



# CONSTITUTION

Revised April 2023



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## **INTRODUCTION**

The Casselman Minor Hockey Association (CMHA) is a voluntary association, comprised of members and individuals. It was established to promote and foster hockey through fair play, and to maintain and increase interest in the game of hockey. This is done by ensuring that all organized amateur hockey developed within the Association is in accordance to prescribed standards.

The CMHA is an integral part of Hockey Eastern Ontario Minor (HEO Minor), and, by virtue of this affiliation, is a member of Hockey Canada -- the governing body of amateur hockey in Canada.

And whereas it is declared that one of the purposes of this Constitution shall be to confer upon the CMHA and its Executive Committee Members all the powers of a fully self-governing organization, be it hereafter enacted.

## **ARTICLE 1: NAME AND OBJECTIVES**

- a) In this constitution, "Executive" will represent the elected and appointed members of the CMHA.
- b) The objectives of the Executive are:
  - 1. To promote minor hockey activities throughout the year and coordinate all games.
  - 2. To promote friendship, team spirit, cooperation and mutual respect from all players as well as respect for authorities on and off the ice.
  - 3. To develop and help improve the skills of these young hockey players.
  - 4. To create a fun and enjoyable atmosphere in the game by participation.
- c) CMHA operates under the offices of District Three of the HEO Minor branch of Hockey Eastern Ontario (HEO) under Hockey Canada and will hence follow and abide by all applicable rules of these governing bodies such as: Hockey Canada, Hockey Eastern Ontario (HEO), HEO Minor, District Three, and CMHA.

## **ARTICLE 2: MEMBERS**

- a) The following individuals are members of the CMHA:
  - 1. Individuals and/or families become members of the Association once their registration fees have been paid. A maximum of two (2) parents or guardians per family will be accepted.
  - 2. Persons registered on our team lists are also members: player, parent of player(s), coaching staff or executive member.
  - 3. Every member, 18 years old or older, will have a right to vote at the annual meeting.

## **ARTICLE 3: REGISTRATION FEES**

- a) The players' registration fees will be determined by the Executive and will be payable in full each year before September 1<sup>st</sup>. A \$100.00 deposit will be required, per player, upon registration, and the remaining owing balance must be paid on registration date but can be post-dated to a maximum of 5 additional post-dated cheques or 5 separate e-transfers to be paid out on the 1<sup>st</sup> or the 15<sup>th</sup> of each month.

- b) Any player not abiding by article 3, section a) will not be allowed to participate in their assigned team's games and practices until full registration fees have been received.
- c) Player registration fees must be paid prior to any on ice activity. If a non-sufficient funds (NSF) cheque for registration fees is incurred, a \$25 service fee will be applied against all NSF cheques and all ice privileges will be revoked until due payment has been received in full.
- d) Registrations received after the set dates will be higher than the set fees and determined by the CMHA Executive. This is to cover the fees the Association faces with late registrations.
- e) Pro-rated reimbursements will only be issued until December 1<sup>st</sup>, if player withdrawal is for just cause. The pro-rated reimbursement amount will be up to the CMHA Executive Committee's discretion based on team roster number (team fees) and based on usage and player associated fees (insurance, league registration, referee fees, etc.) which are lost when a player leaves. These fixed costs cannot be refunded in case of a withdrawal once the association has paid them to the branch, the league or the district. Unless specifically approved by the Executive, there will be absolutely no reimbursement after December 1<sup>st</sup>.
  - 1. Reimbursements: Reimbursements will be based on the following formula:  

$$(A - X) (B / Y) = Z$$

**A = registration fee**  
**X = fixed price already paid (ex: insurance or expenses of the District)**  
**B = number of weeks remaining in the season**  
**Y = number of weeks in the full season (29)**  
**Z = amount of money given back (Reimbursement Amount)**
- f) Players who register after the last date of registration will have to pay the regular rate, as stipulated in the registration form, and might not have a place on our teams as ice is purchased mid-summer prior to the season start and, therefore, based on the registrants at that time. If late registrations outnumber the set roster amount, then a late registrant's placement on a team may be assigned according to the date of registration: it will be on a first come, first serve basis.
- g) In addition to article 3, section f), a player who has registered late may be asked to play in another association.

## ARTICLE 4: ANNUAL GENERAL MEETING (AGM)

- a) Members / Individuals present at the annual meeting will elect, during said meeting, the members of the Executive.
- b) To nominate someone to a position on the Executive, one member must nominate the individual, another member must second the nomination and the individual who has been nominated must accept the position.
- c) The individual must either be present to accept or can accept by appointed proxy.
- d) If there are two (2) nominations for the same position, voting will be done by ballot and counted by two (2) current members of the Executive immediately after the ballots are collected.
- e) The members of the Executive will manage the affairs of the CMHA.
- f) The presence of at least 10 members (including the Executive) is needed at the AGM, to constitute as quorum. Two thirds (2/3) of the members at the annual meeting need to be in favor in order to be able to approve changes or motions.
- g) The constitution may be modified at the annual meeting. A notice of change must be given in writing to the President of the CMHA at least thirty (30) days before the annual meeting. All

proposed constitutional changes will be posted on the website seven (7) days prior to the CMHA AGM.

- h) A majority of two thirds (2/3) of the voting members of the Executive is required to be present in order to modify the Constitution.
- i) The annual meeting will be held prior to May 31<sup>st</sup> of each year.
- j) At the AGM, two prizes of \$300 will be drawn amongst all participating attendees, including members of the Executive, who fill out a ballot. The \$300 is to be applied as a credit towards a valid CMHA registration for the upcoming season.

## **ARTICLE 5: THE EXECUTIVE**

- a) The Executive will administer the activities of the CMHA and will have the power to fill any vacant positions after the AGM.
- b) The Executive may propose amendments to the constitution which shall then be brought forward to the annual meeting for voting.
- c) The Executive shall have the power to discipline or suspend members and officials of the CMHA.

## **ARTICLE 6: MEMBERS OF THE EXECUTIVE**

- a) The Executive consists of the following members:
  - 1. President
  - 2. Vice President (appointed by the President)
  - 3. Past President
  - 4. Secretary
  - 5. Treasurer
  - 6. Vice President Rep B
  - 7. Vice President House
  - 8. Equipment Manager
  - 9. Referee-in-Chief (appointed by the President)
  - 10. Ice Scheduler
  - 11. Director of Risk & Safety
  - 12. U7 and U9 Program Coordinator
  - 13. Registrar (appointed by the President)
  - 14. Coach Mentor/ Head of Player Development
  - 15. Public Relations Coordinator
- b) All members of the Executive that are absent for three (3) consecutive meetings without a valid reason, may be suspended; the Executive shall name a replacement for either a specified period or the length of the current mandate.

## **ARTICLE 7: VOTE OF NO-CONFIDENCE**

- a) Vote of no-confidence: a motion for a vote of no confidence is a vote put forth due to a person or persons in a position of responsibility on the Executive of the Association or District who are no longer being deemed fit to hold that position due to:
  - 1. Failing to carry out obligations or responsibilities identified by the constitution of the

- Association/District;
2. Missing more than three consecutive meetings (at the discretion of the Executive);
  3. Making decisions or carrying out their duties in a manner that other members feel is detrimental to the Association/District such as no consultation with executive members, or putting down the Association or District;
  4. Failing to have any respect for members or colleagues and not willing to work as a teammate;
  5. Participating in activities with interests conflicting with those of the Association/District.
- b) Any member of the executive of the Association/District may make a motion for a vote of no-confidence. The member will send a letter to the President/Chair to identify the reason(s) for the vote of no-confidence. The letter will be sent to the member who is being accused then brought and read at the regular or special meeting by the President.
  - c) The member who is being accused will have the chance to defend themselves before the committee votes.
  - d) Any such motion/vote may be passed/carried with a 70% vote in favour from the voting Executive members. Votes by email (by appointed proxy) are permitted; a proxy sheet will be provided at the time of the vote duly signed by the voting member.
  - e) If the member is removed, it is for the remainder of their current term.
  - f) In the event that such a vote is successful, the members of the Association must be informed as well as the District Chair/HEO Minor.
  - g) If the member who has been ejected by such a vote wishes to appeal, they may appeal to the District/HEO Minor within 72 hours of receiving the decision of the vote in writing.
  - h) In the event that the vote is still successful, the said member cannot return to a position on the Executive committee for a duration of two (2) years.

## **ARTICLE 8: CONFLICT OF INTEREST**

- a) Political interference in the daily operation of the Casselman Minor Hockey Association (CMHA) will not be tolerated. The candidate will be asked to resign from the CMHA executive board immediately.
- b) Executive members from the same household, are only allowed one (1) vote at the meetings, unless motioned and accepted by fellow executive members at a regular meeting. If successful, both will be allowed to vote.

## **ARTICLE 9: EXECUTIVE MEETINGS**

- a) The President will convene the meetings. Upon the request of at least three (3) executive members, the President will convene a special meeting.
- b) The President will schedule all regular meetings with the Executive.
- c) The quorum required will consist of two thirds (2/3) of the occupied voting member positions on the Executive.

## **ARTICLE 10: SIGNATURES**

- a) The President and the Treasurer and/or any other member designated by the President shall have signing authority for the Executive.

- b) Two signatures are required at all times.

## **ARTICLE 11: DURATION**

- a) The positions of the Executive shall be for a two (2) year term, with these exceptions:
  - 1. The Past President who will remain in power until a new President is elected.
  - 2. A position that is replaced midterm which will remain in effect until the position is due for re-election.
- b) The following positions will be elected on even years:
  - 1. President
  - 2. Secretary
  - 3. Vice-president Rep B
  - 4. Ice Scheduler
  - 5. U7 and U9 Program Coordinator
  - 6. Coach Mentor / Head of Player Development
- c) The following positions will be elected on odd years:
  - 1. Treasurer
  - 2. Vice-President House
  - 3. Equipment Manager
  - 4. Public Relations Coordinator
  - 5. Director of Risk & Safety
- d) The following positions will be appointed on even years:
  - 1. Vice-President
  - 2. Registrar
  - 3. Referee-in-Chief

## **ARTICLE 12: PRESIDENT**

- a) President is an elected position (even years)
- b) Prior to becoming President, the candidate must have served 1 Year within the Casselman Minor Hockey Association Executive. This is to ensure consistency and experience.
- c) The President is not limited to the list of responsibilities that follows. We must see the President's role in the context of a League President with jurisdiction on all aspects of the Executive:
  - 1. Presides at all meetings.
  - 2. Signs as the representative of the Executive.
  - 3. Exercises power of authority on behalf of the Executive in case of emergency.
  - 4. May suspend teams, team representatives, players, parents and officials, but will be subject to a ratification of the Executive.
  - 5. Is ex-officio to all committees.
  - 6. Represents the Executive at the district level or appoints a delegate.
  - 7. Submits a report of the Executive at the annual district meeting.
  - 8. Presents, with the Ice Scheduler, the ice time required for the season to the Manager of the J.R. Brisson Complex.
  - 9. Casts the deciding vote in the event of a tied vote.
  - 10. Acts as VP of Casselman for Rep B

## **ARTICLE 13: VICE-PRESIDENT**

- a) Vice-President is an appointed position (even years)
- b) The President will propose a candidate who must be approved by the members of the Executive.
- c) The Vice-President:
  - 1. Replaces the President in their absence and will have all the powers of the President.
  - 2. Is a voting member of the Executive.

## **ARTICLE 14: PAST-PRESIDENT**

- a) Provides training to their successor.
- b) Acts as an advisor.
- c) Is a non-voting member.

## **ARTICLE 15: SECRETARY**

- a) Secretary is an elected position (even years)
- b) Prepares the agenda and records minutes of the Executive meetings.
- c) Keeps all files and procedures organized for the Executive.
- d) Informs all the Executive members of the date, time, and place of meetings.
- e) Performs all secretarial tasks required by the Executive.
- f) Makes all necessary advertisements required for the annual meeting (AGM) at least three (3) weeks before the annual meeting.
- g) Is a voting member of the Executive.

## **ARTICLE 16: TREASURER**

- a) Treasurer is an elected position (odd years)
- b) Is responsible for all financial transactions.
- c) Prepares an annual report and estimated budget for the following season and distributes these documents at the annual meeting to all members present.
- d) Keeps a record of registrations.
- e) Presents a financial report at each Executive meeting.
- f) Is present during registration.
- g) Gathers and reviews all team financial statements at year end.
- h) Is responsible for retrieving funds from any NSF cheques received.
- i) Is a voting member of the Executive.

## **ARTICLE 17: VICE-PRESIDENT REP B (CASSELMAN REP)**

- a) Vice-President Rep B is an elected position (even years)
- b) Is voted in by CMHA membership.
- c) Is responsible for CMHA players' interests within the IDMHA.
- d) Receives notification of reportable infractions from the REP 'B' coaches and/or managers, and

in turn, receives the suspension rulings from the OBMHL (Ottawa B Minor Hockey League) and informs the coaches and managers.

- e) Is responsible for maintaining a record of all suspensions for each REP 'B' team on behalf of the EMHA Executive and of the CMHA Executive.
- f) Is a member of the Coach Selection Committee for the Embrun/Casselman ICE DOGS REP 'B' Teams.
- g) Participates in the organization and coordination of the "REP B" team selection tryouts.
- h) Is a voting member of the IDHMA Executive.

## **ARTICLE 18: VICE-PRESIDENT OF HOUSE LEAGUE**

- a) Vice-President of House League is an elected position (odd years)
- b) Prior to becoming Vice-President of House League, the candidate must have served 1 year within the Casselman Minor Hockey Association Executive. This is to ensure consistency and experience.
- c) The Vice-President of House League:
  - 1. Addresses matters pertaining to the House teams for the Executive; however, all decisions made are subject to ratification upon the next meeting of the Executive.
  - 2. Receives notification of reportable infractions from the team's coach, and in turn receives the suspension rulings from the District 3 President House and informs the coach.
  - 3. Maintains a record of all suspensions for each player on behalf of the Executive.
  - 4. Is a member of the Coach Selection Committee for House level.
  - 5. Organizes and coordinates the House team evaluations.
  - 6. Is a voting member of the Executive.

## **ARTICLE 19: EQUIPMENT MANAGER**

- a) Creates and maintains asset contracts with all teams and ensures the return of equipment.
- b) Distributes all equipment to the coaches at the beginning of the season and collects all equipment at the end of the season (goalie equipment, first-aid kits, pucks and jerseys).
- c) Recommends the purchase of equipment to the Executive while keeping in mind protection needs and quality.
- d) Purchases the equipment after approval from the Executive.
- e) Maintains the maintenance storage and ensures the repairs and cleaning of the equipment.
- f) Prepares an annual inventory and presents it to the Executive.
- g) Is a voting member of the Executive.

## **ARTICLE 20: REFEREE-IN-CHIEF**

- a) Referee-in-chief is an appointed position
- b) Is appointed by the Executive upon recommendation of the President.
- c) Is under the administrative supervision of the Executive.
- d) Monitors and evaluates the referee and linesmen.
- e) Has the authority to substitute an official.
- f) Encourages, assists and mentors the referees and the linesmen with various teaching sessions

if necessary.

- g) Informs coaches of their rights and obligations relating to referee matters.
- h) Represents the CMHA at all District 3 referee-in-chief meetings.
- i) Assigns the referee and linesmen for each regular, exhibition and play-off game when required.
- j) Prepares the invoice for all referees' services & submits it to the CMHA Treasurer for payment.
- k) Is not a voting member of the Executive.

## **ARTICLE 21: PUBLIC RELATIONS COORDINATOR**

- a) Public Relations Coordinator is an elected position (odd years)
- b) Is responsible for the publication and transmission (to all members) of information related to the operation of the CMHA and its activities.
- c) Places information in various media, including social media, and on appropriate web sites, to advertise the Annual General Meeting registration dates and other events as requested by the Executive Committee.
- d) Edits and coordinates the translation of all material to be posted.
- e) Is a voting member of the Executive.

## **ARTICLE 22: ICE SCHEDULER**

- a) Ice Scheduler is an elected position (even years)
- b) Scheduler is a paid position: The CMHA scheduler is to receive the value of the most expensive registration fee for the current season as payment at the end of the season.
- c) The Ice Scheduler:
  - 1. Negotiates, with the President, the ice time required for the season to the Manager of the J.R. Brisson Complex.
  - 2. Prepares the ice time available for league games and sends these times to the District Ice Scheduler.
  - 3. Tracks and fairly distributes the ice time for each team.
  - 4. Submits to the District 3 Ice Scheduler and to the Referee-in-Chief a schedule of league and play-off games.
  - 5. Posts practices and games on the CMHA website.
  - 6. Collaborates in the planning for the following season.

## **ARTICLE 23: REGISTRAR**

- a) Registrar is an appointed position (even years)
- b) Registrar is a paid position: The CMHA registrar is to receive the value of the most expensive registration fee for the current season as payment at the end of the season.
- c) The Registrar:
  - 1. Prepares online registration using Hockey Canada Registry 3.0.
  - 2. Tracks and maintains registrations.
  - 3. Works with the CMHA treasurer regarding player fees.
  - 4. Creates and maintains official rosters.
  - 5. Communicates with teams concerning bench staff and player qualifications and status of

team rosters.

## **ARTICLE 24: DIRECTOR RISK & SAFETY**

- a) Director of Risk and Safety is an elected position (odd years)
- b) Acts as a communication link between the CMHA Executive and District 3 regarding risk & safety issues.
- c) Helps to promote the safety of each player.
- d) Ensures that all Coaching and Bench Staff as well as members of the Executive complete the police record checks (these can be completed online), and reports back to the Executive. All police record checks must be completed for all team officials and Executive members before November 1st. CMHA will not accept any team official or volunteer who does not successfully pass a vulnerable sector check.
- e) Assists the Registrar in ensuring that all coaches, assistant coaches, trainers and any other team official or volunteer obtains the necessary certifications and training. This includes Respect in Sports, trainer and coach certifications, gender diversity and any other training or awareness sessions mandated by Hockey Eastern Ontario/HEO Minor.
- f) Removes any team officials who have not complied with either c) or d).
- g) Is a member of the Risk, Safety, and Disciplinary Sub-Committee.
- h) Provides support and guidance to all team trainers in matters of risk & safety.
- i) Reports and coordinates the repair of arena deficiencies with arena management and reports any outstanding issues to CMHA Executive, and Hockey Eastern Ontario/HEO Minor as required.
- j) Monitors the injury report process for each team and ensures medical clearance is giving prior to return to play.
- k) Is a voting member of the Executive.

## **ARTICLE 25: COACH MENTOR / HEAD OF PLAYER DEVELOPMENT**

- a) Coach Mentor / Head of Player Development is an elected position (even years)
- b) The Coach Mentor is responsible for training and development and shall coordinate all development programs regarding hockey.
- c) The Coach Mentor / Head of Player Development:
  - 1. Develops a process to constructively evaluate the coaches.
  - 2. Assists coaches, as required, in preparing different programs, practices, etc.
  - 3. Promotes an educational program for the parents to help them understand the rules and regulations, the philosophy and the basic structure of minor hockey.
  - 4. Holds different clinics depending on the needs. This includes coaches, players and goalies.
  - 5. Organizes and coordinates the Coach Selection Committee.
  - 6. Is a voting member of the Executive.

## **ARTICLE 26: U7 AND U9 PROGRAM COORDINATOR**

- a) U7 & U9 Program Coordinator is an elected position (even years)
- b) Promotes U7 hockey development programs for the Association.

- c) Manages the U7 hockey program, as per District 3 and the CMHA Executive's directives.
- d) Is a member of the Coach Selection Committee for the U7 and U9 levels.
- e) Organizes and coordinates the U7 and U9 team selections.
- f) Is a voting member of the Executive.

## **ARTICLE 27: COACH SELECTION PROCESS**

- a) All head coaches will be selected prior to the beginning of the season. The Executive has the authority to extend this date.
- b) The Committee considers the following criteria in the selection of Coaches:
  - 1. The experience and track record as a coach.
  - 2. The acquired level obtained in the National Coaching Certification Program.
  - 3. Results of previous Coach evaluations.
- c) All coaches are nominated each year for one season only.
- d) The Coach Selection Committee recommends the Coaches to the Executive for approval.
- e) All head coaches are expected to name their team officials (assistant coaches, trainer, and manager) only after the team is officially complete and they are expected to include all these individuals in the ongoing management of the team.

## **ARTICLE 28: RISK, SAFETY & DISCIPLINARY COMMITTEE**

- a) This committee consists of the President or designate, Director Risk & Safety and two (2) voting Executive members.
- b) Hears all cases and recommends action to the Executive. Where any person has been disciplined or suspended by the organization, such person may appeal to the District 3 Chairman, within forty-eight (48) hours, in writing, setting out his point(s) of appeal. The Chairman shall set a hearing date for the appeal to be heard and may temporarily suspend the decision of the Executive until a formal hearing has been held. Appeals to District 3 Chairman shall bear a cost payable by the appellant.

## **ARTICLE 29: RULES AND REGULATION**

- a) The Coach will select their Assistant Coach(es), Trainer, and Manager which is subject to the approval of the Executive. For insurance purposes, a maximum of 6 names as bench staff are permitted on official team rosters.
- b) The Executive has the right to the final decision of any players selected for all teams.
- c) The Ice Scheduler must approve all changes to the practice ice schedule.
- d) The Trainer is responsible for maintaining and returning the first-aid kit in order at the end of the season.
- e) A goaltender's parents are responsible for any goalie equipment provided by the Association.
- f) The dressing rooms are to be left clean after each game and/or practice. Individual teams will be responsible and invoiced for any damages incurred. Practice ice will be revoked until payment is received.
- g) All practice times shall be used for practices or exhibition games only.

- h) Course reimbursement for Coaches and Trainers: any coaching level courses will be reimbursed as follows: 50% of the course fee will be reimbursed during the current year that the course is taken if the applicant is on an official CMHA team roster. The remaining 50% will be reimbursed the following year that the course has been taken, if the applicant is on an official team roster or has applied for a coaching position. Trainers will be reimbursed at 100% during the current year the course is taken if the applicant is on an official CMHA roster. CMHA reserves the right to review on a case-by-case basis.
- i) Effective for the 2022-23 season, 100% of the referee course fee is to be covered by the association for NEW officials and paid out after completing 5 games. For officials 18 and under, 100% of the referee course fee will be covered by the association and paid out after completing five (5). Officials over the age of 18, are responsible for all their course fees (after their initial year).
- a) Police Record Checks: All coaches, assistant coaches, trainers, and any other bench or ice staff exposed to minor hockey players must complete a Vulnerable Sector Check. Anyone having a criminal record who is part of the volunteers listed above, will be assessed and deemed acceptable, or not, by the Executive. Additionally, anyone having a criminal record and not reporting it to the Executive when submitting a Vulnerable Sector Check shall be subject to discipline by the CMHA.
- j) Team selection: if there are too many players at one level, players will be accepted on a first-come, first-served basis. CMHA is not required to ice 2 teams at that level.
- k) In addition to Article 29 Section k), the surplus of players should expect to be sent to a neighbouring association that requires players to ice a complete team. The executive will first ask for volunteers. If no one comes forward, the Executive will impose moves based on earliest registration dates (first come, first served).
- l) In addition to Article 29 Section l), if no neighbouring association requires players, the Executive will return the funds to the surplus players.

## **ARTICLE 30: FAIR PLAY POLICY**

- a) CMHA operates a fair ice time policy at all levels and age groups, for all on ice situations and for all types of games (exhibition, tournament, regular season or play off). Fair play goes beyond scoring and winning; it is about the development of skills and character, on and off the ice, that lead to a lifelong enjoyment of sport and recreation. Fair play allows all athletes the same opportunity to develop skills, the chance to display those skills in an atmosphere of respect, and to develop an appreciation for the efforts of all participants.
- b) According to the Hockey Canada fair play code: "All coaches will ensure that all players get equal instruction, support and playing time."
- c) Teams are not to "shorten the bench", limit the ice time for certain players or increase the ice time for certain players (double-shift) at any time during the regular season.
- d) Double shifting is defined as allowing a player to return to the ice before all other players have been on their regular shift. The following circumstances are situations where double shifting would be permitted:
  - 1. A player is injured;
  - 2. Players are absent;
  - 3. A penalty;
  - 4. Player disciplined for behaviour issues relating to the game.
- e) A player rotation should be kept up based on position required.

- f) Discipline towards players can only be used to address behavioural issues – not perceived pool play. This must be discussed with parents at the beginning of the season including in the Code of Conduct for coaches/players/parents. The Code of Conduct for parents and players must be signed at the beginning of the season by everyone.
- g) If a team has two goalies, they should rotate at every game unless pre-arrangements have been made between the coach, goalies and parents.
- h) The last 5 minutes of a meaningful game belongs to the coach if there is a 1 or 2 goal difference. Overtime in a meaningful game (semi-finals or finals of a tournament or playoffs) also belongs to the coach.
- i) Coaches who do not abide by this policy will be subject to disciplinary action.
- j) Parents must follow the chain of command to formalize an official complaint concerning fair play: coach or delegate, then VP of Association or President then District Chair.

## **ARTICLE 32: “TWO DEEP METHOD” RULE**

- a) Players must be supervised at all times. A lone personnel member should never be in the dressing room with a player at any time. Two (2) adults that are on a Hockey Canada Roster should be present together; this is called the “Two Deep Method” of supervision.
- b) Teams who do not abide by this policy will be subject to disciplinary action.

## **ARTICLE 33: PORTABLE DIGITAL DEVICES**

- a) Cell phones are permitted in change rooms; however, they must not be used as cameras, as described in the following point.
- b) To protect the personal privacy of all CMHA members and eliminate the threat of deviant behaviour, the use of any form of camera, video camera, phone camera or other portable digital device for the use of taking photographs, video recordings, or audio recordings is prohibitory in recreational facility change rooms, during any HEO sanctioned event. It is the team officials’ responsibility to monitor and control the uses of such devices.
- c) For on ice officiating crews, mobile phones or tablets are permitted in the dressing room for the sole purpose of performing their duties in an accurate and timely manner.
- d) Notification and consent will be required from the other officials that are present in the dressing room prior to the device being used.

## **ARTICLE 34: CODE OF CONDUCT**

### **PLAYERS:**

- a) Each player will abide to the player’s code of conduct highlighted below. Managers will be responsible to go over the player’s code of conduct with their respective teams and have each player sign.
  1. I will play hockey because I want to, not because others or coaches want me to.
  2. I will play by the rules of hockey and in the spirit of the game.
  3. I will play by the rules and to resolve conflicts without resorting to hostility or violence.
  4. I will respect my teammates and opponents.
  5. I will do my best to be a true team player.

6. I will remember that winning isn't everything – that having fun, improving my skills, making friends and doing my best is also important.
7. I will acknowledge all good plays and performances – those of my team and those of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
9. I will respect and show appreciation for the volunteer coaches who provide sport activity.
10. I will be on time for practices and for games.
11. I will not miss a practice or a game unless I am sick, or I have too much schoolwork.
12. I will not use social media websites (e.g., Facebook, Twitter, etc....) or use electronic communications such as email to discuss, highlight, and/or attempt to resolve disputes involving myself, my teammates, or any other minor hockey volunteers or officials.

## PARENTS:

- a) Each parent will abide to the parent's code of conduct highlighted below. Managers will be responsible to go over the parent's code of conduct with their respective teams and have each parent sign.

### Preamble

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

### I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.

13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical wellbeing of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will refrain from coaching my child or other players during games and practices unless I am an official coach.
17. I will refrain from using social media websites (e.g., Facebook, Twitter, etc....) and using electronic communications such as email to discuss, highlight, and attempt to resolve disputes involving myself, my child, or any other minor hockey volunteers or officials.
18. I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:
  - Verbal warning by official, head coach, and/or head of league organization;
  - Parental game suspension with written documentation of incident kept on file by organizations involved;
  - Written warning;
  - Game forfeit through the official or coach;
  - Parental season suspension.

## **ARTICLE 35: UNIFORM AND DRESS CODE**

- a) The official uniform for players on CMHA team is:
  1. Helmet (CSA approved) with face shield.
  2. Team jerseys provided by CMHA.
  3. Player last name above the number.
  4. Matching Vikings stockings (same colour and material).
  5. All necessary equipment to see to the player's safety and as demanded by Hockey Canada.
  6. Certified neck protector as identified by District 3 (this is mandatory).
- b) Coaching staff's uniform:
  1. Coaching staff must wear tracksuits for all on-ice activities. Jeans and shorts are forbidden on ice.
  2. During games, volunteers that are on the bench must be dressed cleaned and appropriately (no holes in pants, closed shoes).

## **ARTICLE 36: BANNED EQUIPMENT**

- a) CMHA does not approve the use of noise makers.
- b) Air horns are banned by District 3. Therefore, they cannot be used within any District 3 arena.

## **ARTICLE 37: JERSEY POLICY**

- a) When not in use, during the season, all team jerseys should be managed by one or two volunteers on the team (home and away sets). The jerseys should all be transported in the supplied jersey bag, dried thoroughly between uses, and washed as required.

- b) Name bars are permitted and MUST be installed and uninstalled only by a professional seamstress.
  - 1. This is to ensure consistency in the installation and de-installation process and avoid short or long-term damage to jerseys.
- c) Only sponsor bars for CMHA Association sponsors can be affixed to jerseys. Other decals or any other crest sewn or attached to the jerseys is not allowed.
- d) Teams must not allow their players to use colored energy or hydration drinks (e.g., colored Gatorade). These liquids permanently stain the jerseys.
- e) The CMHA no longer asks for a \$100 deposit for equipment, including jerseys. It is therefore critical that equipment be returned in excellent condition at the end of the season. Coaches and/or managers are responsible for the quality of the equipment from their team and will be financially accountable for any damaged equipment.

## **ARTICLE 38: BOUNDARIES**

- a) The geographical boundaries of the CMHA can be referenced on the [HEO Minor website](#):
  - 1. Districts and Association Maps
  - 2. District 3 – Lower Ottawa Valley
  - 3. Casselman Minor Hockey Association (PDF)