




CAMBRIDGE MINOR HOCKEY ASSOCIATION OPERATIONAL POLICIES

	Coach Selection	OP-1-02
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved: 08/27/24 Revised

CMHA Coach Selection Policy:

Coaching selections for “AAA”, “A/AA” (Seeded), and “B/BB” (MD) teams will be made by the Representative Coaches Selection Committee and will include, but not limited to, the Past-President, Vice-President of Travel, Jr Vice-President of Travel, Supervisor of B/BB/MD Coaches, and two neutral individuals selected by the Chair of the Representative Selection Committee.


Coaching selections for “Local League” and “Select” teams will be made by the House League Coaches Selection Committee and shall include, but not limited to, the Past-President, Supervisor of Coaches- House League, Vice-President of House League, and Jr Vice-President of House League.

The process used for both Representative and House League Coaching Selections shall include:


- a. Application form that will be screened by the selection committee
- b. If the applicant was a coach with CMHA in the past year, the parent evaluations / feedback will be reviewed
- c. If available, Season evaluation / feedback reports provided by parents will be reviewed
- d. If the applicant was a coach in prior years with CMHA, the result and feedback from those years will also be included.
- e. An interview (in person, verbal, or possible written questionnaire) will be completed. NOTE: not all applicants may receive an interview
- f. Reference checks of prospective candidates
- g. Vulnerable Sector and Police clearance check of prospective candidates may be required as part of the process. If not, VSC will be completed by successful applicants prior to the beginning of the season.
- h. The Coach Selection Committees will present a summary report to the Board of Directors, either verbal or written, that includes the name of the successful candidates and the selection rationale subsequent to the interviews being completed.
- i. CMHA shall formally and officially notify all and any coaching applicants of their acceptance or denial for any open coaching position.

Coach Limitations:

A successful applicant can only be registered with one Representative Team, as Head Coach. A Head Coach position is for a 1-year term. Based on parent evaluations and Season evaluation forms, the Coaches Selection Committee reserves the right to offer a

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coaching position for a second-year term (with or without an interview) to a coach of a Representative or Local League team who they feel best serves the players, the team's prospective interests before opening the coaching position for general applications (see attached appendix). An applicant who wishes to coach for more than 2 consecutive years must re-apply and will be considered on an exception basis.

	Discipline, and Appeals	OP-1-03
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Subject to Discipline:

Any member of Cambridge Minor Hockey is subject to the Discipline Policy of Cambridge Minor Hockey. A member is defined in the CMHA *By-Laws*.

Please note that this policy only applies to suspensions under CMHA policies. There is a separate process for suspensions under Hockey Canada, Ontario Hockey Federation, and Alliance policies.

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 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 Director of Safe Hockey for the scheduling of a discipline hearing. The suspended members shall be given written reasons for their suspension as soon as practical.


The Jr. Vice-President of Travel, the Supervisor of Coaches – B/BB/MD and Supervisor of Coaches- House League will have the authority to suspend a Coach/ Trainer or Manager for one (1) game for conduct witnessed. Any further suspension must be dealt with by the VPs.

A Head Coach will have the authority to suspend a player for one (1) game for conduct witnessed. Any further suspension must be dealt with by the Discipline Committee.

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

Discipline Committee:

The Discipline Committee is chaired by the Director of Safe Hockey of either House League or Travel, depending on where the incident originated. The remainder of the Committee may be comprised of the Past-President, and a Vice-President of either House League or Travel, accordingly.

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In the event that the Director of Safe Hockey cannot attend a disciplinary matter due to absence or conflict of interest, the other Director of Safe Hockey shall assume the duties and title of Director of Safe Hockey for that hearing.

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 for either House League or Travel respectively.

Notice of Hearing:

The Chair of the Discipline Hearing will serve written notice of hearing on the respondent member facing discipline. Notice will be served through two (2) attempts to ensure proper delivery and acknowledgement (e.g. physical letter, email, registered mail, etc.) Reasonable efforts will be made to schedule the hearing as soon as possible. If at the time of the scheduled hearing, the respondent does not attend, the hearing will commence, and the Discipline Committee will hear the evidence and make a ruling in their absence.

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.

Suspensions for five (5) games or less are not eligible for appeal.

A member may not appeal any suspension for multiple incidents that have totaled six (6) or more games. For example, a player that received a four (4) game suspension for an on-ice infraction and is assessed a further 3 (three) games from a Vice-President, they may not appeal.

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.

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Appeals Committee:

The President of Cambridge Minor Hockey, upon receiving a written letter from a respondent within the allotted time shall Chair an Appeals Committee which consists of the Jr Vice-President of either House League or Travel, depending on where the incident originated.

The President shall ensure that a copy of the Discipline Committee's decision is provided to the Appeals Committee. The appeal shall be heard within seven (7) days. In the event a Discipline Committee member cannot attend a disciplinary matter due to absence or conflict of interest, one (1) Board member will be appointed.

The Appeals Committee shall have the authority to:

- Dismiss the appeal or 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 of the Appeals Committee's decision. The Chair shall also provide a written decision no 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.

Suspensions:

Player Suspensions


- A player who receives any two (2) suspensions on separate occasions in a season may be asked to meet with a committee and may be reprimanded with additional game suspensions.
- For Representative hockey, it is the responsibility of the Vice-President of Travel to ensure that all suspensions are carried out according to the OHF Minimum Suspension List.
- For House League Select and Local League, it is the responsibility of the Divisional Convener to ensure that all suspensions are carried out according to

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the OHF Minimum Suspension List or as directed by the Vice-President of House League.

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 either House League or Travel, depending on where the incident originated.
- 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.

	General Rules, Regulations and Guidelines	OP-1-05
	Policy Section: CMHA Operations	
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Fair Play Philosophy:

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

Failure to comply with the spirit of the Cambridge Minor Hockey Association philosophy may result in discipline and / or suspension.

Playing Rules and Regulations:

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

	Police and Vulnerable Sector Check	OP-1-06
	Policy Section: CMHA Operations	
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Police Vulnerable Sector Check

All volunteers/staff over the age of 18 in the Cambridge Minor Hockey Association must obtain and submit a police vulnerable sector check (VSC), at their own expense.

The renewal period for your VSC will be every 3 years. In years where a VSC is not required, each individual will be required to complete and submit a Criminal Offence Declaration Form. (Example: Year one VSC, year two Criminal Offence Declaration Form, year three Criminal Offence Declaration Form and year four VSC.)

Team Officials, Team Personnel, and On Ice Helpers

This applies to all volunteers within the Cambridge Minor Hockey Association including coaches, trainers, managers, convenors, and on-ice helpers, for example. As well, for future seasons, all coaching applications must include a police vulnerable sector check (VSC) if one is not on file or has expired or Criminal Offense Declaration form, as applicable.

The OHF has initiated a process for the centralization of all Vulnerable Sector Checks to:


- Ensure screening is being completed
- Reduce the number of screenings where individuals are changing or participating in multiple associations
- Provide a safe hockey environment

The following individuals who are associated with the Cambridge Minor Hockey Association must adhere to the OHF screening policy:

- Team officials – head coaches, assistant coaches, trainers, managers, on ice helpers
- On Ice Officials
- Skills coaches, third party skills coaches, dressing room supervisors, etc.

The VSC Process

1. Determine where you need to go to get your VSC (your local police station)
2. Obtain a formal letter from the Association or from the OHF
 - a. <https://ohf.on.ca/media/ofonwcwe/ohf-letter-requesting-vulnerable-sector-check.pdf>

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- b. https://cambridgeminorhockey.com/Forms/11984/Vulnerable_Sector_Check_Letter_Request/
3. Apply for your VSC from your local police service
4. Once received back, locate your HCR # (you may contact the CMHA office to obtain this if you are unsure)
5. Complete the VSC submission
 - a. https://forms.office.com/pages/responsepage.aspx?id=s88_mthsgUGOi8KxPBphVRNfN0_ZyflGmRel6w2hk6NUNjVZWE5IQ08zMIJKTzdRWjhOV1E3UEMzOC4u
6. If a declaration is required, please complete and attach the declaration form during the VSC submission

The OHF VSC process must be completed before an individual can be added to a team roster. If an individual is not listed on a team roster, they are not insured and therefore ineligible to participate until completed.

Staff and Board Members

Cambridge Minor Hockey Association will continue to screen staff and Board members that are not directly involved in on-ice programming.


All staff and Board Members will be required to submit their VSC and/or screening declaration as of July 31st of each year to the hockey office.

Positive Police Vulnerable Sector Check Results

If there is a criminal conviction or a negative police contact disclosed on the police vulnerable sector check, CMHA may request that the applicant provide a copy of the police report, the cost of which will be paid by the applicant, before considering the applicant for a coach or volunteer position. The mitigating circumstances of a criminal conviction must be considered as well the Alliance minimum ineligibility guidelines for the applicable offence to determine the eligibility of bench staff and other volunteers to participate in the season.

Where the conviction does not have a specific ineligibility period as outlined by the Alliance Criminal Record Check Policy, Cambridge Minor Hockey may take into consideration the following information:

- The nature and number of convictions

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- Time elapsed since the conviction(s)
- The rehabilitative and other efforts subsequently made by the candidate
- The specific duties and responsibilities associated with the position applied for and the reference of the criminal conviction, to the position
- The risk posed to the CMHA, as a result of appointing the candidate to this position

If the candidate is excluded from eligibility based on the Alliance Criminal Record Check policy or, after the review, CMHA determines that the individual poses a risk and is not an appropriate candidate for the position, CMHA will immediately notify the individual in writing as to their status with the organization.

Relevant Offenses


The following is a list of non-exhaustive examples that are relevant offenses:

- Any offense involving the possession, distribution, or sale of any child- related pornography
- Any sexual offense
- Any offense involving theft or fraud
- Any offense for trafficking and/or possession of drugs and/or narcotics
- Any offense involving conduct against public morals
- Any crime of violence including but not limited to, all forms of assault
- Any offense involving a minor or minors
- Any offense involving the use of a motor vehicle, including but not limited to impaired driving

Criminal Convictions

A conviction for any of the following Criminal Code offenses (non-exhaustive list) could result in removal from designated positions, competitions, programs, activities and events:

- Any offense of physical or psychological violence
- Any crime of violence including but not limited to, all forms of assault
- Any offense involving trafficking of illegal drugs
- Any offense involving the possession, distribution, or sale of any child-related pornography
- Any sexual offense
- Any offense involving theft or fraud

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Confidential Information

All information obtained through a police vulnerable sector check is considered strictly confidential.

The vulnerable sector check is provided by the Waterloo Regional Police Services at a reduced rate for volunteers. To receive the reduced rate, the volunteer must request a letter from the Association office for submission. This can be requested through our website.

Reference Documents:

Alliance Criminal Record Check Policy


[https://alliancehockey.com/Public/Documents/Policies/ALLIANCE_Hockey_Criminal_Record_Check_Policy_\(rev_2018\).pdf](https://alliancehockey.com/Public/Documents/Policies/ALLIANCE_Hockey_Criminal_Record_Check_Policy_(rev_2018).pdf)

Cambridge Minor Hockey Association – Vulnerable Sector Check Volunteer Letter

https://cambridgeminorhockey.com/Forms/11984/Vulnerable_Sector_Check_Letter_Request/

Ontario Hockey Federation – Vulnerable Sector Checks

<https://ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/>


	Player Movement Policy	OP-1-07
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:08/27/24 Revised

Player Movement:

In extenuating circumstances within the Representative categories, movement may occur within the same age group on a one for one basis up to November 1st. Any such movement must include agreement of the player(s) and parent(s), the approval of the Vice-President of Travel and the approval of the Executive.

Players Moving into Residence:


The Vice-President of Travel will be notified by the Office Staff of a new player moving into residence if the player signifies that they have played a Representative level in their 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 Hockey Canada, Alliance Hockey, and CMHA rules and policies.

	Player Resignations	OP-1-08
	Policy Section: CMHA Operations	
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Player Resigns from Representative Hockey:

Any player who resigns from representative hockey after the November 15th freeze date will be placed in Local League, and their rep fees paid to date will be pro-rated. The team will be assigned at the discretion of the Vice-President of House League. After January 15th the player will not be placed in Local League due to Alliance Hockey roster requirements.

If a player is looking for a complete refund of CMHA registration fees, please refer to Policy: *OP-2-12 Refund*.

	Registration	OP-1-09
	Policy Section: CMHA Operations	
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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 the on-line registration process and paying the corresponding registration fee. No player shall play for a team unless they have properly registered, paid and are rostered.

Arrangements for the payment of registration fees may be made with the CMHA Office under special circumstances. Failure to look after the debt will result in the player being removed from any ice time until the debt is settled.

The Directors reserve the right to reject any player application for disciplinary reasons.

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 Hockey Canada. All players must, upon request, provide satisfactory proof of age or the player will be automatically suspended until proper identification is provided.

	Team Personnel Ratification	OP-1-10
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:08/16/24 Revised

Team Personnel Ratification:

CMHA reserves the right to approve all team personnel positions.


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

Responsible Team Officials or Personnel:

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

All Cambridge Minor Hockey Association Coaches must attain the appropriate Hockey Canada credentials as determined from time to time by its governing bodies or by CMHA.

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

	Tryouts and Rosters	OP-01-11
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:08/16/24 Revised

Tryouts:

Representative:

- Public tryouts are held in order to initially select players for all “AAA”, “A/AA (Seeded)”, and “B/BB” teams. The time, location and cost are publicized. It is the full responsibility of the Coaches of the “AAA”, “A/AA (Seeded)” and “B/BB” teams for each age category to select, at the public tryout, a sufficient number of players to satisfy the roster for their own team. “AAA”, “A/AA (Seeded)” and “B/BB” representative teams will have until their respective signing dates to declare their team roster.

Local League Select:

- Guidelines for forming the team and playing regulations are to be those laid down in the Minor Hockey Alliance of Ontario Handbook policy for “House League Select Teams”.
- Any Local League select teams will be formed using registered Cambridge Minor Hockey House League players.
- Public tryouts will be held in order to select players for all Local League Select Teams. The time, location and cost are publicized. The members of the team will be selected by the coach in conjunction with the Supervisor of Coaches- House League.

Local League:

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


Tryout Documentation:

Any notes from all evaluators must be kept for a period of six (6) months and will be required to be submitted within twenty-four (24) hours to the Executive, if requested.

Rosters

Representative and Local League Select teams:

- U8 will consist of eighteen (18) players.
- U9 will consist of a minimum of seventeen (17) players to a maximum of eighteen (18) players at the discretion of the coach.
- U10 to U18 will consist of seventeen (17) players including two (2) goaltenders.


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- Representative teams at U16 and above, with approval by the Executive, may carry up to a maximum of nineteen (19) players including two (2) goaltenders.
- Any exceptions to the above must be approved by the Executive.

Local League:

- U8 to U21 will consist of a minimum of twelve (12) players to a maximum of seventeen (17) players including two (2) goaltenders per team.
- Exceptions will be made based on number of players registered.

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


	Coach Support Policy	OP-2-01
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:02/02/19 Revised:11/07/24

CMHA Coach Support Policy:

Coaches are eligible for financial support as follows:

- Non-Parent Head Coaches will be paid an honorarium of:
 - U18 AAA - \$8,000
 - U16 Midget AAA - \$8,000
 - U15 AAA - \$6,000
 - U14 AAA - \$6,000
- Non-Parent Head Coaches will further be paid \$1000 for each additional non-parent assistant coach, up to a maximum of \$2000.
- Honourariums are to be paid in two equal payments totaling the amount outlined above: one (1) on December 1st and one (1) on March 1st.
- All Non-Parent coaches will be paid for reasonable expenses as outlined below:
 - Travel mileage may be charged at a maximum of \$0.40 per kilometre covering all centres in excess of thirty (30) kilometres one way. Mileage allowance will cover round trips with a maximum of two (2) vehicles permitted provided non-parent staff exceeds two (2) individuals.
 - Hotel accommodations- Out-of-town tournaments in excess of two-hundred (200) kilometres to the city centre from the CMHA office to a maximum of three (3) rooms for up to four (4) non-parent coaching and/or management staff for three (3) nights. Games must be scheduled before noon (12:00pm) to be eligible for the third (3rd) night.
In addition, teams will be covered for any overnight sanctioned games scheduled throughout the 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 must be advised accordingly.
 - Meal allowance to a maximum of \$40.00 per day per non-parent coach is allowed during overnight sanctioned events for food and non-alcoholic beverages.
 - Receipts must be handed in to the Treasurer or the Manager.
- Expenses are to be paid by the end of the month in which the expense occurred. For any expenses occurring within the last seven (7) days of the month, the expense(s) are to be paid within one (1) week of receiving the receipts.

The team/ parents will be responsible for these costs and may be offered assistance by CMHA at the discretion of the Board of Directors.

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Any team attending an OHF Championship who needs to travel more than eight hours one way is donated \$1,000.00 towards coaches/team expenses. Non-Parent Coaches expenses are to be paid first and the remainder to go to team expenses. Under special circumstances, teams may apply for additional funding to be approved by majority vote by the Board of Directors.

In the event that a head coach and/or assistant coach is removed from the bench partway through the season, their honourarium as laid out above will be paid out year-to-date based on accrued expenses.

Coaches Training

Coaches shall be reimbursed for N.C.C.P. courses and/or clinics


- Payment for above shall be on December 31st.
- High Performance 1 (HP1) reimbursement shall be in two installments:
 - December 1st of year one
 - December 1st of year two

A coach not wishing to return to CMHA for a second season, or who are not offered a position due to suspensions or policy violations shall not be reimbursed.

Any coach removed during a season due to gross violations may be asked to reimburse CMHA for any fees already paid out. This shall be decided by majority vote of the CMHA Board of Directors.

Additional Payments

It is expected that a Non-Parent coach receiving an honorarium as described above, is not to receive any other compensation from the parent group, other than what is allowable by this policy (example - A coach cannot receive an honorarium and receive payment for a hockey camp, skills development, or hockey school used by any of their players during the season).

	Dressing Room	OP-2-02
	Policy Section: CMHA Operations	
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The *Dressing Room* policy as laid out by Hockey Canada must be adhered to as laid out below:

The Minimum Attire Rule

To best promote inclusion and to respect the privacy of all participants on a team, Hockey Canada requires all participants to wear ‘minimum attire’ at all times in a dressing room or in dressing environments where more than one participant is present. This means that participants should arrive at the rink wearing a base layer (e.g., shorts and t-shirt, compression shorts and shirt or sports bra). A participant not arriving at the rink wearing their base layer can use an appropriate private space (e.g., private restroom stalls or empty/unused dressing rooms) to change into the base layer and then enter the team dressing room with the other participants.


It is the responsibility of all coaches and team staff to instruct players regarding the minimum attire rule and ensure that players are complying with this Policy. Hockey Canada recognizes the physical limitations of some facilities and encourages associations to work creatively and proactively, using an athlete-focused, ethical, and values-based approach, with local facility management to ensure that appropriate and equivalent dressing environments are available to all participants who would prefer not to get dressed in the team dressing room.

Team Talks

Hockey Canada stresses the importance that all participants are treated as valued members of a team. Therefore, coaches and team staff should only engage in pre- and post-game talks when all athletes are present in the dressing room.

Use of Showers – Recommended Best Practice

As outlined in the purpose section, there are many reasons why athletes may require privacy (religious reasons, chronic conditions, body image, gender). The following guidance around the use of showers, is an additional step in creating environments within which athletes feel safe and secure. It is recommended that when showers are not private stalls, that these be used in a manner that respects the privacy of all participants. When in open concept showers, it is encouraged that all athletes wear certain “minimum attire” at all times, including swimwear. In order to facilitate this, participants could use a private restroom stall to change out of their base layer and into their swimwear prior to using the shower. Similarly, they could dress in a private restroom stall after they have completed their shower. Coaches and/or team staff should ensure they are able to supervise the dressing room while participants are showering, following ‘Rule of Two’ guidelines below.

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Officials Dressing Rooms

Given that dressing room spaces for officials and officiating teams are often shared by officials of a wide variety of ages and genders and may be used by different sports at the same time, safety and privacy are of the utmost importance. To create a safe and welcoming environment for everyone who uses an officials dressing room space, the minimum attire rule and shower recommendations described should be applied.

Applicable Laws

Hockey Canada Members that have mediated human rights settlements within their Province/Territory with respect to specific dressing room parameters are exempted from this Policy within their jurisdictions, but solely to the extent required so that they may continue to adhere to such settlements.

Rule of Two

To best ensure safety for all participants, all minor hockey programs sanctioned by Hockey Canada and its Members are required to implement the 'Rule of Two' for all dressing rooms. The 'Rule of Two' requires two trained and screened adults to be present in the dressing room or immediately outside the dressing room with the door propped open to monitor the environment and ensure it is free of any discrimination, harassment, bullying, or other forms of maltreatment. The Rule of Two remains in place when showers are in use.


Prohibition on Violent Activities in Dressing Rooms

To ensure the safety of all participants in the dressing room, no type of violent conduct of any kind (including locker room boxing) bullying, or hazing is permitted. It is the responsibility of coaches and team staff to ensure that no such violent behaviour is taking place in dressing rooms or dressing environments. Should anyone experience maltreatment in violation of this section of the Policy, a complaint may be submitted to Hockey Canada's Independent Third Party.

Prohibition on Recording in Dressing Rooms or Dressing Environments

To respect the privacy of participants, no videos, still photos, or voice recordings of any kind may be taken using any device with recording capabilities in a dressing room or dressing environment. Cell phones are only permitted to be used in a dressing room or dressing environment for the purposes of controlling music played in those spaces.

<https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Downloads/dressing-room-policy-e.pdf>


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In addition to the Hockey Canada Policies, teams must also follow the below CMHA music rules:

The volume must be kept at a respectable level and no profanity in the lyrics (radio editions).

Additional notes:

Cross reference with policy *OP-3-02 Code of Conduct* for “Dressing Room Requirements”

	Equipment	OP-2-03
	Policy Section: CMHA Operations	
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Equipment Purchases:

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

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

Any purchase of goods must be made through CMHA's Equipment Manager and must have the approval of CMHA's Equipment Manager.

Jerseys are provided for Local League, Select and U8 and U9 Rep. Numbers on sweaters are as follows:

- U7 and U8 Local League: Numbers two (2) through twenty (20).
- U8 and U9 Rep: Numbers two (2) through nineteen (19) with goalies wearing one (1) and thirty (30).
- U10, U12, U14, U16 and U18: Numbers two (2) through nineteen (19) with goalies wearing twenty-nine (29) and thirty-one (31).
- U9, U11, U13, and U15: Numbers twenty (20) through thirty-nine (39) with goalies wearing one (1) and thirty (30).
- Select: Numbers two (2) through nineteen (19) with goalies wearing one (1) and thirty (30).

CMHA branded equipment will only be worn during official CMHA activities, and rep sweaters will only be worn during Association games.


See Policy OP-2-07 *Jersey Purchase Policy* for more information about replacing a jersey(s) based on condition.

Equipment Distribution:

Teams will be provided equipment as follows:

- For Rep and Select Teams: 50 pucks, 10 pylons, a pail, 20 game pucks and a basic first aid kit.
- For Local League: 40 pucks, 6 pylons, a pail, and a basic first aid kit.

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

	Equipment	OP-2-03
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved: 09/24/24
		Revised

- a. Representative Teams – distributed and collected through the central depot.
- b. House League Teams – distributed and collected through the central 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.


Equipment Deposit

Within reason, teams are expected to return all equipment and first aid kit supplies with any unused supplies.

The equipment deposit is as follows:

- For Rep teams U8 and U9: A five-hundred-dollar (\$500) deposit will be refunded once jerseys, which must be washed, have been returned to the Official Supplier for CMHA (currently All-Team Sports) to have the name bars removed, and equipment has been returned.
- For Rep teams U10-U18: A two-hundred- and fifty-dollar (\$250) deposit will be refunded once equipment has been returned.
- For Select U9 to U18: A five-hundred-dollar (\$500) deposit will be refunded once the jerseys, which must be washed, have been returned to the Official Supplier for CMHA (currently All-Team Sports) to have the name bars removed, and equipment has been returned.

The deposit will be released to the team by the CMHA office.

	Hockey General Rules, Regulations and Guidelines	OP-2-05
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:07/27/24 Revised

CMHA Trademark:

Cambridge Minor Hockey Association has their official logo registered and trademarked. Any unauthorized use of this logo may result in legal action being taken by the Association.

Financial 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 JumpStart, the Hockey Canada Foundation Assist Fund, and KidSport are able to do this, and families will be directed to them where applicable. Links to the organizations will be made available on the registration homepage.

Game Sheets:

If a paper game sheet is utilized within a game, it must be submitted to the hockey office within forty-eight (48) hours of the game played.

Rep teams are to use electronic game sheets. CMHA has a relationship with Gamesheet Inc. to use their app. The cost of this app is billed to each team by CMHA through the team fees. Each team is responsible to supply an iPad, either through a donation or purchase, in order to use the Gamesheet app.

National and Provincial Championship Tournaments:


Subsidization for transportation costs to Provincial and National championships will be considered by CMHA upon application by the team. Entrance/ Registration fees, if applicable, will be paid by CMHA.

NOTE: CMHA may also apply to other financial aid sources to help offset costs.

Public Buildings:

All teams, team officials and parents 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.

	Hockey General Rules, Regulations and Guidelines	OP-2-05
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:07/27/24 Revised


Team Pictures:

On an annual basis, Cambridge Minor Hockey Association appoints an official CMHA photographer who, with the co-operation of the Director of Marketing and Sponsorship, contacts teams with regards to team pictures.

A team picture is included with the player registration fee. Individual player pictures are the responsibility of the family should they wish to purchase.

Trophies:

Championship trophies won by teams shall become the property of CMHA.

	Ice Rental	OP-2-06
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:07/27/24 Revised

Ice Rental:

Cambridge Minor Hockey Association provides ice to teams for games and practice. The amount of ice provided by CMHA depends upon the availability of ice from the City of Cambridge as well as the division and level of the team.


If teams are looking for additional ice time beyond what is provided, they are to reach out to the CMHA office to make a request, including any day and time preferences. The office will in turn reach out to the City of Cambridge to confirm any availability. If ice time is available through the City of Cambridge, a permit will be issued to CMHA on behalf of the team. CMHA will invoice the team directly based on the permit provided by the City of Cambridge for the ice time requested and the team will be responsible for payment to CMHA within 14 days of the date of the invoice.

Teams can purchase additional ice time outside of CMHA, however if a team chooses to do so, CMHA ice rates may not apply, and teams will be required to obtain their own insurance.

No Show Ice Time:


If a team does not show up for their scheduled CMHA ice time, the team 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 will not be eligible for further ice time until the matter is finalized.

If a team is unable to attend a scheduled CMHA ice, the CMHA office must be notified as soon as possible, and no later than twenty-four (24) hours prior to the ice time.

	Jersey Purchase	OP-2-07
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved: 3/22/2024 Revised


Jersey Purchases for Representative and Select Teams:

1. Effective in the 2024-2025 season, Cambridge Minor Hockey Association (CMHA) will be returning to the use of black and white jerseys with black being the home jersey and white being the away jersey.
2. Effective in the 2024-2025 season, players in Rep hockey will only be required to purchase a new set of jerseys every 2 years, when players are in the following divisions: U10, U12, U14, and U16.
 - a. All players will be required to purchase a white jersey in the 2024-2025 season.
3. Players will purchase their jerseys through an official supplier for CMHA (currently, the official supplier to CMHA is All Team Sports), and pay the supplier directly. The cost of jerseys will not be included in the players' team fees.
4. U8 and U9 MD teams will continue to use CMHA owned jerseys and will not be required to pay for their jerseys.
5. In odd-numbered years (U11, U13, U15, U18 Year 1), the coach of the team will need to inspect and approve the condition of the jersey. If the jersey is deemed to be not in good condition, you will need to contact the supplier directly to see if it is repairable. If it is not repairable, you will be required to purchase a new one.
6. If a player's jersey is purchased in an odd division year for any reason (size change, number change, etc.), they will still be required to purchase a new jersey the following even division year.
7. A player will be required to purchase a new jersey if there is a conflict of numbers. If a player is released or makes a higher team, the veteran of the team gets to keep their number. For example, if a player is released from AAA to A/AA, the A/AA player gets to keep their number and the new player to the team has to pick a new number.
8. Players in U16 may be permitted to use the jerseys for 3 years (U16, U18 year 1, and U18 year 2) as an exception, unless there is a number conflict, sizing issue, or the jersey is deemed to be in poor condition.
9. Players that have been released to Local League and make the Select team will be permitted to use the jersey they purchased in the previous year for Select for one year.
10. If a parent decides that their player's jersey is in good condition and the coach/CMHA equipment manager deems it as not acceptable, and the parent is not willing to pay for a new jersey, the team will be billed a new set, and it will be the responsibility of the team to collect the funds from the parent.
11. For any teams or players on teams who are in the divisions requiring the purchase of a new set of jerseys (U10, U12, U14, U16) who are not willing to purchase and pay for the new jerseys, CMHA will purchase and pay for these

	Jersey Purchase	OP-2-07
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:3/22/2024 Revised

jerseys on behalf of the player and the team will be billed for the new set. It will then be the responsibility of the team to collect the funds from the parent/family of the player.

12. The supplier will not be able to remove names or numbers from jerseys to reuse them for a different player.
13. The purpose of this new policy is to assist families in saving some money and not purchase jerseys every year. Some families and players may still need to purchase new jerseys every year, as in the current policy, due to sizing, condition, number change, etc. However, this does provide the opportunity for families to potentially save money every second year.
14. The CMHA Equipment Manager has the final say on the condition of all jerseys.

	Off-Ice Dress Code	OP-2-08
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:08/27/24 Revised

General:

All Hawks branded apparel, including coaches and players jackets sweaters and track suits, must be purchased through an official supplier for CMHA. Currently, the official supplier to CMHA is All Team Sports.

It is recommended that warm-up gear be Hawks branded.


Travel Dress Code:

During games, Representative hockey (“AAA”, “A/AA” (Seeded) and “B/BB” (MD)) players and coaching staff are representing the Cambridge Minor Hockey Association and the City of Cambridge, therefore, CMHA will enforce a dress code for games. At the discretion of the coach, a player’s dress code will be consistent among the team, and the team dress code should consist of a CMHA track suit, or a collared shirt and dress pants, at a minimum. For coaches and bench staff, this dress code should consist of a collared shirt and dress pants, or Hawks branded apparel, at a minimum.

Base-Layer:

The Dressing Room policy for Base-Layer(s) as laid out by Hockey Canada must be adhered to.


<https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Downloads/dressing-room-policy-e.pdf>

	Off-Season Hockey	OP-2-09
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:07/27/24 Revised

Off-Season Hockey:

All CMHA teams must adhere to the O.H.F. “*Key Dates with Playing Regulations*” document regarding off-season on and off ice training.

Refer to: [Home | Ontario Hockey Federation \(ohf.on.ca\)](http://ohf.on.ca)

	On-ice Equipment	OP-2-10
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:07/27/24 Revised

Protective Equipment:

The Cambridge Minor Hockey Association states that all players must wear full, properly fitted protective equipment that conforms to Hockey Canada, Ontario Hockey Federation, the Minor Hockey Alliance of Ontario, the Cambridge Minor Hockey Association, and C.S.A. guidelines including BNQ certified neck guards and a recommended mouth guard.


CMHA does not provide equipment with the exception of the situations noted below:

1. CMHA will provide protective goal equipment (goalie helmets excluded due to sanitary reasons) for the U12 and under Local League programs, as needed;
2. CMHA will provide full protective goal equipment (goalie helmets excluded due to sanitary reasons) to the U8 and U9 Rep teams, as needed.

Any player registered with CMHA must wear an approved, properly fashioned helmet with a face mask when assisting on-ice with any other team within CMHA either during practice sessions or try-out sessions.

Team Uniform:

Representative division players shall purchase a C.S.A. approved black helmet and Hawks pants and/or shell as specified by the CMHA. Socks must correspond to travel sweaters.

	On-Ice Helpers	OP-02-11
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved: 29/10/2018 Revised: 08/27/24

On-Ice Helpers:

Teams are permitted to have two (2) On-Ice Helpers per team, and the names must be identified along with team staff by submission to the CMHA office in alignment with the roster deadlines.

As per the CMHA coaching handbook, all On-Ice Helpers must fill out an information sheet and submit it to the CMHA office. On-Ice Helpers are required to obtain a Vulnerable Sector Check as per Policy *OP-1-06 Police Checks*.

If an On-Ice Helper is a player on a roster or approved on a current roster, there is no need to complete the handbook form.

Teams wishing to add additional On-Ice Helpers for practices must make a request and be approved by the Vice-President of either House League or Travel, accordingly. A registration fee (for insurance and assessment fees) per person for any additional On-Ice Helpers within Representative and Select teams will be billed directly to the team by the CMHA office, for Local League teams, the coach will be billed directly by the CMHA office.

The maximum number of On-Ice Helpers cannot exceed a total of five (5) for the team.

Mandatory Equipment Requirements for On-Ice Helpers


The guidelines for mandatory equipment requirements for those individuals acting in the role of On-Ice Helpers participating in On-Ice activities are as follows:

- a volunteer sixteen (16) years and above would be eligible to wear the same equipment as On-Ice Team staff/officials. (i.e. CSA certified Helmet, skates, gloves)
- a volunteer under sixteen (16) years would be required to wear full hockey player equipment.

Note: On-Ice Helpers must be at least two years older than the division age limit they are associated with, with a minimum age of twelve (12) years old prior to December 31st of the season.

Sanctions for Non-Compliance

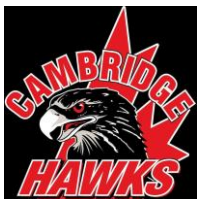
In the event of non-compliance of the mandatory equipment requirement by an On-Ice Helper the following shall take effect:

	On-Ice Helpers	OP-02-11
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved: 29/10/2018 Revised: 08/27/24

- First incident results in written notification/warning to the Head Coach by the CMHA Director of Safe Rep or Rec, accordingly.
- On a second incident by the same party, the Head Coach shall be suspended from participation in CMHA activity for a minimum of two (2) weeks.
- For the third infraction of the policy, the matter will be reviewed by members of the CMHA Board, and the Head Coach shall be suspended indefinitely until an appropriate corrective action has been determined.

Helmets for Team Officials

The Head Coach, Trainer, Assistant Coach, Assistant Trainer, On-Ice-Helpers, Volunteers or hired companies will be required to wear CSA certified helmets during all on-ice activities.

	Player Registration and Refund Policy	OP-2-12
	Policy Section: Operations	
	Approved by: Board of Directors	Approved: 06/25/24 Revised

Player Registration and Refund Policy:

We understand that circumstances may arise where participants want or need to cancel their registration. Our player registration and refund policy is designed to be fair to all parties involved while also ensuring the smooth operation of our programs.

Registration and Rates:

Registration for the upcoming hockey season opens on July 1st. General rates for the hockey season are as follows:

- At the discretion of the Board, an Early Bird Registration Fee may be offered.
- Regular Registration Fee will be in effect from the 1st of July until the 15th of August (the closing date).
- Late Registration Fee (an additional \$50) will be in effect for any registrations after the closing date.
- All players must be paid in full at the time of registering.
 - Exception to this policy would apply to players accessing external subsidies, at which time they would coordinate with CMHA office.

Requests for Refunds:

Refund requests must be submitted in writing via email to the office. We do not accept refund requests made over the phone.


Non-Refundable Fees:

GMHS, U8 and U9

- A refund minus a 10% admin fee (based on the registration fee the player paid) will be issued if the refund is requested before, or on, October 31st.
- If the refund is requested between November 1st and November 30th, a 20% admin fee will be applied (based on registration fee the player played) due to mandatory fees that CMHA has paid to HC, OHF and Alliance Hockey.
- No refund will be issued on, or after, December 1st.

U10-U16

- A refund minus a 10% admin fee (based on the registration fee the player paid) will be issued if the refund is requested before, or on, September 30th.

	Player Registration and Refund Policy	OP-2-12
	Policy Section: Operations	
	Approved by: Board of Directors	Approved: 06/25/24 Revised

- If the refund is requested between October 1st and October 31st a 20% admin fee will be applied (based on registration fee the player played) due to mandatory fees that CMHA has paid to HC, OHF and Alliance Hockey.
- No refund will be issued on, or after, November 1st.

U18


- All players registered for U18 fall tryouts will not be charged an admin fee if a refund request is submitted prior to, or on, September 30th.
- A refund minus a 10% admin fee (based on the registration fee the player paid) will be issued if the refund is requested before, or on, October 31st.
- If the refund is requested between November 1st and November 30th, a 20% admin fee will be applied (based on registration fee the player played) due to mandatory fees that CMHA has paid to HC, OHF and Alliance Hockey.
- No refund will be issued on, or after, December 1st.

Extenuating circumstances

- Any request made after a 'no refund' date will be evaluated on a case-by-case basis.

Processing Time:

Refunds will be processed within 3 business days of receiving the written request. Please note that the refund may take additional time to reflect in your account depending on your financial institution.


	Special Occasion Jersey	OP-2-13
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:08/27/24 Revised

CMHA would like to offer its teams the opportunity to be involved in social awareness programs by way of using Special Occasion Jerseys (SOJ's). This SOJ would be of such design as to bring attention to programs and causes within our community.

Criteria

1. The jerseys must be in support of a non/not-for-profit program or cause in the City of Cambridge.
2. Fundraising can only be used by the team to cover the costs of the jerseys. All proceeds in excess of the costs for the jerseys must be dealt with as follows:
 - a. Game admission or any other proceeds generated must be forwarded to the selected program or cause.
 - b. Proceeds from the "event" cannot be returned to the team budgets.
3. Team involvement in the program must have 100% support by the families on the team and approval must be gained through closed balloting so as not to draw attention to a single or small group of families.
4. A team must submit a written request to the board through the Hockey Office. The request must contain the following:
 - Name of the organization being highlighted.
 - Whether or not donation funds will be raised for the program or cause.
 - Dates and places the sweaters will be worn.
 - Brief rationale for choosing this program/ organization.
5. SOJ's must be purchased through an official supplier for CMHA (currently, the official supplier to CMHA is All Team Sports) unless otherwise authorized by the Board.

All SOJ's must maintain the player numbers on the current Home and Away sweaters. If a team is requesting to use an alternative name other than the player's last name on the jersey it must be approved by CMHA.

	Team Budget, Bank Accounts and Expenditures	OP-2-14
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:08/16/24 Revised

Team Budgets and Expenditures:

The Jr. Vice-President of Travel must approve all Representative “AAA” and “A/AA” (Seeded) team budgets to ensure revenue and expenditures are reasonable and just. Similarly, the Supervisor of “B/BB” (MD) will approve the budgets of teams they support.

Any non-budgeted expenditures must be approved by the parents on the team prior to final approval.

All Representative teams must submit the following to the parents, and the CMHA office to be reviewed by the appropriate CMHA executive as noted above:

- Initial budget, as approved by parents (see below*), to be approved with fourteen (14) days of team selection.
- December 31st mid-season budget update.
- Year-end financial statement within fourteen (14) days of season ending.

*Parental approval is required with respect to the budget for team revenue, expenses and year-end surplus. See fundraising policy for guidelines to generate revenue.


Receipts for expenses must be kept and submitted to the team Treasurer for reimbursement and tracking purposes.

At the request of CMHA Executive, all financial data must be submitted within seven (7) days.

Approved Expenditures (*Cross-reference Fundraising, and Coach Support Policies*):


The following are examples of approved expenses, but not limited to:

- Tournament registration fees
- Team apparel and/or equipment bags
- Coaching and Trainer supplies
- For AAA teams with non-parent coaches U13 and above, the honorarium which is paid to the coaches
- Mileage for non-parent coaches
- Hotels for recognized coaching staff that is not a parent of a player on the team
- Team meals (alcohol, tobacco or drugs are not permitted)
- Costs for year-end banquets, trophies and awards
- Additional ice time for practices, exhibition games and skill development
- Referee fees
- Miscellaneous team expenses (paper, phone, etc.,)

	Team Budget, Bank Accounts and Expenditures	OP-2-14
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:08/16/24 Revised

Team Bank Accounts:

It is required that each Rep and Select team in the Association open a bank account, at an approved CMHA banking institution, in the name of the team at the beginning of each season. This account must have two (2) non-related (to the Team Staff, or to each other) signing officers that are not members of the Team Staff (Coaches, Managers, Trainers, Fundraising chairperson, or Parent Rep).

	Training Reimbursement	Op-2-15
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:08/16/24 Revised

Subsidization of N.C.C.P. Courses:


Any N.C.C.P. Course, or certification, that is required for an individual to be approved on a roster will be reimbursed 100% of the cost up to a maximum of five (5) bench staff certifications per team.

Coaches will be reimbursed for the following positions: one (1) Head Coach certification, three (3) Assistant Coaches certifications, and one (1) Trainer's certification, OR, one (1) Head Coach certification, two (2) Assistant Coaches certifications, and two (2) Trainer's certifications.

CMHA will only reimburse for the course or certification that is required at that time for the individual's role/ division level required.

Note: Before you register, please refer to the Alliance Hockey's Development chart to ensure appropriate enrollment ([ALLIANCE Manual of Operations > Appendix 'A' - Coach Minimum Requirements \(Minor Hockey Alliance of Ontario\)](#) (alliancehockey.com)).

Any online courses that are required must provide proof of completion of the course before reimbursement is given.

	Travel Permits, Tournaments and Limitations	OP-2-16
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:08/27/24 Revised

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.

Permit Submissions are completed online and should only be requested once the game and/or tournament has been confirmed or approved.

Teams are invoiced for any non-Alliance permits at the end of the season and will be charged \$5 per permit for any tournaments outside of Alliance.

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.

For representative teams, a list of proposed tournaments must be submitted to the CMHA Office **Ice Scheduler** by the end of June. Teams are not to submit a permit submission until after they have been approved for tournament entry.

Tournament Restrictions:


All CMHA teams must follow the Alliance Hockey policies regarding tournament restrictions and tournament registration eligibility as laid out in section 4.8 *Tournament Policy* on the Alliance Hockey website:

https://alliancehockey.com/Manuals/2430/ALLIANCE_Manual_of_Operations/


Reminder: Teams must not participate in unsanctioned tournaments, nor play against non-sanctioned Teams.

In addition, teams must also follow CMHA tournament restrictions as follows:

- A team may only designate and participate in two (2) Overnight Tournaments within a Season, with a maximum of one (1) out-of-province tournament. An overnight tournament is considered having to travel 100km or more from the Cambridge Minor Hockey Association office to the city centre hosting.
- House League Select teams are permitted to play a maximum of 30 games. This total includes registration in up to two (2) tournaments that count towards the maximum number of games and must adhere to Alliance Policies (the year-end Alliance House League Provincial Championships are not included in this total).
*Note, teams must enter the scheduled games for a tournament into the CMHA

	Travel Permits, Tournaments and Limitations	OP-2-16
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:08/27/24
		Revised

team calendar for tracking purposes.

	Awards and Life Membership	OP-3-01
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:07/27/24 Revised

Presidents Awards:

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

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.


Life Membership:

Life membership is the highest honour that can be bestowed by the CMHA, and it is awarded only for very distinctive service to the CMHA. Life membership can be obtained via the following:

- The Hank Korec Memorial Award is awarded annually in recognition of an individual's dedication to the betterment of Cambridge Minor Hockey Association.
- Nominees must be recommended by a member in good standing four (4) weeks prior to the Annual General Meeting and the nomination must be approved by the CMHA Executive prior to presentation at the Annual General Meeting.

See CMHA By-laws for more information and requirements.

A record of such members shall be maintained by the office staff and be kept on file in the hockey office.

	Code of Conduct	OP-3-02
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:08/27/24 Revised

Introduction:

This Code of Conduct covers a wide range of activities and procedures. It does not cover every issue that may arise, but it sets out basic principles to guide all members of the association. All members must conduct themselves accordingly and seek to avoid even the appearance of improper behavior. The Code should also be provided to and followed by every member of the association.

If a law conflicts with a policy in this Code, you must comply with the law. If you have any questions about these conflicts, you should seek the advice of the Executive on how to handle the situation. All members are responsible for understanding the legal and policy requirements that apply to their position, and the reporting of any suspected violations to the Executive. Players are encouraged to discuss issues with their coaching staff or the convener of your division.

Those who violate the standards in this Code will be subject to disciplinary action, including possible removal from the association. Furthermore, violations of this Code may also be violations of the law and may result in civil or criminal penalties. If you are in a situation which you believe may violate or lead to a violation of this Code, follow the procedures set out in Section 11 of this Code.


Fair Play and Respect:

Respect refers to treating others as one would like to be treated. All players, coaches, staff, and volunteers are expected to show respect for rules, officials, opponents and all others involved, both on and off the ice. Players are expected to compete, work hard and exhibit sportsmanship and fair play at all times. Any situations or conflicts that arise due to a player whose actions, whether on-ice or off-ice, are deemed to be disrespectful or inappropriate, will be handled by either the coaching staff, or the Director of Safe Hockey of either House League or Travel, depending on where the incident originated.

Abuse, Bullying, Harassment and Hazing:

Abuse, bullying, harassment, and hazing will not be tolerated and anyone engaging in these activities will be reprimanded.

- Abuse is when someone causes an individual harm or distress and can come from anyone. Abuse can be emotional, physical, psychological or sexual.
- Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude them. Bullying can be physical, verbal, or relational.

	Code of Conduct	OP-3-02
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:08/27/24 Revised

- Harassment is offensive behavior – emotional, physical, and/or sexual - that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex/gender, disability, marital status, or pardoned conviction.
- Hazing is a humiliating and degrading initiation rite in which a player is forced to participate in order to be accepted.

Players must report any cases of abuse, bullying, harassment or hazing to their team staff (coaches or trainer), who in turn must report it to the Vice-President of either House League or Travel, depending on where the incident originated. If a player does not feel comfortable discussing an issue with their team staff, they are encouraged to discuss it with their parent(s) who will assist them in bringing it to the attention of Cambridge Minor Hockey. This policy is enhanced by the policies and procedures found within Hockey Canada's policies on Bullying, Harassment and Abuse.

Alcohol, Drugs and Tobacco:

No player, official or coach will participate in team activities while under the influence of drugs or alcohol. Any player caught with alcohol, or legal, illegal or performance enhancing drugs will be sent home immediately and will appear in front of the Discipline Committee.

Any knowledge of alcohol consumption or drug use should be reported to coaching staff immediately.

Underage smoking or use of tobacco will not be tolerated. Any player caught with tobacco will be sent home immediately.

Criticism:


All team members should refrain from criticism of coaches, trainers, athletes, officials, and other staff and volunteers.

Dress Code:

All team members are expected to adhere to the dress code established by the coaching team staff in conjunction with the Executive.

Gambling:

Gambling of any type will not be allowed at any time.

	Code of Conduct	OP-3-02
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:08/27/24 Revised

Injuries:

Players must inform their team trainer or coaches of all injuries. All injuries requiring medical intervention must be reported to CMHA. The team trainer, in conjunction with coaching staff and medical professionals, if necessary, will determine whether the player is fit to compete.


Dressing Room Requirements:

- The dressing room is to be kept in a clean and organized manner from the time you enter the room to leaving it. Throwing of any objects (tape rolls, used tape wads, water bottles etc.) is not permitted.
- Do not enter another team's dressing room.
- Always have a Coaching staff member in the vicinity and in control of the on-goings of the room. This means before games or practices as well as until everyone leaves after games and practice.

Compliance Procedure:

All members must work to ensure prompt and consistent action against violations of this Code. However, in some situations it is difficult to know right from wrong. Since we cannot anticipate every situation that will arise, it is important that we have a way to approach a new question or problem. These are the steps to keep in mind:

1. Make sure you have all the facts. In order to reach the right solutions, we must be as fully informed as possible.
2. Ask yourself: What specifically am I being asked to do? Does it seem unethical or improper? This will enable you to focus on the specific question you are faced with, and the alternatives you have. Use your judgment and common sense; if something seems unethical or improper, it probably is.
3. Discuss the problem with a peer or a member of the Executive. This is the basic guidance for all situations. In many cases, a peer may have experience or knowledge about the question and will appreciate it being brought into the decision-making process. Remember that it is important to maintain the lines of confidentiality. If you are uncomfortable discussing the problem with a peer or member of the executive, go directly to the Vice-President of either House League or Travel, depending on where the incident originated.
4. You may report violations in confidence and without fear of retaliation. If your situation requires that your identity be kept secret, your anonymity will be


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protected. CMHA does not permit retaliation of any kind against members for good faith reports of suspected violations.

5. Always ask first, act later: If you are unsure of what to do in any situation, seek guidance before you act.
6. All members of CMHA are subject to the associations Code, which describes procedures for the internal reporting of violations of the Code. All members must comply with those reporting requirements and promote compliance with them by others. Failure to adhere to this Code by any member will result in disciplinary action, up to and including termination.

Disciplinary Action:

Parent or Coach Action/ Behaviour	Disciplinary Consequences
1. Parent/ Coach verbally abuses (e.g., using profanity, harasses) other parents, coaches, referees, players or other adults with the intent of intimidating and/or undermining the adult's authority, etc.	1 st Offence: Up to four (4) games (At VP of HL/ VP Travel discretion), longer if deemed appropriate by CMHA Discipline Committee 2 nd Offence: Indefinite suspension and possible expulsion from association; to be determined by the CMHA Discipline Committee
2. Parent/ Coach physically abuses (e.g., pushes, strikes) another parent, coach, referee, player or other adults with the intent of intimidating, injuring, and/or undermining the adult's authority, etc.	Zero Tolerance: The incident will be immediately reported to CMHA. The parent or coach may be suspended during the investigation. Pending the outcome, further disciplinary action may be taken.
3. Parent/ Coach is disruptive and <u>continually</u> ignores team rules regarding practice, game, and dressing room code of conduct. Examples: <ul style="list-style-type: none"> • Parent disrupts practice/ game by yelling instructions to players on the ice that contradicts their coaches' instructions and distracts 	1 st Offence: Up to four (4) games (At VP of HL/ VP Travel discretion), longer if deemed appropriate by CMHA Discipline Committee 2 nd Offence: Two (2) to four (4) games (At VP of HL/ VP of Travel discretion), longer if deemed appropriate by CMHA Discipline Committee


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<p>other parents or players from their enjoyment of watching/ playing the game</p> <ul style="list-style-type: none"> • Parent/ Coach taunts opposing players, parents, coaches, or referees and/or disrupts and on/off-ice related activity • Parent voices (in an inappropriate public manner) dissatisfaction with team, players, coaches, etc.; does not follow established process of raising concerns in a respectful manner through team manager, convenor, etc. 	<p>3rd Offence: Indefinite suspension and possible expulsion from association; to be determined by the CMHA Discipline Committee</p>
<p>4. Parent/ Coach is under the influence of an illegal substance or alcohol and acting inappropriately (including but not limited to above examples in #3) during any team activity.</p>	<p>Zero Tolerance: Indefinite suspension and possible expulsion from association; to be determined by the CMHA Discipline Committee</p>

Executive Committee Members:

In order to achieve the various goals of the CMHA, which includes the creation and maintenance of a healthy and respectful working environment for its volunteers, all executive members agree to the following code of conduct:

1. Adhere to the Association's by-laws.
2. Fulfill all work assignments using approved policy and procedure guidelines.
3. Cooperate with fellow Executive members and/or volunteers to improve the effectiveness of the services and/or programs provided.
4. Work as a team member within the boundaries of the volunteer position assigned. Assist other members when required and treat all executives, association volunteers, parents, officials, etc, with respect.
5. Respect the confidentiality of the association's records and the personal information of volunteers, parents, players, etc.

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6. Communicate with Association members and the public with care, dignity and respect.
7. Members must be dependable, prompt, honest, patient, flexible and trustworthy. If it is deemed that an Executive member has violated any of the above codes, it is expected that fellow Executive members will hold their peers accountable. In other words, personally address the issue with the individual in the hopes of bringing about awareness and resolution. If, in the opinion of the member, the issue is of such a serious nature that it should be escalated, the President should be notified. The President will decide if the incident warrants a more formal intervention.

If a CMHA Executive member participates in activities with interests conflicting with those of the CMHA and their activities or conduct are detrimental to the interest of, or a discredit to the CMHA and its members, their office may be declared vacant by a simple majority vote of all members of the Executive.



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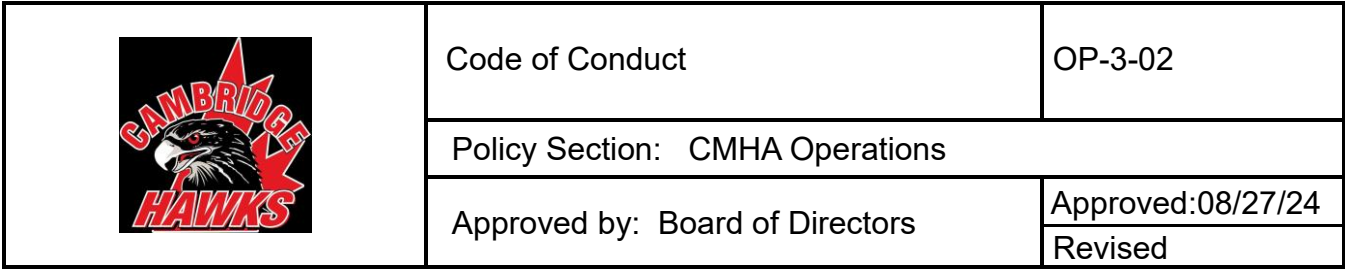
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APPENDIX A: Executive's Code of Conduct Sign-Off

EXECUTIVES' CODE OF CONDUCT SIGN-OFF

I have read and understand the Cambridge Minor Hockey Executive Committee Members' Code of Conduct and accept responsibility and consequences for my actions.


[illegible]



ATHLETES' CODE OF CONDUCT

COACH: _____

[illegible]

	Privacy Policy	OP-3-03
	Policy Section: CMHA Operations	
	Approved by: Board of Directors	Approved:08/27/24 Revised

CMHA Privacy Policy:

Cambridge Minor Hockey believes in respecting everyone's right to privacy. CMHA Cambridge Minor Hockey Association collects personal information from prospective members, members, coaches, referees, managers and volunteers for the purposes of conducting Hockey Programming.


Information specific to a player such as a player's name, address and date of birth are collected to determine that the player's geographical, division of play and level of play information is consistent with Hockey Canada/ Branch regulations. Historical information concerning past teams played for is collected in order to determine if any Cambridge Minor Hockey Association transfer regulations may apply.

At no time are lists generated for the sale of information.

Team Officials must comply with the CMHA Privacy Policy. Team lists and phone numbers are not to be shared with anyone outside of CMHA and specifically may not be distributed to outside agencies, companies, associations or individuals.

Use of photos on the website and social media are provided by Team Staff (including Coaches and Managers), CMHA staff, and CMHA Board Members. Parent(s) and/or guardians who do not wish to have their child's photo displayed on the CMHA website and related marketing, will select 'no' on the consent form during registration. For Representative and Select teams, the CMHA office will inform the child's head coach who is responsible for sharing with the team Manager. For Local League, the CMHA office will inform the Jr. Vice-President- House League and/or the Convenor. CMHA will also inform the Director of Marketing and Sponsorship of Cambridge Minor Hockey Association. Local League teams will be required to take two (2) team photos for any teams with players rostered who have not provided consent so that sponsorship thank you photos maintain privacy.

If you have any questions or concerns regarding the CMHA Privacy Policy or the use and distribution of personal information, please contact the Cambridge Minor Hockey Association office.

	Social Media and Networking Policy	OP-3-04
	Policy Section: Operations	
	Approved by: Board of Directors	Approved:04/16/24 Revised

CMHA Social Media & Networking Policy:

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through internet mediums, websites and social media channels such as Email, X, Facebook, LinkedIn, Snapchat, and any other social media network that allows users to communicate online. The policy will be applicable to all members of the CMHA, including Directors, Teams, Office Staff, on-ice and off-ice officials, players, and parents/ guardians. CMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. CMHA also respects the right of all Teams and Association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present. The purpose of this policy is to educate the CMHA Community on the risks of social media and to ensure all individuals connected to the organization are aware that conduct deemed to be inappropriate will be subject to disciplinary action by the CMHA.


Social Media Guidelines

CMHA holds all members who participate in social media and networking to the same standards as it does for all other forms of media including radio, television and print. Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.

Social Media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of the CMHA Social Media and Networking Policy and may be subject to disciplinary action by the Cambridge Minor Hockey Association.

- Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member, Team, the Association or an individual.
- Divulging confidential information that may include, but is not limited to the following: any matter of a sensitive nature to a member Team, CMHA or any individual.
- Negative or derogatory comments about any member of the Team, CMHA, League staff, programs, stakeholders, players or any member of an opposing team.
- Any form of bullying, harassment or threats against players or officials.
- Photographs, video or comments promoting negative influences or criminal behavior.
- Online activity that contradicts the current policies of the CMHA.
- Inappropriate, derogatory, racist, or sexist comments of any kind.

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- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times, and consider the following:

- Use your best judgment at all times – pause before posting. Ultimately, you are solely responsible for your comments, and they are published for the public record.
- If requested to participate in an online network, as a direct result of your affiliation with or participation in Cambridge Minor Hockey Association, CMHA recommends that you request approval from the Team or the Association.

Enforcement Guidelines

Because social media violations may vary in terms of their seriousness and effect, care will be taken to consider sanctions that are appropriate in each situation that presents itself. This document is intended to assist Cambridge Minor Hockey Association address any social media violations of varying severity.

Factors that can be considered when dealing with social media violations include:

- The intent of the violator;
- Whether harm, physical or otherwise, resulted from the violation;
- The circumstances of the violation;
- The effect the violation had upon its recipient, the recipient's family, the team, the Association, or the community;
- Any previous social media violation history;

Discipline

The CMHA will investigate reported violation(s) of this policy. Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline policy and guidelines of the CMHA including but not limited to: warning, suspension, lengthy suspension, indefinite suspension and/or police involvement.

Summary

All individuals connected to CMHA should remember to use discretion with social media and networking. CMHA members agree to adhere to all conditions set forth within the Social Media Policy. It is understood that violating the guidelines set forth within the



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policy will lead to appropriate disciplinary action against both parents/ guardians and/or the player.