



# Team Handbook

2023-2024 Season

Carleton Place Minor Hockey Association

[www.cpmha.ca](http://www.cpmha.ca)

# **CPMHA Team Handbook**

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## About this handbook

Welcome to the Carleton Place Minor Hockey Association (CPMHA). Thank you for volunteering with the CPMHA and the Carleton Place Kings.

This handbook is intended to assist team staff, providing some foundational information on the CPMHA, the roles of the team staff, as well as the policies, processes and rules that will ensure your season runs safely and smoothly. It is also a helpful resource for any parent, guardian or player who would like to know more about your Association.

Any questions or concerns regarding the information contained in this handbook can be discussed with your level Convenor. The [CPMHA website](#) is a valuable resource to address specific questions or concerns and to find important templates for use during the season.

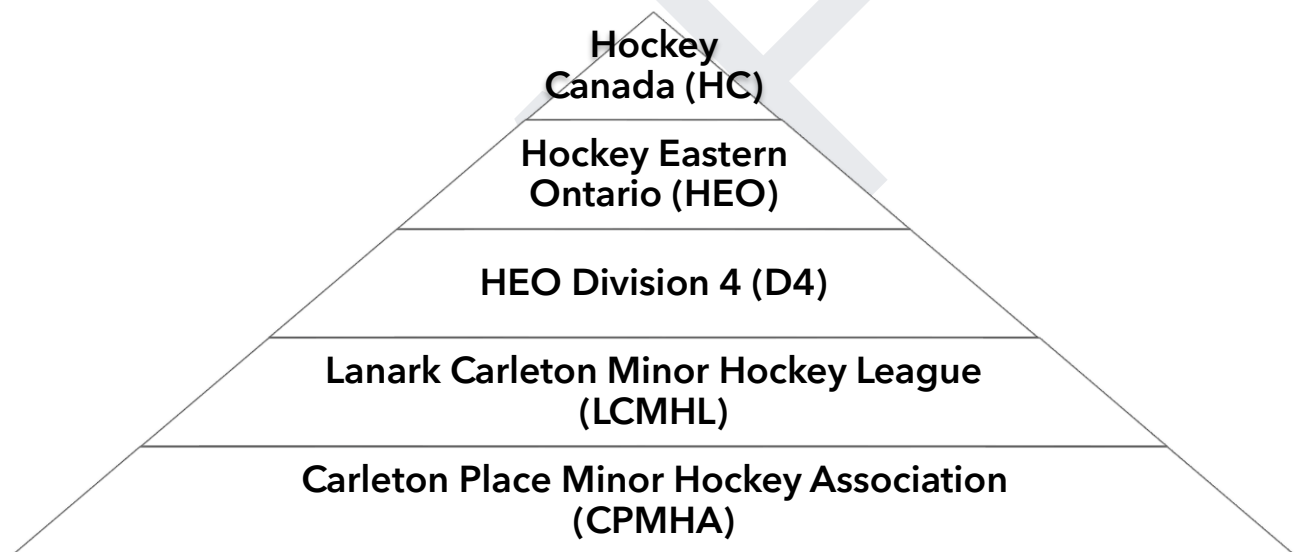
**Please note:** As a member of the CPMHA, it's imperative that you read and understand the CPMHA articles, bylaws and policies. If you cannot find a policy regarding a certain topic or issue, that does not mean that we do not have one. It is not necessary for the CPMHA to have an exhaustive list of its own policies as we are members of Hockey Eastern Ontario (HEO), HEO Division 4 and the Lanark County Minor Hockey League. Please refer to the websites of these organizations for the additional policies and regulations followed by CPMHA. If you believe any policies of the CPMHA contradict those of any of our governing bodies, follow the policy of the governing body and let us know so that we can ensure we are compliant.

## About minor hockey in Carleton Place

CPMHA is a member of the **Lanark County Minor Hockey League (LCMHL)**, along with the other teams we regularly play against (West Carleton, Almonte/Pakenham, Osgoode-Rideau, Stittsville, Richmond and Perth/Lanark). LCMHL has its own Executive along with rules, regulations and bylaws.

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LCMHL is part of **District 4** of **Hockey Eastern Ontario (HEO)**, which also has its own Executive, rules, regulations and bylaws. District 4 is part of HEO (which has its own Executive, rules, regulations and bylaws) and is part of **Hockey Canada** (again, its own Executive, rules, regulations and bylaws). As our governing body, Hockey Canada oversees the management of programs in Canada at all levels and is the voice of our country within the international Ice Hockey Federation. It also sets out all the overarching rules and regulations for minor hockey, as well as program development. All rules and regulations coming out from Hockey Canada can only be modified when they have the effect of strengthening the already existing provisions (i.e., they cannot be made more lax).





# **1. Conduct**

## **1.1. Codes of conduct**

All members of the Executive, parents, players, team staff and spectators are expected to conduct themselves in a fair and responsible manner. Each family must sign a CPMHA Code of Conduct for Parents/Guardians at the beginning of each season. Each Head Coach and Assistant Coach is also required to sign a CPMHA Coaching Contract. Any actions in violation of these Codes may result in disciplinary action by the CPMHA, up to and including banishment from attendance or participation in any CPMHA events.

### **1.1.1. Code of Conduct for Parents and Guardians**

We require all CPMHA members to abide by the Code of Conduct at all times. Any conduct considered by the Association to be in violation of this Code of Conduct will be addressed and may result in disciplinary action, up to and including expulsion from the CPMHA. The CPMHA also reserves the right to reject membership in such cases where a previous record of behaviour unbecoming a member of the CPMHA has been evident.

All parents or guardians **MUST** sign a copy of the Code, acknowledging their agreement with the following, before their child will be allowed to participate in CPMHA hockey:

1. I will not question the judgment or honesty of any team official or on- ice official in public. I recognize officials are being developed in the same manner as players.
2. I will respect and show appreciation for the volunteers who give their time to hockey for my child. This includes all team officials and on- ice officials.
3. I will leave the coaching to the coaching staff. I will provide support for coaches and officials working with the athletes to provide a positive

experience for all. I will not undermine the coaches' authority at any time by trying to be a coach instead of a parent.

4. I will treat all players, coaches, team officials, parents and spectators with dignity and respect in language, attitude, behaviour and mannerisms. I understand that my behaviour reflects on my child and on Carleton Place minor hockey as a whole and I will conduct myself in an appropriate manner at all times.
5. I will never yell, taunt, threaten or inflict physical violence upon any player, coach, team official, on-ice official, spectator, or member of the public at any hockey activity.
6. I will refrain from the use of abusive or vulgar language, racial, ethnic or gender-related slurs at any time at the rink or at any hockey function.

### **1.1.2. Fair Play Code for Parents and Guardians**

Parents and guardians will also have to sign their acknowledgment and acceptance of the following Fair Play Code for Parents and Guardians: .

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not for mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of a game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.



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7. I will remember that children learn best by example.
8. I will emphasize skill development and practices and how they benefit my child as a young athlete. I will de-emphasize games and competition in the lower age groups.
9. I will acknowledge good plays/ performances by both my child's team and their opponents.
10. I will support all efforts to remove verbal and physical abuse from children's hockey games.
11. I will remember that my child is part of a team and therefore has a responsibility towards it. I understand that excessive absences for practices and/ or games will negatively affect the play on their team and will therefore make every effort to ensure that my child is present for a full season's worth of practices and games.

### **1.1.3. Fair Play Code for Coaches**

All coaches (Head and Assistant) must sign a copy of the Fair Play Code for Coaches, acknowledging and agreeing to abide by the following, prior to the beginning of the season:

1. I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
2. I will teach my players to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all players get equal instruction, support and playing time.
4. I will not ridicule or yell at my players for making mistakes or for performing poorly.
5. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
6. I will make sure that equipment and facilities are safe and match the players' ages and abilities.

7. I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
8. I will obtain proper training and continue to upgrade my coaching skills.
9. I will work in cooperation with officials for the benefit of the game.

## **2. Team staff**

### **2.1 Selection of team staff**

#### **2.1.1 Coaching applications**

Any person interested in volunteering as a Head Coach or an Assistant Coach of a CPMHA team must submit an application to the Executive as per CPMHA procedure. The CPMHA Executive will be responsible for the review of applications and the selection and appointment of CPMHA Head Coaches and Assistant Coaches.

#### **2.1.2. Selection of assistant coach(es) and trainer**

Head Coaches may request to work with a specific Assistant Coach however, the CPMHA takes risk mitigation very seriously and as such, reserves the right to deny an applicant based on previous conduct within or outside of CPMHA activities.

When selecting or accepting volunteers to fill the roles of Trainer, On-ice Helpers or Manager, the Head Coach must keep in mind that they are accountable to the CPMHA for the behaviour and actions of all team members and team staff in relation to the functions of the CPMHA. CPMHA reserves the right to deny a position with a team (Head Coach, assistant coach, trainer or manager).

#### **2.1.3. Preventing conflict of interest**

In order to avoid a potential conflict of interest, the Manager/Head Coach and the Manager/Treasurer must not be members of the same family. Level Convenors are not permitted to be Head Coaches at the level for which they are the convenor. No individual may be the Head Coach for more than one team.

## 2.2 Qualifications/certification of team staff

### 2.2.1. Qualifications required

*Refer to the HEO website and the HEO policy [6.25 HEO BENCH & ON-ICE STAFF CERTIFICATION REQUIREMENTS](#) for the requirements for the Head Coach, Assistant Coach and Trainer.*

### 2.2.2. Completion of qualifications/certifications

All team staff (Coaches, Trainers, on-ice helpers and Managers) must complete all certifications, courses and training as per Hockey Canada and Hockey Eastern Ontario requirements.

If courses are not completed by the first league game, the individual must be at least registered in any required courses. Coach and Trainer certification resources, including current requirements and course registrations, can be found on the HEO website.

### 2.2.3. Reimbursement of coaching training

The cost of coaching certification will be reimbursed by the CPMHA provided that the individual is a current and approved coach with a CPMHA team. The form to request training must be submitted and approved before registering. Receipts must be submitted to the CPMHA within two weeks of course completion to obtain a refund.

### 2.2.4. Vulnerable sector checks

All team staff must have a valid Vulnerable Sector Check on file with CPMHA. CPMHA will provide a letter of intent to volunteer to any team staff who requires such a check.

No individual may participate on-ice or function as a member of the bench staff without being a qualified and recorded member of the team staff. Should additional team staff be required due to absence, a qualified and recorded member of the team staff from another CPMHA team may act in their place.

If a VSC will expire at any time during the season, the individual MUST obtain an updated VSC prior to the beginning of the season. For any volunteers who do not have

direct involvement with children (members of the Executive), a Criminal Record Check will be required.

## 2.3 Roles and responsibilities of team staff

### 2.3.1. Coaches and Managers meetings

The Lanark Carleton Minor Hockey League (LCMHL) hosts a mandatory Coaches and Managers meeting, just before the season starts (usually around the Thanksgiving weekend). All potential Head and Assistant Coaches as well as those interested in serving as Team Manager, should attend this meeting. CPMHA also hosts a Coaches' meeting prior to the beginning of the season, as well as a Managers' meeting. These meetings are important sources of information and an opportunity to ask questions about your role.

### 2.3.2. Selection of Head Coaches

Coaches give an enormous amount of their time and energy to the players, the team and the Association. As a leader and mentor, it is imperative that CPMHA coaches set a good example for players and team staff. Head Coaches are selected by the CPMHA Executive based on their qualifications, character and experience. Coaches may be asked for their input during sort-outs but are not responsible for selecting their teams.

Typically, any interested individuals will participate in the conditioning and sort-out sessions prior to the beginning of the season however this does not guarantee a position as a coach with the CPMHA. Note that the Association is solely responsible for selecting coaches and assigning teams and levels.

### 2.3.3. Coaching contract

Coaches (both Head and Assistant) will be asked to sign a coaching contract at the beginning of each season, which outlines their obligations regarding conduct and the CPMHA approach to coaching. This document is in addition to the Fair Play Code for Coaches. The Head Coach is ultimately responsible and accountable for all team matters and will take direction from the convenor and the CPMHA President and VP, Hockey.

### 2.3.4. Responsibilities of the Head Coach

- Being organized, consistent, fair and available
- Having well-organized and appropriate practices
- Ensuring that a certified Trainer is on the bench at all games
- Ensuring all the rules and regulations of all hockey bodies are followed at all times, including the “Two-Deep Rule”, bullying and harassment rules and hazing rules
- Applying discipline fairly, when and where required
- Dealing with potential problems early and seeking assistance from the CPMHA when required
- Reporting continued discipline problems to the level Convenor
- Attending any disciplinary hearings or other such meetings as required.
- Ensuring all certifications and qualifications required for team staff are obtained according to the deadlines set by the CPMHA
- Attending all coaches’ meetings of the League and Association
- Submitting a list of all team officials to their convenor
- Selecting tournaments with team parents’ input and team finances in mind
- Trading or give away unused ice
- Supporting and abiding by CPMHA Executive decisions and Association policies
- Preparing and confirming player affiliations as needed
- Communicating with other coaches, managers, and the level convenor

***This list is intended as a guideline and not an exhaustive list of responsibilities.***

### 2.3.5. Assistant Coach(es)

Assistant Coaches are invaluable support for the Head Coach and important for the development of the players and the success of the team.

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Assistant Coaches are responsible for assisting in the drills during practices, as set out by the Head Coach and expected to attend all coaches meetings. It is important that Assistant Coaches support the expectations that the Head Coach has of his/her players at all times.

At least one Assistant Coach should have the certifications and qualifications required in the event of the Head Coach's absence.

### **2.3.6. Team Trainer**

The team Trainer is responsible for the health and safety of the players. Trainers should not play a role as the Head Coach or Assistant Coach — their focus should strictly be on player and team risk and safety.

The Trainer is required to:

- Maintain up-to-date certification(s) required for the role
- Maintain the completed medical information sheets for each of the players on the team
- Ensure that the required accident/injury reports are completed and to certify that injured players only return to play with the appropriate signed medical authorization
- Monitor physical conditioning to ensure it is consistent with the level of play and ensure that players are physically prepared to function at their age level or the level of play
- Identify and report potentially dangerous situations that may lead to injury (such as. ice surface, boards, dressing rooms)
- Remain with an injured player and ensure they receive the proper medical attention in a timely manner
- Ensure that players only participate in on-ice activities with CSA-approved equipment that is safe and in good condition, and in "full" equipment in accordance with all HEO Minor and Hockey Canada regulations



A certified Trainer must be in attendance for every game or practice. If your team's Trainer is not available, the Head Coach must speak to another team's Head Coach to request to borrow their certified Trainer. They must also notify the game Officials prior to the start of the game and note the absence on the game sheet.

### 2.3.7. On-ice helpers

CPMHA allows for the participation of on-ice helpers for team practices.

As per the HEO bench and on-ice staff certification requirements, an on-ice helper is neither a qualification nor a designation. Rather, it is limited to those under age 20 who wish to give something back to the game, become involved in coaching or obtain high school volunteer credit hours. These helpers are to help other team officials. It is not an opportunity for older players to get extra ice time.

**Who can be an on-ice helper.** To ensure that insurance coverage has been secured, an individual who volunteers as an on-ice helper must be:

- a Hockey Canada registered player of a minor hockey association or junior hockey league, or
- a Hockey Canada on-ice official under age 20

An individual who is not a registered team official and who is 16 years of age or older must complete the Respect in Sport on-line e-learning program.

The on-ice helper must be at minimum one age division higher than the team they are volunteering with. They are not permitted to volunteer as an on-ice helper with a team at the same or higher age division.

**The role of an on-ice helper.** An on-ice helper can only be a demonstrator/helper and is not to provide instruction. They may not participate in any activities with the players such as scrimmages or drills.

The on-ice helper must wear, at a minimum, a CSA-certified helmet and facial protection (as required by their level of hockey), a BNQ certified neck guard (as required by their level of hockey) as well as hockey gloves and skates. HEO requires full equipment to be worn for any on-ice helper under the age of 16.

See HEO's [Policy 6.5 ON-ICE HELPER](#)

### 2.3.8. Team Manager

The Team Manager is responsible for the administration of the team and works cooperatively with the Head Coach and level Convenor.

It is CPMHA policy that the Head Coach and the Manager cannot be members of the same family.

The Team Manager is responsible for:

- Always having available the official team list (roster) that includes all team players and coaching staff, which should be maintained in a team binder
- Informing parents of any required courses or obligations as members of CPMHA and ensuring that all parents (including team staff) sign a Code of Conduct for Parents/Guardians prior to the first game.
- Compiling and distributing a list of names, email addresses and phone number of all players and coaching staff to all team members/parents
- Supporting the Team Treasurer to ensure team finances are handled in a transparent and responsible manner.
- Arranging for scorekeepers and timekeepers for each home game and ensuring they are trained on the use of the equipment, and that they are familiar with the regulations
- Completing the game sheet with the team list for each game, obtaining the required signatures and inputting game results in the Goalline system for all home games
- Organizing and booking team photos (see **Team photos** section)
- At the direction of the Head Coach, making the necessary arrangements for any exhibition games, tournaments and any team activities
- Coordinating a meeting at the beginning of the season to welcome parents and encourage input and participation; coordinating additional parent meetings in a timely fashion as necessary to discuss issues as

they arise

- Assisting the Head Coach and their coaching staff in any other related duties to ensure the team is well organized

***This list is intended as a guideline and not an exhaustive list of responsibilities.***

### **2.3.9. Team Equipment Manager**

Each team must assign one parent or guardian as Team Equipment Manager. The Team Equipment Manager is responsible for working with the CPMHA Equipment Manager to obtain and maintain inventory and condition of all jerseys and additional equipment supplied by the CPMHA (including goalie equipment).

While not in use, all game jerseys will be kept by the Team Equipment Manager, who will ensure the proper set of jerseys is available at least prior to the start of each game. The Team Equipment Manager is responsible for washing jerseys as required and for collecting and returning all CPMHA equipment at the end of the season.

See the ***Equipment*** section for more information.

### **2.3.10. Team Treasurer**

All teams must designate one individual as Team Treasurer. This individual cannot be, or be from the same family as, the Team Manager or Head Coach.

The Team Treasurer is responsible for managing the team budget, which should be determined in collaboration with the Head Coach and dependent on what the team agrees to do in terms of fundraising, tournament registrations, activities, etc.

See the ***Team finances*** section for more information.

### **2.3.11. Timekeepers and scorekeepers**

The Team Manager is responsible for identifying a timekeeper and scorekeeper for each of their home games. This may be one volunteer or two.

The Timekeeper ensures that the game clock is set as per the required times for

the team's level and runs the clock as per the level regulations.

The Scorekeeper inputs the required game statistics (i.e., goals, penalties) and provides the game sheet to the referee(s) at the end of each game for their review and signature. The completed game sheet is then returned to the team Manager, who is responsible for entering the game information into the Goalline system.

**Who can be a scorekeeper or timekeeper.** As per HEO policy, all scorekeepers and timekeepers must be at least 14 years of age if fully trained (HEO-approved training). Otherwise, scorekeepers and timekeepers must be at least 16 years of age. The U9 program does not require qualified timekeepers.

## 3. Team operations

### 3.1. Communicating with CPMHA

#### 3.1.1. First point of contact

The first point of contact for any issues, questions, concerns or points for consideration must always be the Head Coach, or the Team Manager if the Head Coach is directly involved in the issue or concern.

The Head Coach and/or Team Manager should reach out to their level Convenor at any time for support, for information, and if they cannot resolve the issue themselves. The Convenors can then contact the Coach Coordinator, 1<sup>st</sup> VP (Hockey Operations), 2<sup>nd</sup> VP (Administration) or another appropriate Executive role for assistance.

#### 3.1.2. Incident reporting

For any incidents that occur off the ice, the CPMHA has created an Incident Report Form. This form is to be used in the event that a member of CPMHA witnesses an incident that:

- contravenes the CPMHA Code of Conduct
- contravenes any CPMHA or HEO bylaws, policies, rules or regulations

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- is inappropriate to children, adults, volunteers, parents or officials by CPMHA members or visitors

The form provides team staff and parents with an easy and transparent method of sharing conduct or disciplinary incidents that indicate a pattern of ongoing problematic behaviour and to allow team staff or the Executive to address such behaviours as early as possible to prevent future escalation.

Individuals are discouraged from waiting 24 hours to fill out the form. It is preferable that the form is filled out as soon as possible to ensure the incident is reported accurately. All incidents will be reviewed but submission of an incident form does not obligate the CPMHA to take any disciplinary action.

### **3.2. Equipment**

#### **3.2.1. Team equipment provided by CPMHA**

Each team will be provided with

- one set of “home” jerseys and a jersey bag,
- one set of “away jerseys and a jersey bag,
- pucks (if needed), and
- a first aid kit.

If the CPMHA loans additional equipment to the team, the same terms apply to the return of this equipment.

#### **3.2.2. Equipment deposit**

A \$500 deposit in the form of a post-dated cheque from the team account will be required before such equipment will be provided. The cheque will not be cashed provided all equipment is returned in satisfactory condition. Teams will be expected to pay for any repairs or for any equipment not returned.

#### **3.2.3. Goalie equipment**

Goalie equipment can be rented out from the CPMHA. There is a rental fee of \$500, in the form of a post-dated cheque, which will be returned to the team/player when the equipment is returned the same condition it was received. Team

management should contact the CPMHA Equipment Manager to request a rental.

### 3.2.4. Name bars

Name bars are strongly encouraged. Each player is responsible for obtaining their own name bars in CPMHA colours to coordinate with the jerseys (one navy with yellow lettering, one yellow with navy lettering). They must be hand-sewn loosely onto the back of the jersey.

### 3.2.5. Socks

For game play, socks must be the CPMHA coloured socks (white for home, navy blue for away). Socks must also match the main colour of the jersey being worn. Players cannot wear two different coloured socks at the same time.

## 3.3. Rosters

One of the first things a team must do is provide the CPMHA Registrar with a team roster. The Registrar will then submit the roster to D4 for review and approval.

Two templates must be completed and submitted to the Registrar. Templates for both lists can be found on the CPMHA website.

**Team Officials Information List**, which includes name, date of birth (DOB), address, and all certifications and training completed for each member of the team Staff (Head Coach, Assistant Coach(es), Trainer, Manager)

**Team Participant List**, which includes name, DOB, jersey number and position of each player on the team.

It is the responsibility of the Team Manager to provide both the officials and participant lists to the CPMHA Registrar by October 15, and a final team roster by November 10.

Once your team roster has been approved, the CPMHA Registrar will provide an official Hockey Canada team roster to each team's Manager and Head Coach. The official roster should be kept available for all games and tournaments in case it's requested.



## **3.4. Affiliating players**

### **3.4.1. Purpose of affiliation**

Teams can affiliate players from lower levels/classifications. The purpose of affiliation, as per Hockey Canada is to provide an opportunity for higher division or category teams to dress the maximum number of players allowable for a game.

Player affiliation must follow the eligibilities outlined in the [D4 Affiliation Eligibility Chart](#).

### **3.4.2. Affiliation rules for players.**

- CPMHA players can only affiliate within the CPMHA (including MTK).
- A player may be affiliated to only one team within a level.
- Once affiliated, a player may not play as an affiliate with another team in the same level until such time as their affiliation rights have been formally released or transferred.
- A skater may play a maximum of 15 games as an affiliated player. Only regular season and playoff games count toward a player's affiliated game count.
- There is no limit on the number of games a goalie can play as an affiliate, although the rule regarding affiliating with a single team only still applies.
- The player's responsibility is to their home team first. Home team games always take precedence over affiliation games. (i.e., if an affiliated player is asked to play in the higher-level game and the game time conflicts with their home team game, the player will play in the home team game).

### **3.4.3. Affiliation rules for teams**

- A team may affiliate up to a maximum of 19 players,
- Affiliated players must be added to a team's official roster before they may play an affiliated game. A non-rostered affiliate may participate in a game if roster addition is in progress with the association/district registrars. The coach of the affiliating team must be able to prove this, if challenged, with an email thread.

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- An affiliated player may be released from a team in which they are affiliated. In that case, the player must be removed from the team's official roster by the Registrar.
- It is the responsibility of an affiliated player's primary team to track their affiliated game count,
- A player affiliation may be transferred between teams within the same category during the course of a season.

### **3.4.4. The affiliation process**

The affiliating coach must first seek approval to affiliate from the candidate player and their parent/guardian, followed by approval from the player's primary team coach.

Once approval has been given, the affiliating coach must email the CPMHA Registrar to request that the player be added to their team's official team roster as an affiliate, copying the level Convenor and the player's primary team coach.

Prior to the game, the affiliating coach must seek the approval of the player's primary coach to use the player in the specified game. Following the game, the affiliating coach must notify the player's primary coach that the player had participated in the game.

### **3.4.5. Releasing an affiliated player**

To release an affiliated player means to give up all affiliation rights for that player. The affiliating coach must inform the affiliate player and the player's primary coach that the player is being released. The affiliating coach must also email the Registrar to request that the affiliate player be removed from their official roster.

A player's affiliation may be transferred between teams in the same category following the steps for affiliate player release and acquisition.

***Please see the D4 website for complete information regarding player affiliation.***

## **3.5. INSURANCE**

Hockey Canada's insurance program helps deal with the cost of risks associated with organized hockey. Hockey Canada insurance is included in the registration fee paid to the Association.

### **3.5.1. Who is covered**

An employee, coach, volunteer, instructor, referee or member of a committee while acting within the scope of their duties.

A member of any team, league, member team or division team provided all are registered with or affiliated with Hockey Canada.

Note that a volunteer is a non-paid person donating his or her time, who is assigned specific duties and for whom a premium has been paid.

### **3.5.2. When an eligible individual is covered**

An individual listed in 2.5.1 is covered during:

- Hockey Canada/member-sanctioned events such as league games\*, tournaments\*, practices, training camps and sanctioned fundraisers.
- transportation directly to and from the arena or venue.
- accommodations while billeted or at a hotel during a Hockey Canada/member-sanctioned hockey activity.

\*Coverage applies when playing member teams only!

See [www.hockeycanada.ca/insurance](http://www.hockeycanada.ca/insurance) for more information.

### **3.5.3. Special event insurance**

Additional insurance may be required by a venue or other party when holding a team or Association event, such as a BBQ or fundraiser. CPMHA has an insurance policy through HEO. A certificate of insurance must be requested online prior to the event. A link to the request form is available under the Team Forms section of the CPMHA site.

When completing the form, note that the "Certify To" field should be filled in with

the name of the third party that is requesting the proof of insurance (e.g., City of Ottawa, Sensplex) and not the name of the team or Association.

### 3.6. ICE SCHEDULING

Ice times for games are scheduled by the LCMHL with the support of the CPMHA Ice Scheduler. Practices are scheduled by the CPMHA Ice Scheduler with the support of the level Convenors and VP, Hockey.

#### 3.6.1. Ice time distribution

Although the CPMHA endeavors to distribute ice time equitably among all teams and divisions and as much as possible to ensure a minimum 1:1 ratio of practices to games each week, no guarantees regarding the number of ice times will be given.

#### 3.6.2. Unused ice

Ice times have been paid for in advance by the CPMHA. As such, teams must show up for their scheduled ice sessions.

Any team who does not use an assigned ice time and does not use the appropriate channels to have their ice time reassigned at least 72 hours in advance will be billed for the cost of the ice rental at the rates listed in the current ice contracts, plus an additional \$20.

If payment is not received within seven days of the infraction, the team's practice times will be suspended until this fee is paid in full. This fee may not be charged in exceptional circumstances.

#### 3.6.3. Rescheduling and switching games

*See the LCMHL Handbook (pg 17) for information on rescheduling games.*

Note that prior to midnight on December 15, teams may reschedule as many games as they need to change, provided the new date, time, and location are agreed to by both parties.

After this date, a maximum of 2 game changes may be requested by any team. You

must also ensure you contact the CPMHA Ice Scheduler ([ice@cpmha.ca](mailto:ice@cpmha.ca)) ASAP if you require ice time for a rescheduled home game.

### 3.7. Team Finances

#### 3.7.1. Team treasurer

See *Team staff roles and responsibilities*

#### 3.7.2. Team bank account

All teams must open **one** team bank account, for which two signatories are required. This is typically the Team Manager and the Treasurer. The signatories cannot be from the same family. The account must be in the name of the team, not an individual. A letter of request to open a team account will be provided by the CPMHA Treasurer or VP, Admin. Any payments or reimbursements owed to a team from the CPMHA will be made by cheque made out to the team only.

#### 3.7.3. Team fees and budget

Team fees collected from each family must be deposited into the team account. Team fees must not exceed \$200 per player.

Team bank accounts are to be used to pay tournament registration fees and/or for team activities. All activities or events funded by the team must be open to all members of the team. Team fees should not be used to purchase gear or 'swag'.

The Head Coach and Manager should come to the parent meeting with options for tournaments and a team fee budget in mind in order to cover these anticipated cost(s). While the team fees are not to be used to cover additional travel expenses such as hotels, food, etc. for away tournaments, it's important to advise parents whether there will be these types of additional expenses so that families can plan accordingly.

Teams are asked to be sensitive to the economic situation of ALL families on the team. Team Management are asked not to make special needs public and to be considerate of all situations when setting team fees and fundraising goals and efforts. Should any member of your team require financial assistance for team

fees, please contact your level Convenor, who will discretely discuss this matter with the CPMHA Executive.

### **3.7.4. Sponsorship and fundraising**

Teams can obtain sponsorships from businesses as part of their fundraising activities. The Association will not permit sponsorship from any businesses that may reflect poorly on or do not reflect the values of the Association. Any sponsor relationship requires a sponsorship agreement, which must be reviewed by the CPMHA Executive prior to signing. Sponsor bars cannot be attached to team jerseys as the CPMHA has an exclusive Association-wide jersey sponsor.

Any fundraising activities must be approved by the CPMHA prior to occurrence. There are a number of activities that are not allowed as per HEO's insurance policy. Also refer to 2.8.6 Lottery licenses should the fundraising event involve a lottery or raffle of any kind.

### **3.7.5. Unspent funds**

The Treasurer is responsible at the end of the season for closing the team account and returning all unspent funds to parents. Parents have the right to view account records at any time during the season.

## **3.8. Tournaments**

### **3.8.1. Attending tournaments**

Teams can choose to attend tournaments hosted by other Associations and Leagues. Team Managers and Head Coaches will look for suitable tournaments to attend. There is a tournament search feature on the HEO website that lists tournaments available within the HEO boundaries. For tournaments outside the HEO area, you can go directly to other Association websites.

Any tournament you register for must be sanctioned by a Hockey Canada approved Association (such as HEO). If your team enters a tournament that is NOT officially



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sanctioned, the coaching staff and players are subject to suspensions and players and team officials are not insured under Hockey Canada's insurance policy.

No team will be permitted to enter any tournaments, during the playoff schedule, unless otherwise approved by the League.

### **3.8.2. Registering your team for a tournament**

(NOT SURE OF PROCESS...do we go through LCMHL? Who tells the ice scheduler???)

### **3.8.3. Travel permits**

In order to attend a tournament outside of the HEO area, a travel permit is required. Once completed, send your travel permit to your level Convenor to obtain the required signatures. The Travel Permit must be completed and submitted to your level Convenor well in advance of the tournament date, as signatures from the CPMHA President and D4 Chair must be returned before you can confirm your spot in the tournament. Your travel permit should be with you when you attend the tournament and you may be asked to present it.

### **3.8.4. Tournament suspensions**

Note that according to LCMHL policy, it is mandatory that all teams report suspensions within 24 hours of their return from a tournament and submit copies of all tournament game sheets to the League Suspension Reporting System within five (5) days of completion of said tournament. Failure to comply will result in the suspension of the responsible coach.

### **3.8.5. Hosting tournaments**

The CPMHA Executive will determine which levels will host a tournament each year. There is no guarantee that a home tournament will occur at any level. The CPMHA Tournament Coordinator will request the dates via D4 as well as submit any paperwork and payment required. The Coordinator will also assist the host team(s) with tournament arrangements however, it is the responsibility of the host team(s) to secure all required volunteers for the tournament.

During our host tournaments, it is expected that each parent of the host team(s) will

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provide at least one hour of their time to help run any activities taking place during the tournament. Examples of duties include timekeeping, scorekeeping, registering teams upon arrival, overseeing bake sales, etc.

### **3.8.6. Lottery licenses**

Any lottery or raffle activities at a CPMHA tournament require a lottery license issued by the Town of Carleton Place. The application must be submitted to the Town at least one week prior to the event. The CPMHA Treasurer is responsible for submitting the request, along with the application fee. No requests will be submitted with missing information, and no draws or raffles may occur without a valid license.

The Alcohol and Gaming Commission of Ontario has strict rules and regulations regarding lottery and raffle licenses. The application must include the prizes and their values. There is a list of required information that must be printed on each ticket. A report must be made following the draw that includes the name and address of each of the prize winners.

## **3.9. Exhibition games**

### **3.9.1. Booking exhibition games**

Exhibition games can be set up with teams at the same level and classification within or outside CPMHA throughout the season. The Head Coach and/or Manager of both teams must agree to a date and location. If CPMHA is home team and using already-scheduled ice time (i.e., practice time), there is no need to advise the CPMHA Ice Scheduler. If the game is not taking place during a team's practice time, no exhibition game should be confirmed without prior approval of the CPMHA Ice Scheduler.

### **3.9.2. Booking referees**

Referees are required for exhibition games (and must be paid for such). The home team is responsible for requesting referees via the D4 website. A game sheet can be

completed if both teams agree, but statistics are not input into the Goalline system. The home team is also responsible for obtaining a Timekeeper and Scorekeeper.

### 310. Using Goalline

To come

#### 3.11. Team pictures

Teams are responsible for organizing their own photography sessions during their own practice times for team and individual photos. CPMHA has named an official photographer for the Association (Taralee Photography). Although it is highly recommended, teams are not obligated to use this photographer.

## 4. Discipline and Suspensions

### 4.1 Discipline

The CPMHA provides on its website a link to an Incident Report Form, to be used in the event that a member of CPMHA witnesses an incident that:

- 1) contravenes the CPMHA Code of Conduct
- 2) contravenes any CPMHA or HEO bylaws, policies, rules or regulations
- 3) is inappropriate to children, adults, volunteers, parents or officials by CPMHA members or visitors to our games.

The forms are reviewed by the CPMHA President, the Director of Risk & Safety, VP Hockey Operations and the VP, Admin. Depending on the nature of the incident, the level convenor and other members of the CPMHA executive will be informed and may be involved with follow up actions. Depending on the severity of the incident, it may be escalated to D4, HEO or another appropriate legal or regulatory body.

### 4.2. Suspensions

***For more information on suspensions, refer to the HEO policies regarding conduct, discipline and appeals and the relevant policies and regulations found in the LCMHL Handbook.***

### 4.2.1. CPMHA suspension extension

CPMHA reserves the right to extend any league-imposed suspension by an additional game due to the nature of the infraction. A pattern of continuous disciplinary infractions may result in a player being deregistered from the CPMHA.

### 4.2.2. Types of suspensions

As per HEO policy, suspensions can be either “game specified”, where the offender is removed from a specified number of meaningful games OR “time specified”, where the offender is removed from all contact with organized hockey, including practices, exhibition games, etc., for a specified period of time.

When there is a combination of a time-specified suspension and game-specified suspension, meaningful games missed during the time suspension shall count as part of the game-specified suspension. Multiple suspensions must be served consecutively.

See [HEO Policy 6.49 HEO Hockey Policy \(Minor\)](#)

- 15.4 Applying the Code of Discipline,
- 15.5 Authority,
- 15.6 Types of Suspensions,
- 15.7 Serving Suspensions,
- 15.8 Minimum Suspensions

See [HEO Minor Hockey Infractions for 23/24](#)