

## CAMBRIDGE MINOR HOCKEY ASSOCIATION INC.

### CONSTITUTION

The name of the Association shall be CAMBRIDGE MINOR HOCKEY ASSOCIATION INC. (herein after referred to as the Association).

The head office of the Association shall be within the City of Cambridge.

The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Association.

#### A. OBJECTIVES

1. The objectives of the CAMBRIDGE MINOR HOCKEY ASSOCIATION are to promote, govern and improve organized hockey in the former City of Galt, the form town of Preston and the former village of Blair as defined by Alliance Hockey and Hockey Canada and,
  - a. To foster a general community spirit among its members, supporters and teams.
  - b. To maintain and increase the interest in the game of hockey.
  - c. To have and exercise a general care, supervision and direction over the playing interests of its teams and players.

#### B. MEMBERSHIP

1. Classes of Membership
  - (a) Active Member
  - (b) Parent/Guardian Member
  - (c) Life Member
2. Terms of Membership and Eligibility:
  - (a) All Members must declare which Class of Membership will apply for voting purposes.
  - (b) All Members must sign a Code of Conduct

##### (a) Active Member

Active Members shall include all elected or appointed Executive or Officials, all Conveners, Coaches, Managers, On-Ice/Off-Ice Officials and Trainers appointed for the current season and all registered players, in good standing, who are at least eighteen (18) years of age.

Members in this classification will be allowed one (1) vote per person at any Annual or Special Meeting of the Membership.

##### (b) Parent/Guardian Member

Parent/Guardian Members shall include all Parents and/or Legal Guardians of registered Players, in good standing, where the registered player is under the age of eighteen (18) years.

Each Custodial Couple or Single Parent shall have one (1) vote, per registrant, at any Annual or Special Meeting of the Membership.

##### (c) Lifetime Member

(i) Any Member receiving the Hank Korec Award will automatically become a Life Member of the Association.

(ii) Executive Officers may, by a simple majority vote, revoke any Life Member appointments, including privileges.

#### C. ANNUAL AND OTHER MEETINGS OF MEMBERS

1. The annual or any other general meetings of the members shall be held in the City of Cambridge at such place as the Executive Officers may determine and on such days as the said Executive Officers shall appoint, provided that the annual meeting be held in the month of April each year.

2. Notice of the annual meeting of the membership shall be given by publication, not less than twenty-eight (28) days prior to such meeting, in a newspaper having general circulation within the City of Cambridge and/or by email and/or the CMHA website.
3. At every annual meeting, in addition to any other business that may be transacted, the Executive Officers Report, the Financial Statement and the Auditors Report shall be presented, by the first day of June (available at the Hockey Office), the Executive Officers elected and the Auditors appointed for the coming year.
4. Only Members as described in Section B above shall be allowed to vote at any Annual or Special Meeting.
5. A quorum for the transaction of business at any meeting of the general membership shall consist of not less than twenty (20) members present.
6. There shall be no changes made to the Constitution of the Association except if approved by the general membership at an Annual or Special Meeting.
7. Any changes made by the Executive to the general rules, regulations and guidelines of this Association are taken before the membership at the next Special or Annual meeting to be ratified.
8. Proposed changes to the Constitution must be submitted in writing to the Office Manager of the Executive twenty-one (21) days prior to the Annual General Meeting.
9. Cambridge Minor Hockey Association shall operate on a fiscal year of April 1 to March 31 of the following year.
10. The President has the authority to call a "special" general meeting of the membership.

*D. EXECUTIVE OFFICERS*

The Executive Officers shall comprise of a two-tier level governing body.

The Executive Directors will comprise of:

- President
- VP, House League
- VP, Travel
- Jr VP, House League
- Jr VP, Travel/Supervisor of Coaches – AAA & A
- Past President

The Executive Members will comprise of:

- Director, Sponsorship
- Director, Marketing/Fundraising
- Supervisor of Coaches, House League
- Supervisor of Coaches, MD
- Equipment Manager
- Director, Safe Hockey-Rec
- Director, Safe Hockey-Rep
- Director, Galt Minor Hockey School

The Executive Directors shall manage CMHA hockey business, hockey development and hockey operations.

The Executive Members will recommend, lend support in the managing of hockey business, hockey development and hockey operations in direct association to their committee. All correspondence will channel through the Executive Director who chairs the committee. (Review Executive Flow Chart).

The Executive Officers shall serve a two-year term having been elected at an annual meeting, with the exception of the following:

- a) Director, Galt Minor Hockey School

- b) Technical Director of Referees
- c) Treasurer

Executive Officers must meet a minimum of three (3) times per year (September, December, April)

Executive Directors may call a “special” meeting at their discretion.

The Executive Directors reserve the right, after written notification, to request the resignation of an Executive Officer who is absent from three called Executive meetings or more.

The Executive Directors reserve the right, after written notification, to request the resignation of any Executive Officer who does not carry out his/her duties of office in an acceptable manner.

The Executive Officers are not permitted to hold a position with any ‘A’ or ‘AAA’ team unless under special circumstances so specified under Vice President’s and Supervisor of Coaches roles.

The Nomination Process

**30 Day Notice to Stand for Executive Director.**

Member(s) wishing to be nominated for an Executive Director position must serve the CMHA Hockey Office in writing their intentions to stand 30 days prior to the annual meeting. For those unable to attend the annual meeting, they may signify their intentions to stand for election by serving the CMHA Hockey Office with a letter of intention to stand within 30 days of the annual meeting.

Qualifications for Nominations

In order to qualify for the position of President, the Member or Members so nominated must have served at least one of the last two years as an Executive Director.

In order to qualify for any of the Executive Directors positions, the Member or Members so nominated must have served at least two of the last three years as an Executive Member

If no one, who qualifies as stated above, wants to run for a position of an Executive Director, then nominations will be accepted from the floor.

Please Note: the position of Treasurer does not have to meet the same qualifications as other Director positions; the successful candidate for Treasurer must have a strong background in accounting.

Notice to Stand for Executive Member

Member(s) wishing to be nominated for an Executive Member position can serve the CMHA Hockey Office prior to the annual general meeting OR Notice to stand will be accepted from the floor at the point of nomination. For those unable to attend the annual meeting, they may signify their intentions to stand for election by contacting the CMHA Hockey Office prior to the annual general meeting.

All Members nominated for the positions of Executive Member shall be accepted, unless deemed to be “Not In Good Standing” with the CMHA.

Alternate Election Years for Executive Officers

Elections of the Executive Officers will be held on alternate years as follows:

	Group A		Group B
President	VP House League	VP Travel	Director of Safe Hockey, Rec
Junior VP, Travel	Director of Safe Hockey, Rep	Sponsorship	Supervisor of Coaches, MD
Equipment Mgr.	Marketing/Fundraising Director	Junior VP, HL	Supervisor of Coaches, HL

## Executive Appointed Positions

Office Manager: (Paid Position, Non Voting)

New as of the year 2000 – 2001

The Executive Directors on an annual basis will review the performance of this individual and their responsibilities.

The individual appointed will report directly to the President of CMHA.

The Office Manager will hold a position of autonomy as Ice Convenor working in conjunction the VP of House League, the VP of Travel and the Director of Galt Minor Hockey School.

They will assume the responsibilities of Secretary. As Office Manager, they will uphold the constitution of the CMHA, OHF, CHA and the Alliance and will vow to uphold a professional level of confidentiality.

Other job related duties are outlined in the job description.

### *E. DUTIES OF OFFICERS*

Duly elected members shall assume the following duties as assigned by the President.

#### 1. THE PRESIDENT SHALL:

- a. Preside at all meetings of the Association and the Executive Officers.
- b. Be charged with general management and supervision of the overall policies and affairs of the Association.
- c. Sign such documents as may require the President's signature in accordance with Association's by-laws.
- d. Perform such duties as may be assigned by the Board.
- e. Report to the Executive Officers and other committees from time to time and upon request, on any phase of management and operation of the Association and generally to its affairs.
- f. Be an ex officio voting member of all committees of the Executive Office.
- g. Have the power to suspend teams, team officials or players, subject to ratification by the Executive Officers and/or Executive Directors.
- h. Serve as an alternative Alliance representative.
- i. Be a member of the Coaches Selection Committee.

#### 2. THE IMMEDIATE PAST PRESIDENT SHALL:

- a. In the absence of the President fulfil the duties of his office.
- b. Serve in general advisory capacity to the Association.
- c. Serve as an alternate Alliance representative.
- d. Be a member of the Coaches selection committee.

#### 3. THE VICE PRESIDENT – HOUSE LEAGUE SHALL:

- a. In the absence of the President and Immediate Past President fulfil the duties of the President.
- b. Direct House League affairs.
- c. Work with the CMHA Office Manager to evaluate needs for ice and create schedules for all divisions.
- d. Have the authority and responsibility to ensure that all players, convenors, coaches and team officials in the house league are treated fairly, and disciplined when required.
- e. Approve all house league schedules and travel permits for exhibition games at home and away and any tournaments.
- f. Work with Vice President Travel to ensure that any affiliated players are made available to our Travel Teams.
- g. Work closely with the House League Convenors and fill in at their positions in their absence.
- h. Be a member of any committee deemed necessary.
- i. Select the convenors for each of their divisions.
- j. Be responsible that all ice scheduled to their divisions is distributed fairly and "USED"
- k. Work with the house league convenors in the selection of coaches:
- l. Sit on any committees dealing with house league.

- m. Assist the equipment manager in the distribution and collection of all C.M.H.A. equipment.
- n. Be responsible for the operations of their divisions.

4. VICE PRESIDENT – TRAVEL SHALL:

Be responsible for all “Representative” affairs including:

- a. Fulfilling the duties of the President in the absence of the President, Immediate Past President and the Vice President of House League.
- b. Approving suspensions and suspending team officials and players as necessary for their respective teams, subject to ratification by the Executive Directors.
- c. Generally having authority to enforce the rules, regulations and guidelines established by the Cambridge Minor Hockey Association.
- d. Being a member of the Coaches Selection Committee.
- e. Overseeing the registration procedures for Representative Team players.
- f. Act as association’s representative to Alliance for Rep Hockey along with office manager and attend Alliance Representative Counsel Meetings as needed.
- g. Serve as an alternate liaison between its Association and the Ontario Hockey League (OHL), Ontario Hockey Association (OHA), and all Junior D, C, B & A Hockey Clubs.
- h. Be a committee member to help implement and monitor a development program from Novice to Peewee for the Players / Goalies at AAA / AA / A / MD.

5. THE JUNIOR VICE PRESIDENT, HL SHALL:

- a. Be responsible to the VP, House League and the President for the management of House League bylaws, rules and procedures of CMHA.
- b. Carry out duties as assigned by the VP of House League
- c. Liaise with the VP of House League and Office Manager for the development and creation of HL practices and game schedules as well as for House League tournaments.
- d. Sit as a member of disciplinary or appeals committee when appointed
- e. Organize and submit bids for Cambridge to host Alliance HL or HL Select Championships

6. JUNIOR VICE PRESIDENT, TRAVEL/SUPERVISOR OF COACHES – AAA & A SHALL:

- a. Be responsible for the organization, implementation and monitoring a program of progressive coaching procedures for the association for AAA/A/MD
- b. Have the authority to dismiss any coach, assistant coach and trainer or manager after consulting with the Vice president, Travel
- c. Serve as the chairperson on the coaches selection committee for AAA/ AA / A and a selection committee member for MD.
- d. Be a registered / certified coach at large and be able help or replace any coach of any rep team AAA / AA / A / MD if called upon by executive directors.
- e. Fulfill duties of the Supervisor of coaches Minor Development in the absence of Supervisor of coaches Minor Development
- f. Be a committee member to help implement and monitor a development program from Novice to Peewee for the Players / Goalies at AAA / AA / A / MD

7. THE DIRECTOR OF SAFE HOCKEY, REC SHALL:

- a. Report to and carry out duties as assigned by the President, VP, HL and/or VP, Travel
- b. Implement and enforce all Alliance Risk Management Programs.
- c. Ensure that up to date Vulnerable Sector Check records are maintained for all members of CMHA who are in a position of trust and authority over players.
- d. Investigate and provide written reports of any circumstance or issue within Cambridge Minor Hockey.
- e. Chair the Discipline Committee
- f. Maintain records of disciplinary action
- g. Be responsible for implementing Bullying clinics, Body Checking clinics as well as other clinics mandated by Alliance Hockey

8. THE DIRECTOR OF SAFE HOCKEY, REP SHALL:
  - a. Report to and carry out duties as assigned by the President, VP, HL and/or VP, Travel.
  - b. Implement and enforce all Alliance Risk Management Programs.
  - c. Ensure that up to date Vulnerable Sector Check records are maintained for all members of CMHA who are in a position of trust and authority over players.
  - d. Investigate and provide written reports of any circumstance or issue within Cambridge Minor Hockey.
  - e. Chair the Discipline Committee.
  - f. Maintain records of disciplinary action.
  - g. Be responsible for implementing Bullying clinics, Body Checking clinics as well as other clinics mandated by Alliance Hockey.
  
9. THE SUPERVISOR OF COACHES, TRAVEL SHALL:
  - a. Be responsible for organization, implementation, and monitoring a program of progressive coaching procedures for the Association.
  - b. Have the authority to dismiss any Coach, Assistant Coach, and Trainer or Manager after consulting with the Vice President, Travel.
  - c. Serve as the Chairperson on the Coaches selection committee.
  - d. Sign an open coach's card to enable him/her to become a coach of a "rep team".
  
10. THE SUPERVISOR OF COACHES HOUSE LEAGUE SHALL:
  - a. Be responsible for organization, implementation, and monitoring a program of progressive coaching procedures for the House League.
  - b. Appoint convenors deemed necessary to carry out the program.
  - c. Have the authority to dismiss assistants deemed to be incompetent.
  - d. Serve on the Coaches selection committee.
  - e. Sign an open coach's card to enable him/her to become a coach of a house league team.
  
11. SUPERVISOR OF COACHES, MD SHALL:
  - a. Be responsible for the organization, implementation and monitoring a program of progressive coaching procedures for the association at Minor Development
  - b. Have the authority to dismiss any coach, assistant coach and trainer or manager after consulting with the Vice president, Travel
  - c. Serve as the chairperson on the coach's selection committee for Minor Development and a selection committee member for AAA / AA / A
  - d. Be a registered / certified coach at large and be able help or replace any coach of any rep team AAA / AA / A / MD if called upon by executive directors
  - e. Fulfill duties of the Jr VP Travel/Supervisor of Coaches AAA & Seeded
  - f. Be a committee member to help implement and monitor a development program from Novice to Peewee for the Players / Goalies at AAA / AA / A / MD.
  
12. THE SPONSORSHIP CHAIRPERSON SHALL:
  - a. Be in charge of the canvassing of potential sponsors.
  - b. In conjunction with the Equipment Manager make recommendations to the Executive Officers/Executive Directors regarding suggested amounts for sponsorship.
  - c. Arrange for team photographs for all teams in the Association.
  - d. Form a committee for sponsorship from among the members of the Association.
  - e. Recommend to the executive an activity or activities for fund raising purposes.
  - f. Appoint a committee to assist him/her in any fund raising activities.
  - g. Approve any fund raising projects of teams in the Association.
  
13. THE DIRECTOR OF FUNDRAISING/MARKETING SHALL:
  - a. Attend all regular CMHA meetings
  - b. Attend all meetings with the City of Cambridge in regards to Bingos and lotteries.
  - c. Be responsible for financial matters dealing with Bingo/Lottery account.

- d. Be responsible for paperwork and reports required by the City of Cambridge for all raffles and lotteries involving CMHA
- e. Keep a full and accurate account of receipts and disbursements.
- f. Promote CMHA to potential new members through various means - website, signs, special events

14. THE EQUIPMENT MANAGER SHALL:

- a. See to the storage, collection, distribution and maintenance of all CMHA EQUIPMENT.
- b. Be able to account for and verify equipment at any given time when requested by one of the following: CMHA President, VP Travel or VP House League.
- c. Make recommendations of the Executive Directors and/or the Executive Officers for the purchase, repair and alteration of equipment.
- d. With the approval of the Executive Directors and/or the Executive Officers, purchase equipment for CMHA
- e. Ensure the unnecessary purchases are not made and that the best value is achieved at time of purchase.
- f. Purchase Orders must be filled out and approved by their perspective area of use; House and Select by VP House and Travel, before the order can be placed
- g. Forecast and Itemized a Budget in the Spring for the upcoming season and present to the Treasurer for approval.

15. THE TECHNICAL DIRECTOR OF REFEREES SHALL:

- a. Be responsible for implementing of the Alliance Referee Program
- b. Be responsible for recruiting new referees
- c. Be responsible for ensuring that referees are properly certified
- d. Be responsible for mentorship/internal supervision of Cambridge Referees
- e. Be responsible for identifying referees who are ready for supervision in order to move to the next level.
- f. Conduct regular meetings with the Cambridge Referees for the purpose of mentoring as well as discuss issues that arise throughout the playing season.
- g. Report to the President of Cambridge Minor Hockey
- h. May appoint individuals to assist in the mentoring/supervising of Referees

16. THE TREASURER SHALL:

- a. Be charged with overall responsibility of all financial matters of CMHA.
- b. Keep a full and accurate account of receipts and disbursements of CMHA in proper books of accounts.
- c. Deposit all monies in a recognized financial institution.
- d. Pay all invoices, which have been approved by the Executive Directors. Such disbursements will be by cheque.
- e. Provide year-to-date financial statement at meetings of the Executive Directors and/or Executive Officers.
- f. Be the first of two (2) signing officers for financial management of the Association.

17. THE DIRECTOR OF THE GALT MINOR HOCKEY SCHOOL SHALL:

- a. Organize, implement, and monitor the operation of the Hockey School.
- b. Appoint assistants as deemed necessary to carry out the program.
- c. Have the authority to dismiss assistants deemed incompetent.

*F DISSOLUTION CLAUSES*

1. Upon dissolution of Cambridge Minor Hockey Association Inc., after payment of all debts and liabilities, the remaining Property and Assets will revert to the Governing Body, Alliance Hockey, to be held in trust and returned to a Minor Hockey Association until such time as a new Minor Hockey Association, under Alliance Hockey, restarts in the City of Cambridge.
2. That, if Cambridge Minor Hockey Association Inc. should dissolve, the distribution of the Organization's assets and property held or acquired for the proceeds of the licensed lottery events (ie, lottery trust account or property purchased with lottery proceeds) will be donated to Charitable Organizations that are eligible to receive lottery proceeds in Ontario

**SECTION 2 - GENERAL RULES, REGULATIONS & GUIDELINES**  
**ANNUAL GENERAL MEETING**  
**The special codes relating generally to the conduct of**  
**the general affairs of the**  
**Cambridge Minor Hockey Association Inc.**

Fair Play Philosophy

- Respecting the rules of the game.
- Respecting officials and accepting their decisions.
- Respecting the opposition.
- Providing all players with the same opportunities.
- Maintaining dignity under all circumstances.

1. PLAYING RULES & REGULATIONS

The Cambridge Minor Hockey Association member teams shall abide by the playing rules and regulations as defined by the Canadian Amateur Hockey Association, the Minor Hockey Alliance of Ontario, and the Cambridge Minor Hockey Association. The rules and regulations are available through the Cambridge Minor Hockey Association Office.

2. REGISTRATION

All players must be properly registered before participating in any Cambridge Minor Hockey Association team activity. Players failing to comply with this rule shall not be permitted to participate until registration is complete. Registration is defined as completing on-line registration process and paying the corresponding registration fee. The coach and manager of each team shall assume the responsibility for the eligibility of their players. No player shall play for a team unless he/she has been properly registered and placed on a team by the League administrator of this group. All players shall register as per registration regulations established by the Executive Directors.

Arrangements for the payment of registration fees may be made with the Treasurer under special circumstances. Members submitting NSF cheques will be charged an administrative fee of twenty-five (\$25.) Failure to look after the debt will result in the player being removed from any ice time until the debt is settled.

All teams wishing to participate in affiliated tournaments or in exhibition games outside the jurisdiction of the Cambridge Minor Hockey Association must have their players approved on an Alliance roster or approved House League Roster sheet.

The Executive Directors reserve the right to reject any coaching application and/or player application for disciplinary reasons.

No registration refunds will be issued after November 1<sup>st</sup> of the current hockey season, unless the player is moving out of CMHA jurisdiction. There will be a \$25.00 administration fee charged on any pro-rated refunds.

3. PROOF OF AGE

Satisfactory proof of age must be submitted upon request. Birth certificates must be the Registrar General's Certificate of the province of birth, or other proof as may be satisfactory to the Cambridge Minor Hockey Association and the C.A.H.A. All players must, upon request, provide satisfactory proof of age within fourteen (14) days of such request or be automatically suspended until dealt with by the Executive Directors.

4. FUND RAISING EVENTS:

Under no circumstances are teams or team officials allowed to solicit funds from sponsors or potential sponsors without prior written approval of the Executive Directors.

ALL APPROVED FUNDRAISING EFFORTS UNDERTAKEN BY ANY INDIVIDUAL TEAM WITHIN THIS ASSOCIATION ARE THE RESPONSIBILITY OF THE SAID TEAM, TEAM OFFICIALS AND PARENTS. ANY SHORTFALL OF FUNDS MUST BE COVERED BY THE SAID TEAM OFFICIALS AND PARENTS. OVERSEAS



TRIPS – BECAUSE OF THE COST INVOLVED IN OVERSEAS TRIPS, IT IS RECOMMENDED THAT A BUDGET BE ESTABLISHED THAT CONTAINS A MINIMUM OF ONE YEAR FOR FUNDRAISING.

5. SPONSORSHIP:

All sponsors must receive the approved sponsorship form and all contracts must be for a minimum of one (1) year.

The CMHA will provide the sponsor with a team picture, two (2) booster passes and a team schedule.

6. EQUIPMENT PURCHASES AND RENTAL

There shall be no general purchase of team hockey equipment by hockey clubs unless specified purchases are approved or implemented by CMHA. These purchases refer directly to helmets and masks, sweaters, pants, socks and gloves.

All equipment purchased or donated by a sponsor shall become the property of the Association, subject to all rules and regulations and be of type and standard approved by the Executive Officers.

Purchase of goods must be made through the Association whereby all colour combinations, designs, and qualities will have the approval of the Association Sponsorship and Equipment Supervisors. Numbers on all sweaters to be 1 through 20 plus 30 (for second goaltenders). At Bantam and Midget level we will purchase an extra 5 sweaters (numbers 21 – 25) as required.

**ALL EQUIPMENT MAY ONLY BE WORN DURING OFFICIAL CAMBRIDGE MINOR HOCKEY ASSOCIATION ACTIVITIES.**

**NOTE:** Rep Sweaters may only be worn during Association GAME CONDITIONS, ie. not to be worn during practices or for other hockey leagues.

CMHA WILL NO LONGER RENT EQUIPMENT.

7. PROTECTIVE EQUIPMENT

Any person registered with Cambridge Minor Hockey Association as a player must wear the aforementioned approved helmet with a face mask when assisting on-ice with any other team within Cambridge Minor Hockey Association either during practice sessions or try-out sessions.

The Cambridge Minor Hockey Association states that all players must wear full, properly fitted protective equipment that conforms to CMHA, MHA, and CSA guidelines. CMHA will provide full protective goal equipment in the Local League and to Rep teams as required.

Representative division players shall purchase a CSA approved black helmet and black pants or shells as specified by the CMHA. Socks must correspond to Travel sweaters.

8. EQUIPMENT DISTRIBUTION

Distribution of Cambridge Minor Hockey Association equipment shall be as follows:

- a) Representative Teams – distributed and collected through the central stores depot.
- b) House League Teams – Minor Novice to Juvenile hockey league distributed and collected through the central stores depot.

All Cambridge Minor Hockey Association equipment is to be used only for the Association games and practices unless special permission has been given by the Equipment Manager.

9. TRAVEL PERMIT REGULATIONS

Any Cambridge Minor Hockey Association team that wishes to participate in any tournament or exhibition game at home or away must complete an Alliance Travel Permit and have it approved with the appropriate fees paid.

Forms are available at the CMHA office, where the forms are to be submitted. Travel permits for home exhibition games must be submitted to the CMHA office five (5) days prior to the date of the exhibition game(s). All minor officials for the game (ie. Referees, Linesmen) must be assigned by the CMHA Referee Assignor/Re-assignor.

10. TEAM JACKETS

Any team (group) obtaining jackets to be used as a means of “team identification” must be official team apparel, approved by Executive Officers as sold at local sports depots and approved by the Executive Officers. We would also recognize league, provincial and national championship teams in addition as different from association apparel and would approve apparel for that team.

11. TEAM PICTURES

On an annual basis Cambridge Minor Hockey Association appoints an official CMHA photographer who with the co-operation of the Sponsorship Chairman contacts teams with regard to team pictures.

12. TROPHIES

Major trophies must be approved by the Executive Officers before they are submitted for competition. All Alliance League trophies, plaques and banners won by teams shall become the property of CMHA, all others may be the teams’ choice to display.

13. SMOKING

Smoking is prohibited in all arenas.

14. ALCOHOLIC BEVERAGES AND DRUGS

The use of alcoholic beverages or drugs by team staff or players prior to or during CMHA athletic related activities is prohibited. A suspension shall be levied for failure to observe this rule.

15. ICE RENTAL

The Cambridge Minor Hockey Association will not assume the cost of ice rented beyond regular ice time. Additional ice is available and may be purchased through the City of Cambridge or private arenas.

16. PUBLIC BUILDINGS

All teams and officials are responsible for their conduct in the arenas in which they play. Teams or individuals that cause damage will be assessed with the expenses.

Failure of the team or individual to arrange for payment of the damage will result in loss of practice time for the team or removal of the individual from the team until such damages are paid for.

17. NO SHOW ICE TIME

Team staff will be billed within seven ((7) days for the cost of “no show” ice time. The fee levied will be the actual cost of the ice time plus an administrative fee of twenty-five (\$25.) dollars. The team has thirty (30) days to pay the invoice or submit a dispute. Teams failing to comply shall not be eligible for further ice time until the matter is finalized.

18. OFF-SEASON HOCKEY OR HOCKEY RELATED PROGRAMS

Cambridge Minor Hockey approves of any off-season specific TEAM activities Minor Atom AAA to Minor Midget AAA teams until June 30th. These activities cannot be deemed mandatory.

19. PHILOSOPHY FOR PLAYERS, PARENTS AND COACHES

See appendices 3 and 4.

## **Representative Teams/Travel**

### **A. COACHING SELECTIONS**

Coaching selections for “AAA”, “A”, and “Minor Development” teams will be made by the Representative Teams Coaches Selection Committee which shall be comprised of the President, Supervisor of Coaches (Chair), the Vice President of Travel, the Minor Hockey Alliance Representative and the Past President. An interviewing team consisting of neutral non-affiliated individuals may be used to conduct the interview and to provide recommendations.

The process used for Coaching Selections shall include:

- a) application form that will be screened by the committee
- b) parent evaluations of past year coaches
- c) season evaluation reports
- d) interview (verbal and possible written questionnaire)
- e) reference check of prospective candidates
- f) police clearance check of prospective candidates

CMHA shall formally and officially in written form, notify all and any coaching applicant of its acceptance or denial for any open coaching position. All applicants shall provide CMHA with an email or mailing address to which they wish to receive CMHA documentation or notification.

### **B. TEAM PERSONNEL RATIFICATION**

All coaching and team personnel positions for CMHA teams shall be approved by the Executive Officers, of whom shall retain the power to, in a professional method, appoint as coach and team personnel positions any such applicants that it deems to be in the best interest of the players, team and members of CMHA as being official.

CMHA shall have each accepted Coach applicant sign a ‘CMHA Coaches Contract.’

CMHA shall in written form, officially notify all Coaches of their position for the next hockey season on such date as prior posted by CMHA in any given current year.

### **C. RESPONSIBLE TEAM OFFICIALS OR PERSONNEL**

The Coach and Manager shall assume the responsibility for the conduct of the players and team officials and support staff.

All Cambridge Minor Hockey Association Representative Coaches must attain a Development 1 N.C.C.P. Certificate, or equivalent and attend other clinics as specified by the MHAO and/or CAHA, and possess a MHA Coaches registration number in order to sign a CAHA Card.

All Representative Trainers must receive HTCP Level I certification prior to being carded.

### **D. TEAM OFFICIAL LIMITATIONS**

A Coach can only be registered to one Representative Team, as Coach or Assistant Coach, but can be registered as a Trainer to another Representative team in a given year.

in order to promote learning and different philosophies the Executive Officers reserve the right to limit the number of years a coach can coach the same team/players to two consecutive years.

A coaching position is for a 1 year term. The Executive Officers also reserve the right to offer a coaching position for a second year term to any coach of a representative team they feel best serves the players, and teams prospective interests, first before opening the coaching position for general applicants.

### **E. SELECTION OF TEAMS AND TEAM DESIGNATION**

Public tryouts are held in order to initially select players for all “AAA”, “A”, and Minor Development Teams.

The time, location and cost are publicized. It is full responsibility of the Coaches of the "AAA", "A" and Minor Development teams for each age category to select, at the public tryout, a sufficient number of players to satisfy the roster for his/her own team. It is advisable to have the coaching staff(s) of associated teams involved in this selection [plus additional help] in order to run the tryout as efficiently as possible. (ie. "A" coaches participate in "AAA" tryouts, Minor Development coaches participate in "A" tryouts). "AAA" and "A" representative teams shall have until their respective signing dates to declare their team roster. Underage players must be declared one (1) week prior to initial carding and can only include Midget AAA category.

Representative teams, Bantam and below shall consist of seventeen (17) players. Each team shall have two (2) goaltenders, six (6) defensemen and nine (9) forwards unless approved by the Executive Directors.

Representative teams at Minor Midget shall consist of minimum sixteen (16) players. Each team shall have two (2) goaltenders, five (5) defensemen and nine (9) forwards to a maximum of eighteen (18) players with two (2) goaltenders, six to seven (6 to 7) defensemen and nine to ten (9 to 10) forwards unless approved by the Executive Directors.

Representative teams at Midget shall consist of minimum sixteen (16) players. Each team shall have two (2) goaltenders, five (5) defensemen and nine (9) forwards to a maximum of nineteen (19) players, two goaltenders, six to seven (6 to 7) defensemen and nine to eleven (9 to 11) forwards unless approved by the executive directors.

All teams must sign Alliance Hockey team rosters, if required.

#### F. PLAYER MOVEMENT

In the Representative categories, to promote commitment, work ethic and team unity, movement may occur on a one for one basis up to November 1. In addition, zone players may be sent back to the respective centre up to November 15 in accordance with M.H.A.O. Handbook regulations. When a zone player is sent back they may be replaced by either a zone area or local team player. This can only be used as a discipline tactic for inappropriate behaviour. Any such movement must include notification of the players and parent, the approval of the Vice President Travel and the approval of the Executive Directors.

#### G. PARTICIPATION OF PLAYERS IN OTHER AGE GROUPING

Since the CMHA philosophy states that the players must develop at their own individual needs and abilities, the Association sees a need for restricted movement beyond the artificial classification of age. Age group movement is permitted under the following circumstances:

- A player with ability significantly in advance of his age classification who desires to play ahead of his/her age classification at the Representative Minor Bantam to Midget Level only;
- A player with ability significantly in advance of his age group who make the decision to play at a NON-REPRESENTATIVE LEVEL;
- A player with ability significantly below his/her age classifications.

In order for a player who has received parental consent and desired to participate in a category which is above his/her age group (Bantam to Midget only), the move requires the recommendation of the Vice President of Travel and the approval of the Executive Directors, based on the players overall ability.

Player must have the ability to play in the top half of the older age team to be considered significantly advanced. A parent may ask to have their child evaluated by a CMHA Executive Member of CMHA approved outside designate for approval of the player's ability. If a cost is assessed for this evaluation, it would be at the full expense of the parent/player.

In order for a player who desired to participate at the Non-Representative level, but has the abilities significantly above or below his/her age group, participating will be recommended by the Convenors and approved by the Vice President of House League.

An exception to this rule will be a player who is released from the Minor Midget AAA team. They may then tryout for the Midget AAA team.

#### H. PLAYERS MOVING INTO RESIDENCE

The Vice President of Travel will be notified by the Office Manager of a new player moving into residence, if the player signifies that he/she has played a Representative level in his/her previous place of residence. After the

player has been properly registered, as per Cambridge Minor Hockey Association regulations, the player shall be granted a ten (10) day tryout period in the designated age category. Representative teams are subject to C.A.H.A., M.H.A., and C.M.H.A. rules.

I. A PLAYER WHO "QUITS" REPRESENTATIVE HOCKEY

Any player who "quits" representative hockey after the November freeze date will be placed in House League at the discretion of the Vice President - House League. There will be no refund of rep fees. After January 10 the player will not be placed in the House League.

J. AFFILIATION OF PLAYERS

The Cambridge Minor Hockey Association affiliates with 19 specially affiliated players. A team can select up to five (5) players horizontally and the rest vertically. Example: Minor Bantam "AAA" would affiliate with Minor Bantam "A" (horizontal) and Major Peewee ("AAA") vertical.

To replace a player on a temporary basis, the higher division or Parent Team must borrow from either of the two affiliated teams. However, this shall only be permitted if a player from one of these two teams has no regular or play-off commitment with his/her original team. An affiliated player can only be acquired by a Parent team when there is a vacancy due to injury, sickness or suspension. Use of affiliated players for other than the reasons stated above shall be at the discretion of the Vice President of Travel.

Responsibility of notification of usage of a player as described above rests with the higher division team and must be made with the approval of the coach of the team to which he is carded. No changes can be made to an Affiliation list after January 10<sup>th</sup>, this is an OHF policy. Exception cannot be made within an Association.

K. FAIR SHARE OF ICE TIME

Representative hockey is not equal ice time! It is a fair share of ice time, taking all circumstances into consideration.

L. TOURNAMENT LIMITATIONS

Representative teams shall only be permitted to participate in four (4) tournaments. The Festival of Friendship Tournament is mandatory for teams in those specific divisions and categories. A fifth tournament may be considered once a team has been eliminated from Playdowns/Playoffs and only with the permission in writing from the Vice President in charge of Travel. No Tournaments will be allowed after the Regular Season for AAA & A teams and after the Round Robin Playoffs for MD teams.

Only one (1) Overnight tournament is permitted for Travel teams.

NOTE: Teams shall not participate in unsanctioned tournaments, nor play against non-sanctioned teams.

M. TEAM BUDGETS, EXPENDITURES, ETC.

- i) The Vice President of Travel must approve all Representative team budgets to ensure revenue and expenditures are reasonable and just.
- ii) All excursions costing in excess of \$1,000. (one thousand dollars) budgeted expenditures must be approved by the Executive Directors and a statement of expenditure must be filed by the team within fifteen (15) days of the conclusion of the trip.
- iii) Parental approval is required with respect to the budget for team expenses. Parental approval shall be determined by a written ballot or show of hands. Majority will be 2/3 for the purpose of Budget approval.
- iv) All Representative teams that become involved in fund raising, receive parental contributions and/or possess a bank account, must submit the following to the Vice President Travel and Parents:
  - a) initial budget to be approved as above.
  - b) November 30<sup>th</sup> financial statements
  - c) year end financial statement
  - d) monthly financial statements to the parents if requested

- e) an audit throughout the year if requested by the Executive Directors
- v) Travel mileage may be charged at a maximum of \$0.35 per kilometre for non-parent coaching/management staff. All mileage is for round trips outside Waterloo Region and based from CMHA office. Mileage allowance will be covered for a maximum of two (2) vehicles and only if deemed needed.
- vi) Hotel Accommodations – Out of town tournaments not within reasonable driving distance to a maximum of two (2) rooms for up to 4 non parent coaching/management staff for two nights or maximum of three (3) rooms for 5 non parent coach/management staff for two (2) nights. In addition, teams will also cover for any overnight sanctioned games scheduled throughout season. (Example: Windsor weekend).  
  
This accommodation is allowable only if players in general are also staying over. Any additional accommodation will need approval of two-thirds (2/3) majority vote of parents and the Vice President Travel advised accordingly.
- vii) Meal Allowance to a maximum of \$25.00 per day per non-parent coach is allowed during overnight sanctioned events for food and non-alcoholic beverage. Receipts must be handed into Manager/Treasurer.

N. FINANCES AND CONTROL THEREOF:

It is required that each rep team in the Association open a bank account in the name of the team at the beginning of each season. This account must have a minimum of two (2) signing officers and at least one (1) non-carded parent must be a signing Officer and also must sign each disbursement.

Any Cambridge Minor Hockey Association team or group of teams wishing to raise funds, must submit a request, in writing, signed by the team manager and a non carded parent to the Vice President of Travel and the Sponsorship Chairman each of whom must sign for approval. All funds raised or collected shall be controlled by the signing Officers described above.

O. PROTESTS

REP TEAMS

Representative teams shall follow the procedure set out by MHA and its respective constitution.

P. ON ICE DRESS CODE

All Rep travel team players shall wear matching black helmets, black pants or shell, socks as determined by the CMHA.

Q. TRAVEL DRESS CODE

Since both Players and Coaching Staff are representing the Cambridge Minor Hockey Association and the City of Cambridge, the CMHA shall enforce a dress code for games. This dress code should consist of dress shirt or golf shirt, dress pants or casual pants and shoes, with jackets and sweaters optional. Novice only – the authorized CMHA track suit is permitted for Players and Coaching Staff. However, if track suits are selected, all players must conform. Coach staff has the option as specified herein.

All players must wear shorts and t-shirts or track suits during all warm-ups.

R. WAIVERS/IMPORTS

An evaluation of the current season for the affected year could be used to determine the need to increase the number of player/goalie imports allowed for requested by the Coach. The Coaches Selection Committee, along with the input from the Coaches will determine the number of extra Imports allowed on a yearly basis.

An OHF F-1 Waivers, for Cambridge players, will be given out only after a player has attending on-ice tryouts and is released by the Coach. No Waiver will be issued to a player seeking a Centre of their choice. The selection of a player is the Coaches decision.

Players must attend every tryout scheduled until either selected or released unless permission is granted from the Coach.

#### S. PLAYER SUSPENSIONS

Any Rep player who receives any three (3) suspension on separate occasions in a season may be asked to meet with a Committee and may be reprimanded with additional game suspensions. A Committee would consist of either 1 or both the VP of Travel or Supervisor of Coaches and any other Executive Members.

### **HOUSE LEAGUE**

#### A) COACHES SELECTION

CMHA local division coaches shall be selected by Supervisor of Coaches – House League with input from a House League Committee, consisting of the Vice President of House League, Jr VP and current Convenors. All House League division coaches must submit application forms annually, even if they have been coaching at a particular level for a number of years. Coach Stream and Trainer certification is mandatory for House League Coaches and Trainers.

Coaches must attain N.C.C.P. Coach Stream Certificate or equivalent and attend other clinics as specified by the Alliance and/or Hockey Canada in order to be on an approved roster

A trainer must be on the bench for every game and have received a HTCP level 1 certificate prior to being on an approved roster

#### B) TEAM STRUCTURE

Novice to Juvenile – a maximum of 17 players including 2 goaltenders per team.

#### C) TEAM SELECTION

For team selections, the respective Convenors, Supervisor of Coaches – House League, Vice President – House League, shall be empowered to develop an “equalization system” to be used to place players on teams in their respective division(s).

#### D) ICE TIME

The rule for all House League divisions is as follows:

Each player shall receive as near as possible, equal ice time every game. Failure to observe this rule may result in game forfeit and disciplinary action to the Head Coach.

#### E) NUMERICAL STRENGTH

If at any time during a game, a team is unable to ice the correct number of players then the game will result in a forfeit and the score being recorded as 1-0 for the opposing team.

If a team is required to forfeit prior to the start of a game, they may borrow players from another team in the division or from a division below in order to complete the game.

Teams may borrow a goaltender without forfeit if the goaltender is from a division below or from the same division and his/her team has been eliminated from playoff competition, provided this goes through the Convener.

#### F) GAME TIMES AND MINOR NOVICE TO MIDGET/JUVENILE SPECIAL PLAYING RULES

All games shall start on the official starting times as laid down by the league schedule. If a team fails to ice a starting line-up (as above) at the official starting time, the convener in charge shall investigate and make a decision in regard to the outcome.

G) TOURNAMENTS

Teams shall be permitted to play in two tournaments and the year end Alliance House League Provincial Championships as well as 12 exhibition games provided the games do not interfere with league and playoff schedules.

Teams that are entering tournaments must complete and submit a travel permit to the CMHA office for approval by the Vice President – House League or CMHA Office Manager and have an Alliance approved Roster.

H) HOUSE LEAGUE SELECT TEAMS

Guidelines for forming the team and playing regulations are to be those laid down in the MHAO Handbook policy for House League select teams.

Any House League select teams will be formed using Cambridge Minor Hockey House League registered players.

The coaching staff of the House League select teams will be selected by the Vice President – House League in conjunction with the Supervisor of Coaches – House League and convenors.

The members of the team will be selected by the coach in conjunction with the Supervisor of Coaches – House League and Convenors.

Permission for all exhibition games and tournaments under a travel permit must be signed by the Vice President – House League and a copy provided to the MHAO representative.

Select teams are permitted three (3) tournaments and twenty (20) exhibition games per season.

Some ice times for select teams will be obtained by the House League and paid for by the individual teams themselves.

All house League Select teams will be registered with the MHA by way of a roster, subject to fees to be paid.

I) PARTICIPATION OF PLAYERS IN OTHER AGE GROUPING

Since the CMHA philosophy states that the players must develop at their own individual needs and abilities, the association sees a need for restricted movement beyond the artificial classification of age grouping movement as permitted under the following circumstances.

- a) a player with ability significantly in advance of his/her age group who desires to play ahead of his/her age classification with parent written consent.
- ii) a player with abilities significantly below his/ her age classification may apply to play at a young age level with parent written consent.

In order for a player who has received parental consent and desired to participate in a category which may be above or below his/her age group can only do so with the approval of the Vice President – House League.

The Vice President – House League in conjunction with the Supervisor of Coaches – House League and divisional convenors reserve the right to request a player to play in an older/younger age division because of numbers or playing ability of the player.

J) BOARD AND BODY CHECKING

The “No Body Checking” regulation shall apply to ALL DIVISIONS as follows:

A minor penalty shall be assessed to any player, who in the opinion of referee, intentionally body checks, bumps, shoves or pushes any opposing player.

Riding off a player is permitted as long as no intentional body contact occurs between the two players.

A minor or major penalty, at the discretion of the referee, based upon the degree of violence of the impact with the boards shall be assessed any player who body checks, cross-checks, elbows, charges or trips an opponent in



such a manner that causes the player to be thrown violently into the boards. Where, in the opinion of the referee, accidental contact has taken place; no penalty shall be assessed.

K) SUSPENDABLE PENALTIES

Major penalties, Misconducts, Game and Gross Misconducts and Match penalties shall be imposed in compliance of the OHF minimum suspension list.

Subsequent major penalties – the player may receive a suspension beyond the Minimum suspension list as deemed appropriate by the Vice-President of House League upon reviewing the severity of the offence as well as the player's previous penalty history.

A player under suspension shall be suspended for the number of league or tournament games and shall not take part in exhibition games during the term of the suspension.

Any player who incurs three (3) penalties in one game shall be ejected for the remainder of that game.

Any player who incurs three (3) suspensions or combination of suspensions and/or three (3) penalty game ejections must attend a hearing which will include the VP, HL, Jr VP, HL and Supervisor of Coaches, HL.

L) MATCH PENALTIES

Please refer to Alliance Handbook and OHF Minimum Suspension list for direction.

M) SUSPENSIONS

The Vice-President of House League shall have all power to suspend or discipline any player, coach, manager, or trainer under the jurisdiction of the Cambridge Minor Hockey Association for conduct detrimental to the CMHA.

It is the responsibility of the Divisional Convener to ensure that all suspensions are carried out according to the OHF Minimum Suspension List or as directed by the Vice-President of House League.

N) SUSPENSION TO TEAM OFFICIALS

Suspensions to team officials shall be in compliance with the OHF Minimum Suspension list. Subsequent suspensions may result in suspension beyond the OHF Minimum at the discretion of the Vice-President of House League.

A coach under suspension shall be suspended for the number of League or tournament games and shall not take part in exhibition games during the term of the suspension.

A team official under suspension for a period of time shall not enter the dressing room or carry on any of the duties of his position or with any other team during the full term of his suspension.

O) PROTESTS

All protests shall be filed with the convener with copies of the protest to the Vice President of House League, the Supervisor of the division and the opposing team within forty-eight (48) hours of the game protested.

The protest shall be in writing and shall set out the rules and regulations involved, supported by evidence, and shall be signed by the coach and manager of the protesting team. The convener may uphold or refuse the protest based on the review of the evidence. A hearing if necessary shall be at the call of the respective Supervisor and the Vice President of House League.

A protest on a referee decision will not be considered unless it concerns a question of the misapplication of a rule interpretation.

## SECTION 3 – PROCEDURAL GUIDELINES

### 1. CAMBRIDGE MINOR HOCKEY ASSOCIATION TRADEMARK

Cambridge Minor Hockey Association has as their official logo registered and trademarked, the figure as below:



Any unauthorized use of this logo may result in legal action being taken by the Association.

### 2. LIFE MEMBERSHIP

Life membership is the highest honour that can be bestowed by the Association, and it is awarded only for very distinctive service to the Association. Life Members shall be elected at the Annual Meeting of the Association by a two-thirds majority of the members voting thereof. A Life Member shall have full voting rights at all Annual Meetings.

A record of such members shall be maintained by the Office Manager and be kept on file in the Hockey Office.

### 3. LONG SERVICE AWARDS

Nominees must be recommended by a member in good standing four (4) weeks prior to the Annual Meeting and approved by the Executive Officers prior to presentation at the Annual Meeting.

1. Hank Korec Memorial Award – awarded annually in recognition of dedication to the betterment of the Cambridge Minor Hockey Association. Nominations received will be voted upon by the Executive Officers prior to the AGM.  
Nominations received will be voted upon by the Executive Officers before the AGM.

### 4. PRESIDENTS AWARD

All Presidents of Cambridge Minor Hockey Association shall be presented with the President's Plaque at the end of their terms.

### 5. SPONSORSHIP AWARDS

Fifteen-year sponsors will receive special recognition by the Cambridge Minor Hockey Association. The Office Manager shall keep on file in the Hockey Office a list of individuals belonging to these groups.

### 6. FINANCES AND EXECUTIVE OFFICERS' EXPENSES

The Executive Officers/Executive Directors of the Association shall be responsible for approving expenses, either in full, or in part, in regards to the attendance of Executive Officers' members, League administrators or other personnel at meeting, tournaments, play-offs and special events which would involve funds from the Cambridge Minor Hockey Association treasury.

The Executive Directors shall also determine the per diem that will be the responsibility of the Association in regard to meals and lodging.

All travel costs and necessary event-related expenditures to be assumed by the Association shall require the approval of the Executive Directors.

Receipts will be required at the conclusion of any such event and prior to settlement of the account by the Treasurer (per diem expenses excluded).

7. MILEAGE POLICY

Mileage will be paid to the Executive Officers for approved excursions while attending to CMHA business. The rate will be the same as team official's rates established annually.

8. SUBSIDIZATION OF N.C.C.P. COURSES

Reimbursement of mandatory clinics for active team officials is as follows:

Coach Stream - House League Head Coach, Rep Head Coach (MD Atom and below), Rep Assistant Coach (all levels) - 100% of the cost of an Alliance Clinic

Development Stream 1 (Rep Head coaches from Minor Peewee and up) – 100% of the cost of an Alliance Clinic

Trainer's Level 1 – 100% of registration fee

Trainer's Level 2 Upgrade with valid Standard First Aid certification – 100% of the cost of upgrade

Respect in Sport – 100% of registration fee

Both the Trainer's course and the Respect in Sport course is available on-line and proof of completion of the course must be submitted before reimbursement is given.

(Higher levels subject to Executive Directors approval)

9. CHAMPIONSHIP POLICY

Subsidization for transportation costs to Provincial and National championships will be considered by CMHA upon application by the team.

NOTE: CMHA may make application to other financial aid sources to offset costs.

The budget will reflect a charge/player in the Representative division to begin to develop a reserve fund for Provincial and National Championships.

10. ASSISTANCE

The Association does not have the capability to determine if a family is, in fact, in need of assistance and therefore cannot make that determination. Organizations such as Jump Start or Kids Can Play are able to do this and families will be directed to them where applicable.

11. TEAM PERSONNEL

No team personnel will be approved for the next hockey season if there is any outstanding business of the last year's team still to be finished, eg. sweaters, equipment, additional ice bills, financial statements, team pictures, player cards, etc.

12. CORRESPONDENCE

All minutes or reports from any and all meetings, incoming or outgoing, will be kept on file at the CMHA office.

All correspondence, whenever possible regardless of its originator shall be addressed to Cambridge Minor Hockey Association, P.O. Box 489, CAMBRIDGE, Ontario. N1R 5V5, and shall be dated on its arrival and kept on file in the office. In such cases duplicate copies are needed, it will be up to the office to ensure that copies are made and given to proper individuals. No correspondence with respect to the business of Cambridge Minor

Hockey Association shall be on any other than Cambridge Minor Hockey Association letterhead. All leagues, Associations, convenors and centres will be made aware of this.

13. GAME SHEETS

All game sheets, Local and Rep teams, must be submitted to the Hockey Office within 48 hours of the game played.

14. EMAIL VOTING PROCEDURES:

Introduction of a Topic for Informal Discussion:

- a) Any member of the Board may raise a topic or issue and present it to the President.
- b) The President, or a Board member designated by the President, (“designate”) shall present the topic or issue for informal discussion to Board Members by emailing the topic, with a brief description of the issue or topic to be discussed, to the Board Members.
- c) The initial email will set the time period for discussion which shall not be less than 2 business days to give all the Members time to review the email and respond.
- d) All Members are encouraged to participate in the email discussion by “replying to all.”
- e) At the end of the specified time period for informal discussion, the President may ask a member of the Board to make a formal motion for action with respect to the topic. A seconder with then be requested.
- f) The President shall specify a period of time, which shall not be less than 2 business days, by which all votes are to cast.
- g) All eligible Board Members may cast votes by emailing them to the Board Secretary.

Note: Failure to obtain a simple majority of “yes” votes from those eligible to vote means that the motion does not pass. In the case of a tie the President may cast the deciding vote for or against the motion.

- h. The Secretary ensures the motion and vote is recorded in the minutes of the next formal Board meeting.

## SECTION 4 – DISCIPLINE POLICY

### A. SUBJECT TO DISCIPLINE

Any member of Cambridge Minor Hockey is subject to the Discipline Policy of Cambridge Minor Hockey. A member is defined in Section 1.

### B. AUTHORITY TO SUSPEND

The authority to suspend a member of Cambridge Minor Hockey Association shall rest with the Vice President of House League, the Vice President of Travel or a Discipline Committee for Cambridge Minor Hockey.

The Vice President of Travel or the Vice President of House League shall only have the authority to suspend a member for up to a maximum of four (4) games. Any anticipated suspension above four (4) games shall be directed to the Disciplinary Chair for the scheduling of a discipline hearing. The suspended member shall be given written reasons for their suspension as soon as practical.

The Supervisor of Coaches, Travel and Supervisor of Coaches, House League have the authority to suspend a Coach/Trainer or Manager for one (1) game. Any further suspension must be dealt with by the VPs.

The Jr. Vice President of House League shall have the authority to suspend a member for one (1) game.

The Discipline Committee has the authority to suspend a member for whatever appropriate duration they feel necessary for incident committed.

### C. DISCIPLINE COMMITTEE

The Discipline Committee shall be chaired by the Disciplinary Chair. The remainder of the Committee shall be comprised of the President, the Vice President of either House League or Travel, depending on where the incident originated.

In the event that the Disciplinary Chair cannot attend to a disciplinary matter due to absence or conflict of interest, the Alliance Representative shall assume the duties and title of Discipline Chair for that hearing.

In the event that the President cannot attend to the disciplinary matter due to absence or conflict of interest, the Past President shall replace the President. If the Past President is not available, the Discipline Chair shall appoint another Executive Member.

In the event that the Vice President of House League or the Vice President of Travel cannot attend to the disciplinary matter due to absence or conflict of interest, they shall be replaced by the Supervisor of Coaches or Jr. VP for either House League or Travel respectively.

### D. NOTICE OF HEARING

The Chair of the Discipline Hearing shall serve written notice of hearing on the respondent member facing discipline. Reasonable efforts will be made to schedule the hearing. If at the time of the scheduled hearing, the respondent does not attend, the hearing will commence and hear the evidence and make a ruling in the absence of the Appeal.

### E. APPEALS

Any member, or the member's parent or legal guardian, who has received a suspension in excess of six (6) games, for a single incident, from a Discipline Committee, may appeal that suspension.

The appeal must be made within five (5) days, in writing to the President of Cambridge Minor Hockey.

The appellant may only make submissions that concern the length of suspension or provide new evidence that was not in existence at the time of the discipline hearing. This will not be a venue for rehearing evidence already heard during the discipline hearing.

A member may not appeal any suspension for multiple incidents that have totaled in excess of six (6) games. For example, a player that received a four (4) game suspension for an on ice infraction and is assessed a further 3 games from the Vice President of House League, her/she may not appeal.

#### F. APPEALS COMMITTEE

The President of Cambridge Minor Hockey, upon receiving a written letter from a respondent within the allotted time shall form an Appeals Committee.

The President shall appoint a chairperson from the Cambridge Minor Hockey Executive. The President shall ensure that a copy of the Discipline Committee's decision is provided to the Chair of the Appeals Committee.

The Chair of the Discipline Committee shall arrange for an appeal hearing date and appoint the other Vice President and one (1) Executive Member. The appeal shall be heard within seven (7) days.

The Appeals Committee shall have the authority to:

- Dismiss the appeal and uphold the original discipline rendered by the Discipline Committee,
- Reduce the discipline rendered by the Discipline Committee,
- Increase the discipline rendered by the Discipline Committee.
- Order a new discipline hearing if additional evidence has surfaced that was not available during the original discipline hearing.

After the appeal hearing, the Chair shall notify the appellant and the President of Cambridge Minor Hockey of the Appeals Committee's decision. The Chair shall also provide a written decision not later than seven (7) days following the hearing.

If the Appellant wishes to appeal this decision, the next appeal must be made to Alliance Hockey. The procedure for this process is clearly outlined on their website.

**APPENDIX TWO**  
**MINOR DEVELOPMENT RULES AND REGULATIONS**

All Minor Development teams will be governed by the Rules and Regulations as determined by the Minor Development League/MHAO.

## APPENDIX THREE

### PHILOSOPHY FOR PLAYERS

1. Players will read and agree to abide by the rules of conduct and behaviour as supplied by their coaches and CMHA.
2. Players will not be verbally or physically abusive towards coaches, players, parents or other spectators or game officials.
3. Players will give their teams their best effort during games and practices.
4. Players will make every reasonable effort to be available for scheduled games and practices.
5. Players are reminded that they are ambassadors for Cambridge Minor Hockey Association and will conduct themselves accordingly. Unbecoming conduct or damage caused to public or private property will be grounds for suspension for a time limit as will be established by the executive of CMHA.
6. The use of alcoholic beverages or illegal drugs by team staff or players prior to or during CMHA related activities are strictly prohibited. Infractions will bring immediate suspension for a period of time to be determined by the executive of the CMHA.

### PHILOSOPHY FOR PARENTS

1. Parents will read and discuss with their child, the rules covering conduct and behaviour as supplied by the coaching staff and CMHA.
2. Parents will not verbally or physically abuse coaches, players, game officials or other spectators.
3. Parents will not argue with or challenge the decisions of coaches in front of the team or any player from the team. Parents will endeavour to support decisions made by the coaching staff, both on and off the ice.
4. Parents under the influence of alcohol or drugs will refrain from attending games where they cannot control their behaviour. Offensive behaviours will result in ejection from the arena and repeated infractions may result in a long-term ban, as decided by the members of the Executive Directors of the CMHA.
5. Parents will provide active leadership in the promotion of good sportsmanship and good citizenship for all players by their conduct and example.



## APPENDIX FOUR

### PHILOSOPHY FOR COACHES

1. While pursuing excellence in hockey, coaches will provide players with equal opportunity to improve their hockey skills and to play at a level commensurate with their abilities.
2. Coaches will provide active leadership in the promotion of good sportsmanship and good citizenship with their players and staff.
3. Coaches will supply to the parents and players a written list of rules and objectives concerning conduct of behaviour expected from each player. These rules will be applied equally to all players, both on and off the ice.
4. Coaches will not verbally or physically abuse any player or parent, at any time.
5. Coaches and their manager shall provide to the parents and players as soon as possible, a complete schedule of games and practices. Any change to the published schedule will be announced with as much notice as possible.
6. Coaches acknowledge that the child's education must be a priority and will endeavour to limit as much as possible, the need to remove children from school for practices or games.
7. Coaches will discipline in a fair and consistent manner, and explain the reason for the disciplinary action clearly. Every attempt should be made not to discipline or rebuke the player in front of other teammates.
8. The use of alcoholic beverages or illegal drugs by members of the coaching staff or players is strictly prohibited, prior to or during any CMHA related activities. Failure to abide by this rule will result in immediate suspension for time limit decided upon by the CMHA executive. Repeated infractions will result in the permanent suspension of the offending party.
9. All teams and officials are warned relative to unbecoming conduct and causing damage to arenas in which they play. Teams or officials offending in this respect will be barred from further competition and also be assessed with the expense.

## APPENDIX FIVE

### PHILOSOPHY FOR CMHA DIRECTORS & BOARD MEMBERS

1. CMHA Directors & Board Members are ambassadors for Cambridge Minor Hockey Association and will conduct themselves accordingly at all times.
2. Directors and Board members shall provide active leadership in the promotion of good sportsmanship and good citizenship with their members, coaching staff and team officials. These rules will be applied equally to all.
3. At any time in a fair and consistent manner, Directors & Board members will endeavour to support its decisions made, and should explain in a professional manner, the reason for its, actions, decisions or disciplinary action clearly when a formal written request has been received from its members.
4. Every attempt should be made not to discipline or rebuke or verbally abuse the coaches, team officials or members in front of others.
5. Directors and Board members shall read the Philosophy for CMHA Directors & Board members covering conduct and behaviour as supplied by the Constitution.