

Referees are provided to the Claresholm Minor Hockey Association by the Claresholm Referee Coordinator.

Each CMHA Team Manager submits the weekly game schedules to the Claresholm Referee Coordinator and Coordinator assigns the referees to each game.

Teams are required to fundraise a designated amount in order to pay for costs of referees. It is at the discretion of each team how they choose to raise this money ie. Raffles, 50/50, bottle drives, grants, cash calls, etc. AGLC rules must be adhered to if choosing to sell raffle or 50/50. Funds raised must be submitted to CMHA by Nov 15. If more time is required a request may be made in writing to the CMHA board president.

- U7/U9 $500/team.
- U11/U13 $750/team
- U15/U18 $1000/team

Referees will submit invoices to CMHA and be paid by check.

Rules and Regulations 23 – Tournament Sanction Numbers and Travel Permits

Tournament Sanction Numbers

A tournament sanction number is required by Hockey Alberta when a team wishes to host a home tournament. The CMHA Registrar will provide each Division with its respective tournament sanction number.

Travel Permits

Travel permits are required for teams traveling to tournaments or exhibition games. Travel permits are not required for league play as all league games played within the Central Alberta Hockey League (CAHL) are sanctioned under the umbrella of Hockey Alberta. All participation in tournaments or exhibition games require a travel permit.

The following rules are to be adhered to by the Coaches/Managers of the Claresholm Minor Hockey Association. Failure to abide by these rules will result in the following penalties:

a) First offence – a two (2) week ban on travel permits, and

b) Second and any subsequent offence – a four (4) week ban on travel permits.

- All Hockey Alberta sanctioned teams MUST be in possession of a Travel Permit when traveling outside their Zone for exhibition games or tournaments.
- Receipt of the Travel Permit MUST be confirmed at least twenty-four (24) hours prior to the exhibition games or first tournament game.
- CMHA teams must have a copy of their Travel Permit with them at the game or tournament and place the Travel Permit number on each game sheet.
- CMHA Travel Permits will ONLY be available through the CMHA Registrar.
- E-Game sheets for exhibition games or tournament games MUST be submitted online within forty eight (48) hours of the completion of the exhibition game or tournament. Submit e-game sheet immediately following a game if any major penalties or suspension were incurred.
- CMHA teams are responsible to ensure that any exhibition or tournament game played is accompanied with a Travel Permit.
- Teams MUST also ensure that their opponent has the appropriate Travel Permit if required and that they have placed the Travel Permit number on the game sheet.
- If the Coach/Manager cannot confirm if his opponent has the appropriate documentation, THE GAME MUST NOT BE PLAYED.
- There are no exceptions to the Travel Permit Regulations.

Travel Permit Request Procedure

Send your travel permit request to the Claresholm Minor Hockey Association Registrar and Tournament Coordinator via e-mail with the following information:

- Date of exhibition game or tournament.
- Location of game or tournament.
- Number of games played during the tournament.
- Tournament sanction number from the hosting Association.
- Division level of tournament, i.e. A, B, C, D.

Please allow three (3) days for processing. The Claresholm Minor Hockey Association Registrar will forward your Travel Permit via e-mail.

Rules and Regulations 24 – Volunteer Screening

- All head coaches, assistant coaches, bench staff and team volunteers for a Claresholm Minor Hockey Association team are required to provide CMHA with a criminal record check and vulnerable sector search by the RCMP in their jurisdiction.

- In the event that criminal record check cannot be obtained prior to September 30, a hockey Canada disclosure form must be submitted in the interim.

- Criminal record checks require updating every 3 years. Criminal record checks will be reviewed by the registrar and president (when applicable), documented as verified in HCR, and then returned to the applicant. CMHA will not retain a hard copy of the criminal record check.

- A positive vulnerable sector search or the following criminal convictions will disqualify the coach/volunteer from consideration for any position:
    - Sexual Assault (in the past 10 years) ○ Assault on a child (child abuse)
    - Any sexual offence that involves a victim under the age of 18 ○ Trafficking in illegal substances

- If an applicant has convictions on their criminal record check within five years of the application date and/or a criminal record conviction of certain offences, they will require review by the registrar and president before being considered for any position. These offences include but are not limited to the following:
    - Driving convictions (Criminal Negligence, Impaired Driving, Driving with B/A Over .08, etc).
    - Drug offence convictions ○ Convictions of violent offences (Assault, Robbery, etc.) ○ Any physical assault involving family violence.

Rules and Regulations 25 – Electronic device use

For the safety and protection of its players, the use of any electronic device to send, receive or record a message or image (include text messaging) within the dressing room is strictly prohibited. Any players, parents, bench staff that have an electronic device with them, shall keep the electronic device stored while in the dressing room. Additional restrictions regarding electronic devices in the dressing room can be imposed by the Head Coach.

Electronic Devices include but are not limited to cameras, cell phones, tablets, iPads, iPods, Blackberrys etc. If a Coach uses an electronic device as a teaching tool, they must notify the Divisional director and/or Board of Directors.
Cell phones shall be used in case of emergency only.

Anyone caught taking pictures or videos in change rooms will face severe disciplinary action, including possible expulsion from the association.

Appendix A - PARENTS PLEDGE

It is the intention of this pledge to promote proper behaviour and respect for all participants within the Association. All parents are asked to sign this pledge to show their support for the principles of Fair Play.

CODE OF CONDUCT **FOR PARENTS**

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.

4. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
8. I recognize officials are being developed in the same manner as players, and will be supportive of their decisions during games.
9. I will support all efforts to remove verbal and physical abuse from the hockey environment.
10. I will respect and show appreciation for the volunteers who give their time to hockey for my child.

I agree to abide by the principles of this CODE as set and supported by this Association.

I also agree to abide by the rules, regulations and decisions as set for this Association.

PRINT PLAYER NAME _____ DATE_____20____

PRINT PARENT NAMES _____ _____

PARENT SIGNATURES _____ _____

Appendix B - PLAYERS PLEDGE

It is the intention of this pledge to promote proper behaviour and respect for all participants within the Association. All players are asked to sign this pledge to show their support for the principles of Fair Play.

CODE OF CONDUCT **FOR PLAYERS**

1. I will play hockey because I want to, not because someone else wants me to.
2. I will play by the rules of hockey and in the spirit of the Game.
3. I will control my temper so I do not spoil the activity of everyone.

4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances - those of my team and my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

I agree to abide by the principles of this CODE as set and supported by this Association.

I also agree to abide by the rules, regulations and decisions as set for this Association.

PRINT PLAYER NAME _____ DATE_____20____

PLAYER SIGNATURE _____ TEAM _____

Appendix C - COACHES PLEDGE

It is the intention of this pledge to promote proper behaviour and respect for all participants within the Association. All coaches are asked to sign this pledge showing their support for the principles of Fair Play.

CODE OF CONDUCT **FOR COACHES**

1. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.

3. I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

I agree to abide by the principles of this CODE as set and supported by this Association.

I also agree to abide by the rules, regulations and decisions as set for this Association.

PRINT COACH NAME _____ DATE_____20___

COACH SIGNATURES _____ TEAM_____

Appendix D - OFFICIALS PLEDGE

It is the intention of this pledge to promote proper behaviour and respect for all participants within the Association. All officials are asked to sign this pledge showing their support for the principles of Fair Play.

CODE OF CONDUCT **FOR OFFICIALS**

1. I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the rules.
2. I will avoid or remedy any situation that threatens the safety of the players.
3. I will maintain a healthy atmosphere and environment for competition.

4. I will not permit the intimidation of any player either by word or action. I will not tolerate unacceptable conduct towards myself, other officials, players, coaches or spectators.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings towards a team or individual player.
6. I will handle all conflicts firmly but with dignity.
7. I will accept my role as teacher and role model for fair play, especially with young participants.
8. I will be open to discussion and contact with players before and after the game.
9. I will remain open to constructive criticism and show respect and consideration for different points of view.
10. I will obtain proper training to upgrade my skills.
11. I will work in co-operation with coaches for the benefit of the game.

I agree to abide by the principles of this CODE as set and supported by this Association.

I also agree to abide by the rules, regulations and decisions as set for this Association.

PRINT OFFICIAL NAME _____ DATE_____20____

OFFICIAL SIGNATURE _____ TEAM _____

Appendix E - INCIDENT REPORT FORM

Submit completed form to: President - Claresholm Minor Hockey Association

This form is to be utilized by anyone in the Claresholm Minor Hockey Association to report an incident of unacceptable behaviour. An individual is considered to be displaying unacceptable behaviour if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official).

DATE & TIME OF INCIDENT _____

NAME OF OFFENDING INDIVIDUAL _____

ASSOCIATED WITH (TEAM NAME) _____

NAME (S) OF ADDITIONAL WITNESSES _____

_____

On a separate attachment, please provide a clear description of the unacceptable behavior witnessed. Please use blue ink or type the report. Reports that are not legible will not be reviewed.

You can expect an official to investigate your report. Unfortunately, a written response to all reports is not possible, as our volunteers do not have the resources to do so. We do however hope to be able to contact complainants at some point during or after the investigation. Resolution typically takes 2 to 4 weeks from receipt.

Please summarize your expectation of the outcome resulting from your report:

_____

_____

_____ If

additional space is required, please use reverse side or attach separately.

Name:_____

Address: _____

City/Town: _____
Phone: _____

Signature: _____ Date: _____

Appendix F - DISCIPLINE GUIDELINES

In many instances, offences that are similar to those identified in the Hockey Alberta Minimum Suspension Guidelines will be dealt with in the same manner. The only difference being that when we are dealing with adults who should know better, consideration may be given to an additional game suspension.

If an individual is suspended, they are suspended from all Minor Hockey activities. This includes attending other sibling's games if they are a parent with other children-playing hockey. It also includes refereeing games if they are a referee.

ALL SUSPENSIONS SHOULD BE REVIEWED BY THE SAME PERSON TO ENSURE THAT CONSISTENCY IN THE APPLICATION OF DISCIPLINE IS MAINTAINED.

Severity of Discipline

a. Mild (Verbal Reprimand + Possible Suspension)

This would be applied when it is a first offence that is less severe in nature. The offending individual has shown true remorse and the actions are out of character. There is little chance of this person reoffending.

b. Moderate (Written Reprimand + Minimum 2 Game Suspension)

This is for offences that are mild to moderate in severity. Application of this type of discipline would be for a second offence. It would also be applied to individuals who have not accepted responsibility for their actions, show no remorse and the likelihood of re-offending is high.

c. Severe (Written Reprimand + Min. 5 Games to Max. 3 Year Suspension)

This is for the most serious offences. An example could be physically threatening or assaulting another individual. Application of this type of discipline would be for individuals who have re- offended multiple times or have not accepted responsibility for their actions, show no remorse and are likely to re-offend.

The following lists individuals that have been delegated authority to assess suspensions on behalf of the Claresholm Minor Hockey Association:

Association President (As noted above)/Vice-President (5 Games)
Individual(s) or committee designated by the President with program enforcement (up to 3 years)

Appendix G - HOCKEY ALBERTA GAME & CONDUCT MANAGEMENT ABUSE & HARRASSMENT DESCRIPTION

3. MATTERS OF UNACCEPTABLE CONDUCT AND BEHAVIOUR

3.1 Abuse and Neglect

3.1.1 When any person has reasonable grounds, in the course of Hockey Alberta business, activities or events that a child is being abused or neglected, he or she shall report this

belief to the child protection authorities and/or Police. Hockey Alberta's General Manager should also be advised of the intent to report.

3.1.2 Hockey Alberta shall take no further action until such time as the authorities and/or Police have concluded their investigation, unless there is cause for an immediate suspension on an interim basis to protect the child from further harm.

3.1.3 The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be utilized as required by Hockey Alberta.

3.2 Harassment

Harassment is a form of discrimination. Harassment is prohibited by human rights legislation. In its most extreme forms, harassment can be an offence under the Criminal Code of Canada.

3.2.1 Harassment is defined as conduct, which is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful. Types of behaviour which constitute harassment include, but are not limited to:

(a) Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation. (b) Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance.

(c) Practical jokes that cause awkwardness or embarrassment endanger a person's safety or negatively affect performance.

(d) Unwanted or unnecessary physical contact including touching, patting or pinching.

(e) Any form of hazing.

(f) Any form of physical assault or abuse.

(g) Any sexual offense.

(h) Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative, hostile or uncomfortable environment.

Appendix H - Screening Disclosure Form

NAME:First_____ Middle_____

Last_____

OTHER NAMES YOU HAVE USED:_____

CURRENT PERMANENT ADDRESS:

Street_____ City_____ Province_____

Box number_____ Postal _____

DATE OF BIRTH:_____ **GENDER**:_____

EMAIL:_____

Note:

Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by Hockey Canada's *Screening Policy*.

1. **Have you ever been convicted of a crime for which a pardon has not been granted, including possession or trafficking of an illegal substance?** Yes No If yes, please describe below for each conviction:

Name or Type of Offense:

Name and Jurisdiction of Court/Tribunal:

Year Convicted:

Penalty or Punishment Imposed:

Further Explanation:

2. **Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?** Yes No If yes, please explain for each pending charge:

Name or Type of Offense:

Name and Jurisdiction of Court/Tribunal:

Further Explanation:

3. **Has any civil court made a finding, judgment or ruling against you, or have you entered into an out of court settlement relevant to the sport of Hockey or any other sport?** Yes No

If yes, please describe each finding, judgment or ruling below:
Civil Court Finding:
Out of Court Settlement:
Type of Offense or Finding:
Year of Offense or Settlement:
Penalty or Punishment Imposed:
Further Explanation:

4. **Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?**
Yes No
If yes, please describe below:
Name of applicable Organization:
Date of Dismissal:
Reason for Dismissal:
For more than one conviction please attach additional page(s) as necessary.

Certification

I hereby certify that the information contained in this application is accurate, correct, truthful and complete. I further certify that I will immediately inform the Organization of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination with CMHA and/or further discipline.
Signature:
Date:

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, you consent and authorize CMHA to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Enhanced Police Information Check and Vulnerable Sector Verification for the purposes of screening, implementation of the Hockey Canada's Screening Policy. CMHA and Hockey Canada does not distribute personal information for commercial purposes.

Appendix I - Evaluations Disclaimer

EVALUATIONS DISCLAIMER

The Claresholm Minor Hockey Association and its Evaluation Committee will make every effort to place players on teams of appropriate skill and minimize player movement.

Players will be evaluated by a team of evaluators, selected by the Evaluation Committee established by the Claresholm Minor Hockey Association Executive Board.

Evaluations are documented and remain confidential.

Individual evaluations are documented and remain confidential. Individual evaluation scores and rankings are not released, as our purpose is to form teams not to rank players for the general membership. Under no circumstances will evaluation results be released to parents. The importance of the evaluation process is to evaluate effectively and equitably, and have players play at a level consistent with their skills and abilities. Furthermore, the Claresholm Minor Hockey Association does not have the resources to release this information in a form that educationally will benefit and help develop the player. This education and development is the responsibility of the coach and parent. The evaluation sheets and the ranking criteria are only made available to the Evaluation Committee, the Divisional Director, the Board, and the Head Coaches in the draft process. The Members of the Executive Committee of the Board will not release evaluation data.

Coaches and other members of the evaluation process are required to sign a letter of confidentiality stating that under no circumstances will evaluation results be released.

I have read the above and will abide by the Claresholm Minor Hockey Association confidentiality evaluation rule.

Name _____ Date _____