



CAMROSE MINOR HOCKEY POLICIES

1. PROGRAM OUTLINE

The Camrose Minor Hockey Association offers a full range of programs to meet the interests and requirements of a wide variety of participants. Programs are offered to meet the various levels of skill and commitment of our participants. Anyone interested in playing hockey must be registered with Camrose Minor Hockey by January 10th in order to be placed on a team.

a. **Initiation Hockey Program**

All participants must be registered with Camrose Minor Hockey. Camrose Minor Hockey offers an Initiation Hockey program for participants at the pre-Novice level. This is a developmental program designed to introduce participants to the basic skills and techniques of the game of hockey. This program is based upon the Canadian Hockey Initiation Program.

b. **Girl's Hockey**

All participants must be registered with Camrose Minor Hockey. Efforts continue to develop a Girl's Hockey Program as a part of Camrose Minor Hockey. At this time the program has grown to form 3 teams. Interested players should contact the Girl's Hockey Coordinator to discuss the options which are currently available for girls registering with Camrose Minor Hockey.

c. **Local Hockey Program**

All participants must be registered with Camrose Minor Hockey. This program is designed for the player who has lesser skills or is unable to make the commitment of time and resources which are required at the Representative level. The Local program is offered for players at the Novice through Pee Wee levels. The number of teams and players per team is dependant upon the number of registrants. Typically, the local program involves less commitment in terms of time, travel and cost, although the actual amount of time, travel and cost is left at the discretion of the particular coach, parents and participants. Viewed as a developmental and recreational program, the expectation is that all players receive approximately equal opportunity.

Placement on the Local teams occurs following a number of evaluation sessions in which all participants are rated and then drafted onto teams, with the intent to create teams of relatively similar abilities. Camrose Minor Hockey reserves the right to modify the actual placement of players where situations of significant inequality occur.

Teams in the Local program are entered in leagues which will provide a reasonable level of competition and a minimum of travel and expense. Camrose Minor Hockey will provide all Local teams (except at the Novice level) with the opportunity to participate in a "Home" tournament. Involvement in out-of-town tournaments is at the discretion of coaches, parents, and participants.

d. **Representative Hockey Program**

All participants must be registered with Camrose Minor Hockey. The Representative Program is intended for the player with more advanced skills, who is willing and able to commit to a more intense hockey experience. The Representative Program is offered in the Atom through Midget age categories. Viewed as a competitive program, participants should expect a greater amount of travel and cost, and understand that there is a greater focus on team success. Due to the increased cost of the Representative Program, participants will be levied an additional "Representative" fee.

To play for a Representative team, players must attend and be selected through the tryout process. Each participant is guaranteed at least two tryout sessions prior to any players being released. These tryout sessions will take place in September. Players interested in the Representative team tryouts must check the website at the end of August to find out when the tryout camps are.

e. Teams in the Representative Program are entered in leagues which will provide a reasonable level of competition. Typically this means that these Representative teams will be doing significantly more traveling than the Local program, and participants and parents must be prepared for this

commitment.

Camrose Minor Hockey will provide selected Representative team with the opportunity to host a "Home" tournament. Involvement in out-of-town tournaments is at the discretion of the coaches, parents and participants.

2. REGISTRATION

a. Conditions

All players belonging to Camrose Minor Hockey must be registered prior to going on the ice. Any local player wanting to try-out for another association (at the "AAA" level) must have a letter of permission to try-out. If they are successful in making the club, a request will come electronically through the HCR for a release which will be reviewed by the Camrose Minor Hockey Coordinator (s). Situations arise in which out of town players try out for Camrose Minor Hockey teams, with the understanding that if released, they will return to their home association. In these situations, players must pay the tryout fee and have a letter of permission to try-out from their home association and any other association they had to pass through prior to coming to Camrose before they can step on the ice. Should they make the team, they will be required to pay the Regular Registration Fee for CMHA.

b. Early Registration

Early registration is held for 2 evenings in June. On these dates, the early registration fees will be in effect.

c. Regular Registration

Regular registration is held for 2 evenings in late August. On these dates, the regular registration fees will be in effect.

d. Qualifications

It is the policy of Camrose Minor Hockey that all interested players are welcome in the Camrose Minor Hockey program provided that:

- I. All applicable fees are paid
- II. Participants reside in the City of Camrose
- III. Participants reside in the County of Camrose
- IV. Participants from outside the County of Camrose do not reside in or closer to an "AA" centre.
- V. The registration of participants from outside jurisdictions does not result in move to a higher status (i.e. "AAA") in accordance with Hockey Alberta Policy
- VI. In order to preserve order and fairness in our Association, Camrose Minor Hockey reserves the right to monitor the number of outside association players in our system, and to release non-association players in order to maintain our Associations current categorization.

e. Fee Structure

The Basic Registration Fee is calculated on a yearly basis by Camrose Minor Hockey Association. The Basic Registration Fee is calculated as the amount of cost incurred by Camrose Minor Hockey to offer the Basic Program at the particular age level of the registrant. This Basic Registration Fee is paid by all registrants at each level, and represents the basic number of ice sessions and cost at that particular level.

- I. Local Program – The registrants in the Local Program pay the Basic Registration Fee which covers the registrant's fees for that program.
- II. Representative Program – The registrants in the Representative Program pay the Basic Registration fee which covers the registrants fees for that program. In addition, participants in the Representative Program will be levied an additional fee to cover the costs of the additional expenses incurred at the Representative level.

The cost of the program (hrs. used X per hour cost of operation), minus rent paid by the program, divided by the number of participants = the deficit per participant.

f. Registration Refunds

It shall be the policy of the Camrose Minor Hockey Association that requests for registration refunds are to be in writing and shall be as follows:

- I. By October 30th of the Registration year 100% refund
- II. By November 30th of the Registration year 50 % refund
- III. By December 30th of the Registration year 25% refund
- IV. After January 1 of the following registration year 0 % refund

Anything regarding an injury shall be dealt with on a case by case nature.

3. TEAM PERSONNEL

Camrose Minor Hockey passed a motion (June 21/04) that states:

“No Alcohol is allowed on the Bus, Arena, Dressing Room and Bench.”

a. Coaches

I. Application and Selection Process

Applications are accepted on an annual basis by the Camrose Minor Hockey Association from individuals interested in coaching one of the Camrose Minor Hockey teams. Application forms may be obtained from the website – www.camrosehockey.com or from the Minor Hockey Coordinator. Coaches may be asked to attend an interview session with the Coaches Selection Committee.

All applicants will be notified personally by a member of the Coaches Selection Committee as to the outcome of their Application.

II. Responsibilities of the Coach

- § Oversee all team operations
- § Follow Camrose Minor Hockey Association Policies and Guidelines
- § Explain philosophy and plans to parents and players prior to tryouts and hold team and parent meetings as required during the year
- § Selection of team
- § Release of players
- § Attend games and practices
- § Conduct properly prepared practices (Refer to manuals obtained from Hockey Alberta)

- § Ensure that all players are given the opportunity to develop in a non-threatening environment
- § Ensure that no hazing of players is tolerated
- § Develop and administer all team rules
- § Follow all Hockey Canada and Hockey Alberta rules
- § Report to Camrose Minor Hockey as required
- § Ensure proper use, care and return of all Camrose Minor Hockey equipment and sweaters
- § Ensure that all players are properly and fully equipped when practicing and/or playing
- § Show respect to all players, parents, competitors and officials and encourage all those associated with your team to act in similar fashion
- § Represent Camrose Minor Hockey in a respectable fashion
- § Be a positive role model for all those you encounter

Any member of the Camrose Minor Hockey Committee, Camrose Minor Sports Association, and the City of Camrose Leisure Services Department have the authority to enforce any of these rules at any time. Camrose Minor Hockey reserves the right to suspend any coaches or team officials for violation of rules.

III. Expectations and Qualifications

Local League Coaches

Local League Coaches are encouraged to attain a minimum of the "Initiation" Level Coaches Certification. "Coach" Level Certification is recommended. Camrose Minor Hockey will pay the registration fee for any coach wishing to attain either the "Initiation" or "Coach" Level Certification. Local League Coaches are reminded that this is primarily a developmental program, with the focus on participation rather than a win at all costs approach. All players should receive equitable amounts of ice time. Local League Coaches will be required to assist in the pre-season evaluation and drafting process.

Representative Coaches

Representative Level Coaches must obtain the "Coaches" Level Certification in order to coach at the Provincial level. Hockey Alberta continues to increase the level of certification required to coach at a Zone or Provincial level. Coaches are strongly encouraged to continually update their qualifications. Camrose Minor Hockey will pay the registration fee for any coach wishing to attain a provincially mandated level of coaching certification. While the Representative Program is by nature a highly competitive program, coaches are reminded of their responsibility to develop all of their players. Coaches are expected to personally speak to all players being released, conveying to them the areas which need improvement. As well, the coach of the next level is to be notified of all players who have been released. Each player is to receive at least two skates prior to being released.

CMH will pay for Development I if it is a requirement for the coach at that time. If any member wishes to take a course and it is not needed at the time they are coaching, they have up to two years from the date the course is taken to present receipts if they obtain a coaching position where it is a requirement.

IV. Try-Out and Evaluation Camps

The try-out process can be very stressful on both participants and parents. As a coach,

it is your responsibility to try to alleviate this situation as much as is possible. Therefore, the following format is recommended.

Information meeting prior to Try-Outs

Topics to be discussed:

- § How the selection process will work
- § Number of ice sessions
- § Outline of year i.e. travel, tournaments, league games
- § Financial commitment
- § Coaches philosophy
- § Expectations of players and parents
- § Procedure for release of players
- § Options for released players

Parent Meeting

Communication with players and parents cannot be over-emphasized. Hockey involves a very significant commitment, and parents have the right to have input and be informed of the operations of the team. Open lines of communication will improve the hockey experience for all concerned. The following is a list of suggested times and agendas for parent meetings.

Pre-Selection

- § as noted earlier

Post-Selection

- Program outline
- Collect start-up fees
- Team goals and philosophy

Coaches Code of Conduct

1. Understand that you have an obligation to abide by the policies of CMHA and failure to do so could result in a loss of coaching privileges.
2. Make sure that our players understand and abide by the PLAYER'S CODE.
3. Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests and being able to pursue these interests, as well as hockey, will help them maintain their enthusiasm and make them better hockey players.
4. Teach your players that the rules of the game are mutual agreements which no one should evade or break. Without them, there would be no game.
5. Remember that participants play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the player for making a mistake or losing a competition.

6. Develop team respect for the ability of the opponents, as well as for the judgment of officials and opposing coaches.
7. Follow the advice of a physician when determining when an injured player is ready to play. Player must obtain a letter from physician authorizing play.
8. Remember that players need a coach they can respect and look up to. Be generous with your praise when it is deserved and set a good example.
9. Make a personal commitment to keep yourself informed on sound coaching principles and principles of growth and development in children. Attend all clinics and functions that the CMHA may hold from time to time.
10. Treat the players as you would like to be treated.
11. Do not lower yourself to the level of the fans or other coaches who throw tantrums, use profanity, make a spectacle of themselves by abusing the game officials, and in general degrade themselves and the game.
12. Coaches are responsible for the conduct of his/her players and team officials during practices, games and team functions.
13. Coaches are responsible for supervision of dressing rooms.

§ Solicit team officials

§ Questions and Answers

Mid-Season

§ Review of program

§ Team official's reports

§ Play-off information

§ Questions and answers

Post-Season

§ Overview of season

§ Post-Season evaluations

§ Appreciation to players, team officials and parents

§ Questions and answers

As Coach, you will be very busy preparing your team. Access your parent's assistance. You will have a more enjoyable experience and so will your parents and players.

b. Assistant Coaches

- I. Selection Process – The selection of Assistant Coaches is the responsibility of the Coach. In the selection of Assistant Coaches, Coaches are reminded that they are responsible to Camrose Minor Hockey for the operation of their team. When selecting Assistant Coaches please ensure that their conduct with the players, other teams, and officials is of a professional nature.
- II. Responsibilities – The responsibilities of the Assistant Coach (es) will be as decided upon by the Coach. Coaches are encouraged to choose who will complement the on-ice efforts of the team.

c. **Managers**

II. Role and Responsibilities – Coaches are urged to appoint a Team Manager to assist in the day to day operations of the hockey team. Team Managers can be invaluable in the organization of fund-raising initiative, scheduling of travel arrangements, booking of tournaments, scheduling time etc. All teams should maintain a team file. This should include:

- § Ensure the Team Roster is correct once received from the CMH Coordinator (s)
- § Sweater number of each player
- § Player information sheets (See Appendices)
- § Proposed budget (See Appendices)
- § Financial reports
- § Year-end reports of banking information, etc
- § Contact information of teams that you will playing in your league
- § **Refer to the Managers Manual for a more detailed description**

d. **Team Treasurer**

- I. Budgets and Financial Accountability – Whenever a Camrose Minor Hockey team is generating income (fund-raising, 50/50 sales, team fees, tournament income, etc) accurate and detailed financial records must be maintained. Parents must have access to these records, and Camrose Minor Hockey may request accurate and detailed financial statements from all teams. It is recommended that the team Treasurer and Manager assist and share in all financial activities of the team.
- II. Fund-Raising and Disbursement of Funds – Treasurers should make themselves familiar with Camrose Minor Hockey Policy in regards to fund-raising and canvassing of local businesses. It is the belief of Camrose Minor Hockey that any fundraising initiatives be directed toward the sole purpose of providing for the hockey experience of the players. It is recommended that disbursement of team funds be jointly handled by the Treasurer and another of the team personnel.

e. **Team Trainers**

- I. Role and Responsibilities – In an effort to reduce the number and severity of hockey injuries, Hockey Canada has instituted a Risk Management Initiative. An integral component of this Initiative is the involvement of a qualified trainer with every hockey team. The role of the trainer is to monitor the risk level, be prepared to access emergency assistance, and to ensure that in the event of an injury, the player is maintained in a safe state until emergency help arrives.
- II. Training and Certification – To this end, Hockey Canada will be conducting Hockey Trainer seminars which Camrose Minor Hockey will be making available to interested parties. At this point in time, trainers are recommended to assist in the care of minor injuries, monitoring facilities to maintain a safe environment, and to be prepared to summon medical aid. It is recommended that all teams appoint a trainer to fulfill these functions. **It is not expected that team trainers deal with serious injuries.**

- III. Injury Reporting – In the event of injury to a player or any registered team personnel, please complete and submit a Canadian Hockey Injury Report. Forms and directions are included on the following pages. Note that all claims must go through the individuals own plan before Hockey Alberta will make any compensations.
- IV. First Aid Kit – Many minor injuries can be dealt with quickly and effectively if an adequately equipped first aid kit is available. It is recommended that the team purchase a First Aid Kit to be used throughout the year.
- V. Medical Information Sheets – All minor hockey teams must carry up-to-date Medical Information Sheets. The information contained on these forms may be necessary in the event that emergency care is required. A sample Medical Information Form is available on the following page and also in the Appendices at the back of this manual.

f. **Tournament Chairperson**

- I. Assist in tournament organization
- II. Organize volunteers
- III. Organize draws and raffles
- IV. Prepare trophies
- V. Supervise tournament operations
- VI. 50/50 Chairperson
- VII. Other positions as necessary

g. **Players**

Code of Conduct – Players

1. Players are responsible for cleaning, maintaining and returning all equipment and sweaters which are the property of Camrose Minor Hockey. Name bars must be removed prior to the return of sweaters.
2. Players must supply all of their own equipment which must be C.S.A. certified and in satisfactory condition. Goaltenders will be provided with pads, blockers, trappers and monkey suits.
3. Must obey all team rules.
4. Must conduct themselves in a respectable manner at all times.
5. Must remain off ice surface until flooding is complete and ice surface has been fully prepared.
6. The following **will not** be tolerated by Camrose Minor Hockey:
 - I. Abuse of referees
 - II. Abuse of team officials
 - III. Abuse of off-ice officials
 - IV. Abuse of facilities
 - V. Abuse of uniforms and equipment

- VI. Abuse of players
- VII. Use of drugs, alcohol and tobacco at any function associated with Camrose Minor Hockey and/or the player's team
- VIII. Swearing
- IX. Disruptive behavior

Any member of the Camrose Minor Hockey Committee, the Camrose Minor Sports Association and the City of Camrose Leisure Services Department has the authority to enforce any of these rules at any time. Camrose Minor Hockey reserves the right to suspend players for violation of these rules.

h. Parents

Code of Conduct

1. Cooperate with Coaches, Managers, etc.
2. Help Coaches as necessary. Where problems arise, deal with them in a mature manner. Bring problems which cannot be resolved to the Executive of Camrose Minor Hockey through the formal complaint process, and we will help to resolve the problem.
3. Do your share with fund-raising, committee work, driving etc.
4. Ensure that your child has proper and adequate equipment. Hockey is a physical game and quality equipment is necessary to avoid injury.
5. Encourage and support players of all ability levels.
6. Reinforce the "team" concept.
7. Take an active part in your child's hockey experience. Attend practices and games and be supportive of their efforts.
8. Be patient with and support the officials. They have a difficult task and we need them.
9. Travel with care. Do not allow children to drive. Parents are expected to drive.
10. Participate in the activities of your team and your minor hockey program. Volunteers are always needed and appreciated.
11. Help your child have fun in hockey.
12. Reinforce positive lifestyle qualities.
13. Be a parent that your child is proud of.
14. Represent the City of Camrose and the Camrose Minor Hockey Association with class and dignity.

4. PLAYER MOVEMENT

a. Policy and Guidelines

- § Any permanent player movement to a division other than that which their age dictates, must be approved by Camrose Minor Hockey.

- § It is the position of Camrose Minor Hockey that, in situations in which a player is invited to move up and play with a higher level team, this opportunity be granted to that player, unless the team to which that player is sheeted/carded, has previously scheduled games.
- § Any Coach requesting a player from another team must first make a request from the affected Coach, then the affected player's parents, and finally the player.
- § This policy has the following conditions:
 - Ø Prior to the submission of team sheets/cards to Hockey Alberta , there is no stipulation on player movement.
 - Ø After December 15th, player movement is restricted to affiliates.
 - Ø After the January 10th deadline of Hockey Alberta , an individual player may move up to the higher affiliated team a maximum of 5 League and or Zone or Provincial games, after which that player must remain with the higher team for the duration of the season.
 - Ø Following the 5th game, any further movement for that player must be ratified by the Board of Camrose Minor Hockey.
- § Questions regarding the interpretation of this policy should be addressed to the Camrose Minor Hockey Board or the Minor Hockey Coordinator.

5. AFFILIATION

a. Policy and Guidelines

- § Affiliation was created to assist the system by allowing teams relief when illness or injury occurs.
 - § The Affiliation works as such:
 - Ø A team may have affiliated with it one team only
 - Ø This team must come from a lower division and both teams must be from the same Minor Hockey Association.
 - § Two options for Affiliation exist:
 - Ø **Team to Team** allows for the movement of players upward between affiliated teams
 - Ø **Named Affiliates** allows a team to name up to 19 players from lower divisions who would serve as affiliates for that particular team.
 - § Affiliation must be declared and filed in writing no later that December 15th of each season. The player must be affiliated to the team prior to playing a game. At the end of a playing season, affiliations cease to be recognized. For the use of an affiliated player, both Coaches must agree that he can move up to play in the higher category.
- b. **As noted in Player Movement, prior to January 10th , a property affiliated player may play an unlimited number of games with his affiliated team. After January 10th , the affiliated player may play for a period of five (5) games and is to be noted on the game sheet as an "AP". After his sixth (6) game, that affiliated player must remain up with the higher team.**
- c. **After January 10th, Hockey Alberta deadline and following an affiliated players fifth (5) game and prior to that affiliated players sixth (6) game, the Camrose Minor Hockey Board must ratify any further movement for that player.**
- § Invitational tournaments and exhibition games are not included in games played after January 10th of each season.
 - § Camrose Minor Hockey follows a **Team to Team Affiliation** . Midget "AA" to Midget "A" to Bantam "AA" to Bantam "A" to Bantam "B" to Pee Wee "AA" etc. Atom "A" are affiliated to the Atom Local Program by naming 19 affiliated players.

- § The Affiliation structure of Camrose Minor Hockey is submitted to Hockey Alberta by the Camrose Minor Hockey Coordinator (s) and therefore does not require any action on the part of individual Coaches.
- § Further questions regarding Affiliation should be directed to Camrose Minor Hockey.

6. FUND-RAISING AND FINANCIAL ACCOUNTABILITY

a. Fund-Raising and Financial Accountability

The Camrose Minor Hockey Association understands the need for team fund-raising and support the efforts of our teams to provide their players with quality hockey experiences. Camrose Minor Hockey makes the following requests of all teams that engage in fund-raising.

Maintain complete accurate financial records of all activities which involve the generation and/or disbursement of any and all funds associated with your team. Copies of these financial records must be available to all parents. As well, Camrose Minor Hockey may request financial records.

b. Insurance Coverage and Registration

All fund-raising activities MUST be registered with our Minor Hockey Coordinator

There are a number of reasons for this:

- Ø Unless your fund-raising activity has been properly registered as such through the Minor Hockey Coordinator and Hockey Alberta , you have NO insurance coverage. Should an accident occur as part of an unregistered fun-raising activity, the team officials are liable.
- Ø Many teams have traditional fund-raising activities. Camrose Minor Hockey is supportive of these traditional fund-raising activities and wishes to avoid conflicts among our teams as a result of an overlap.
- Ø Timing of fund-raising activities is important. Bottle drives are to be booked directly with the Bottle Depot. Any further fundraising activities are to be forwarded to the Camrose Minor Hockey Coordinators to be passed on to the Board for review.

c. Canvassing of Businesses

Camrose Minor Hockey request that canvassing of our Business Community be kept to a minimum. Many of these businesses are already supporting our program through sponsorships and their taxes.

It is expected that the revenues generated through team fund-raising are for the purpose of financing hockey experiences for the players.

7. TOURNAMENTS

a. Policies and Guidelines, Sanctions and Travel Permits

- § Camrose Minor Hockey are supportive of involvement of our teams and players in the experience of tournament hockey.
- § Camrose Minor Hockey will provide the opportunity for all Camrose Minor Hockey teams from Atom through Midget to participate in a Camrose tournament each year.
- § Any Camrose Minor Hockey team which desires to participate in an out-of-town tournament may do so providing that the following conditions are satisfied:
- § All Policies and Guideline of Camrose Minor Hockey are followed

- § **The tournament has been officially sanctioned by Hockey Alberta** (See Appendices for sample Sanction)
- § **All necessary travel permits have been completed and filed with the Minor Hockey Coordinator** (See Appendices for sample travel permit)
- § The involvement and support of players and parents has been received

8. TRAVEL

It is the policy of Camrose Minor Hockey, that no player shall be in control of a vehicle in which other players are passengers. Parents are requested to ensure that they drive to all team-related activities.

When traveling to out-of-town games, teams are encouraged to make use of bus services. A number of charter agencies are available locally.

Travel permits must be completed whenever a team travels outside of our Zone. Travel permits will be completed by the Minor Hockey Coordinator upon notification by the team of the sanction number and dates of where they are going 7 days prior to travel date.

9. FORMAL COMPLAINT, SUSPENSION AND APPEAL PROCESS

Camrose Minor Hockey request that all concerns and complaints be forwarded in written form to any member of the Board. Concerns and complaints will not be acted upon unless received in written form. All formal concerns and complaints will be dealt with at the next regularly scheduled meeting of the Camrose Minor Hockey Association unless the concern is of an emergency nature at which point a meeting will be arranged at the earliest possible date.

In situations where it is deemed necessary, Camrose Minor Hockey reserves the right to implement disciplinary action. In such situations, the party in question will be invited to appear before the Camrose Minor Hockey Executive to provide information.

Appeals must be submitted in writing to any member of the Board along with a written cheque for \$100.00 made out to Camrose Minor Hockey Association. Appeals will be dealt with at the next regularly scheduled meeting of the Camrose Minor Hockey Association unless the Appeal is of an emergency nature at which point a meeting will be arranged at the earliest possible date.

Concerns and/or Complaints involving Referees or Linesmen should be submitted in writing to:

- § Referee Assigner
- § Camrose Minor Hockey President
- § Camrose Minor Hockey Coordinator (s)

10. Guide for handling complaints against Minor Hockey Coaches

Prior to the Board considering a complaint, the complainant must confirm that they have had a discussion with the coach concerning the complaint.

Once there has been a discussion and if no resolution has occurred, the following procedure will be followed:

- a. The complaint must be in writing. It must include sufficient detail for the reader to understand the issue. Please refer to the Complaint/Concerns Form.
- b. The complainant must give a written consent for the complaint to be released to anyone required to deal with the complaint, which may result in the complaint being public.
- c. The complaint, once authorized, will be forwarded to the Coaches Committee, who in their absolute discretion will assess the merit of the complaint, usually through consultation with the complainant.
- d. If it is decided that the complaint has merit, the Coaches Committee shall have a meeting with the affected coach, sharing with the coach the written complaint.

- e. At the conclusion of the meetings outlined in (3) and (4), the Coaches Committee shall form a decision relative to the complaint.
- f. The Coaches Committee shall forward a recommendation to the Board.
- g. The Board shall communicate their decision to the complainant in writing.
- h. In the event that the procedure is terminated at the conclusion of (3), which would indicate that the written complaint has not been shared with anyone but the Coaches Committee, the written complaint shall be returned to the complainant, or destroyed. It is only after a complaint has been handled by the Board that the complaint would be kept on file.

11. Ice Scheduling

It shall be the policy of the Camrose Minor Hockey Association that any ice that cannot be used by a team is to be returned to the Camrose Minor Hockey Coordinators as soon as possible in order for redistribution of that ice slot to occur.

PROCEDURE:

- a. Any team which finds that it cannot use an ice slot that has been designated for their use will notify the Camrose Minor Hockey Coordinator (s) as soon as possible.
- b. All coaches and managers will be notified of unused ice slots by Tuesday of each week.
- c. Priority to distribution of ice slots will be as follows:
 - I. Make up of regular league games shall come before exhibition games
 - II. Any team that has missed a regularly scheduled practice due to a scheduled NCMHL game shall be given priority for an open practice slot prior to 4 (a) or (b) coming into effect.
- d. Distribution of the ice slots shall be designated as follows:
 - I. Representative Teams from the Midget Level down to the lowest representative level shall have first choice at the open ice slot (s). Once a team has been given an ice slot, they will go to the bottom of the list for the next ice slot that comes open. If a AA team has requested the open practice ice time, it will be considered a low priority as they already have two practice ice slots. It will only be considered if no other team has spoken for the open ice slot.
 - II. If none of the Representative Teams want the open ice slot, it shall then go to the House League Teams starting at Midget level and working down to the lowest level.
- e. Requests for additional practice ice slots are to be submitted by email stating dates and times required to the Camrose Minor Hockey Coordinator (s) and will be dealt with as soon as regularly scheduled games are assigned. No general requests will be accepted.
- f. Any Minor Hockey ice unclaimed by Wednesday will be returned to the city.

12. Ice Scheduling - End Date for Teams

It shall be the policy of the Camrose Minor Hockey Association that once the hockey team has completed their playoff rounds, Camrose Minor Hockey will cover the cost of one more ice time for a team wrap up. Any teams wanting ice times beyond this will be charged for it accordingly.

13. Resident and Non-Resident Player

Camrose Minor Hockey recognizes the importance of developing a competitive and rewarding program at all levels. The following policy serves to further develop local players at all levels.

Definitions of Camrose Minor Hockey Resident Player and Non-Resident Player

- a. A **Resident Player** to Camrose Minor Hockey Association is any player residing inside of the CMHA Boundaries (Hockey Alberta - Zone 7 – Boundary Project).
- b. A **Non-Resident Player** to Camrose Minor Hockey Association is any player residing outside of the CMHA Boundaries (Hockey Alberta - Zone 7 – Boundary Project).

PLEASE NOTE:

Over-riding all these provisions, if the player is considered a **non-resident player** according to Hockey Alberta player verification process, then the player will be considered a **non-resident player** by CMHA. In addition, Camrose teams must be eligible to compete in Provincial playoffs and the policies below are limited by Provincial categorization. Therefore, the allotments will only be granted if the numbers the **non-resident players** bring from other associations do not place any of our teams into a higher provincial categorization.

All teams requesting **more** than the allotted **non-resident players** must appeal to the Camrose Minor Hockey Board. Extra **non-resident player** requests will be reviewed at the discretion of the board on a case-by-case and year-by-year basis.

Non-residents with no local team declared in their Local Minor Hockey Association below Midget AA and Bantam AA by October 15th of each year, will be allowed to play on a non-representative team within the Camrose Minor Hockey Association provided that they are not full.

Priority for placement will be given to Camrose County Residents.

TEAM	POLICY
Midget AA Kodiaks	allowance of a maximum of 4 non-resident players
Minor Midget AAA Nordics	require a minimum of 9 resident players
Bantam AAA Kodiaks	require a minimum of 5 resident players with a recommendation of a minimum of 9 resident players
Bantam AA Bulldogs	allowance of a maximum of 4 non-resident players
ALL other teams in ALL other divisions	0 non-resident players

14. Supplementary Clothing, Logos, Colors

Camrose Minor Hockey recognizes that a standard set of colors may provide for recognition of teams when participating in provincial competition or league play; cost benefits for equipment purchase and a unifying influence for players, team officials and followers. Supplementary clothing is entirely optional, however, specifications for products bearing the association logos are designed to provide season to season continuity and reduce costs to parents.

SUPPLEMENTARY CLOTHING

All supplementary clothing is purchased by parents as a matter of personal choice. No stipulation shall be made by team officials or others requiring the purchase of supplementary clothing and no player shall be penalized for not participating in a purchase plan.

LOGOS:

CMHA Logo:



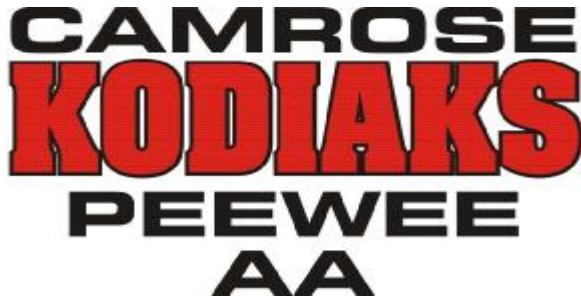
Kodiak Midget AA Logo:
Logo:



Kodiak Minor Midget AAA



Kodiak Pee wee AA Logo:



Kodiak Atom AA Logo:



Kodiak Bantam AAA Logo:



No team shall use the Camrose Kodiak Junior A Logo as that is the property of the Camrose Junior A Kodiaks

JERSEYS:

All team jerseys for local and representative teams are provided by CMHA and remain the property of CMHA, under direction of the Equipment Director. They are to be used for all league, playoff and exhibition games. These are not to be used for practice.

The official uniform for all representative and travelling teams shall be the Ottawa Senators colors with appropriate sponsor bars.

Player name bars are not to be sewn over top of the sponsor's names.

15. Zero Tolerance

Zero tolerance is a policy developed by the Canadian Hockey Association and endorsed by the Camrose Minor Hockey Association. It deals with players and coaches who show disrespect to all on ice officials.

Any verbal abuse or physical gestures designed to intimidate or embarrass officials will be penalized. To curb abuse, officials will penalize team officials and players who, through words or gestures, make an obvious attempt to:

- § Intimidate an official
- § Challenge the authority or competence of an official
- § Incite abuse or disrespect of an official by others
- § Embarrass an official
- § Direct personal comments or gestures at an official

Penalty will be a "game" or "gross" misconduct and a review by the Division Coordinator or Zone Disciplinary person for further action if necessary.

The CMHA has endorsed a third component of this policy. It deals with fans and or parents who abuse on or off ice officials. Any abuse directed towards these officials will result in immediate stoppage of the game by the referee. The individual (s) will be ejected from the rink and failing to do so within 1 minute, cause the forfeiture of the game by the team he/she is associated with, the police will be called and charges laid.

That any destruction of CMHA property and/or equipment, or any facility will result in an automatic suspension of 5 games for that player (s) and an automatic 1 game suspension of the head coach. All damages will be the responsibility of the player or parent/guardian and must be paid in full before the player will be allowed to return to the ice (practice or game).