

Clarington Minor Hockey Association

Policies



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1. Introduction

The Clarington Minor Hockey Association (CMHA) Clarington Toros, are an 'BB', 'C', 'A' and 'AA' Hockey Centre sanctioned by the Ontario Minor Hockey Association (OMHA). The CMHA, as a minimum, will adhere to the regulations outlined in the OMHA Manual of Operations.

The objective of the association shall be to promote, encourage and govern organized hockey for all eligible players representing Clarington to compete in the OMHA. The guiding principles of the CMHA are:

1. To advance players to the next level
2. To develop athletes' enjoyment of competing in hockey
3. To provide players an opportunity to build character and gain valuable life skills.

The CMHA Executive is responsible for ensuring that the association's affairs are conducted in accordance with the CMHA's constitution and bylaws as well as the associations' policies that are outlined in the attached document. The CMHA Executive has the authority to rescind, alter or add to the association's policies at routine or special meetings. Resolutions to rescind alter or add to the association's policies must be passed by a majority vote of the CMHA Executive, while any changes to the CMHA constitution and by-laws can only be changed at the annual general meeting by a majority vote.

The CMHA's policies and procedures shall be in compliance with the minimum requirements of all applicable OMHA, OHF or Hockey Canada policies.

Constitution

A set of laws established to govern our organization operations. Constitution and By-laws are adopted by the membership.

Guidelines and Procedures

Documents that aim to streamline a particular process according to a specific policy. Established and maintained by the CMHA executive responsible for that area in collaboration with other CMHA executives as necessary.

Policies

A set of Principles and Rules established to govern organization operations. Policies are adopted and regulated by the CMHA Policy Committee and will be consistent with the constitution

2. Team Staff Selection

Purpose or Scope:

This policy applies to all rostered team staff members (head coach, assistant coaches, bench managers and trainers) and non-rostered team staff members (administrative coordinator and on-ice helpers/volunteers) of the CMHA.

Governing Principles:

CMHA Staff Selection

- 2.1 All head coaches and staff will be appointed in accordance with the CMHA constitution and bylaws. Current Head Coaches to have year end review of season Goals and Expectations.
- 2.2 No announcements or commitments can be made regarding staff selection until approval has been obtained from the Executive Committee.
- 2.3 All CMHA Staff members must submit a recent (obtained within the last 60 days) Criminal Record Check that includes the Vulnerable Sector Check every two years, to the CMHA Police Record Check (PRC) Administrator. All personal records maintained by the CMHA will be obtained and secured in compliance with the CMHA privacy policy.
- 2.4 Head coaches will be required to submit a PRC or proof of application for a PRC prior to tryouts. Any head coaches, trainers or other volunteers used during tryouts that have not submitted PRCs will not be allowed in dressing rooms. Considering the limited amount of time between confirmation of head coaches and the beginning of tryouts, and the length of time that a PRC can take to obtain, the CMHA will accept PRC's without requiring the 90 day or 2 year periods listed in 3 above for tryouts only.
- 2.5 All CMHA Staff shall submit a CMHA Criminal Declaration Form to the General Manager of Hockey Operations prior to rostering.
- 2.6 All CMHA Staff members must obtain a valid Respect in Sport (RiS)-Activity Leader (or its predecessor Speak Out!) certification.
- 2.7 All CMHA staff members must complete the Gender Identity Course as required by OMHA regulations.

CMHA Rostered Staff Requirements

- 2.8 To obtain OMHA approval of a team roster, the staff must include a minimum of a certified head coach, and certified trainer.

- 2.9 Each OMHA team is permitted to roster up to FIVE bench staff members.
- 2.10 Only rostered bench staff members are permitted to sign a game sheet and be present on the bench during a game.
- 2.11 All CMHA rostered staff must obtain the certifications outlined in the Staff Selection Overview. The General Manager of Hockey Operations & OMHA Rep. must approve any deviations from the certification criteria.
- 2.12 Certified individual staff members, are required to be PRC compliant prior to being officially rostered as part of a CMHA team staff.
- 2.13 The General Manager of Hockey Operations (or his designate) must approve all on-ice helpers/volunteers prior to their involvement with a team.
- 2.14 All on-ice helpers will be required to:
 - submit a PRC which includes a vulnerable sector check
 - complete the RiS certification prior to any involvement with a team
 - Gender Identity & Expression

Team Administrative Coordinator Requirements

To maintain staff independence and to ensure that the administrative coordinator will be accessible to the parents, the CMHA has adopted the following requirements pertaining to selection of team administrative coordinator:

- 2.15 The team administrative coordinator must not be related to anyone on the bench staff in any capacity.
- 2.16 The team administrative coordinator must not be the President or Vice President of the CMHA.
- 2.17 The team administrative coordinator must be accessible to parents and coaching staff as needed.
- 2.18 As a non-rostered staff member, the administrative coordinator is not permitted on the bench during games
- 2.19 The administrative coordinator can not be an on-ice helper unless the proper insurance is obtained.

3. Police Record Checks

Purpose or Scope:

This policy applies to all Executives, Team Staff members and on-ice volunteers

The Clarington Minor Hockey Association (CMHA) accepts its significant responsibility with respect to all members and especially the hockey players (vulnerable persons) that participate in our hockey program.

The CMHA owes a duty of care to its members, to staff, and to the community. Acceptance of this duty is reflected in all organization programs, services and activities, as well as in our policies and procedures.

The CMHA recognizes that some of the positions in the organization are of significant trust. People applying for and undertaking positions of trust will be subject to more intensive initial and ongoing screening and supervision than individuals in placements, which are not positions of trust.

Governing Principles:

- 3.1 For all positions in the CMHA, a Police Record Check will be required as one element of the screening process and for purposes of this policy manual, is defined as a Criminal Record Check and includes a Vulnerable Sector Check. Also, all CMHA team staff shall submit a Team Staff Declaration Form to the GM of Hockey Operations prior to rostering and all CMHA Executives shall submit a CMHA Criminal Declaration Form to the President/Vice-President of the CMHA yearly.
- 3.2 Any individuals seeking positions with the CMHA with past Criminal Code convictions or charges pending will be subject to review by the President/Vice-President/and GM of Hockey.
- 3.3 Applicants may be rejected as a result of other information gained during the police records check process or through the screening process as a whole, or as a consequence of other factors. The applicant has the right to know why he or she is being refused and may appeal to the Board of Executives in writing for review of their record.
- 3.4 It should be noted that every staff member or volunteer once accepted is obliged to inform the GM of Hockey Operations and President if he or she is charged, tried or convicted of any offence under the Criminal Code or under other provincial or federal statutes, if that offence is relative to a position of trust held by the individual.

4. Team Staff Reimbursement

Purpose or Scope:

This policy applies to reimbursements by the CMHA to all rostered team staff members and the Administrative Coordinator.

The CMHA will define eligibility of team staff and the allowable expenses, which may be considered for reimbursement. In the best interest of hockey, the CMHA shall encourage and support team staff in their desire to upgrade their qualifications to the standards set out by the CMHA.

Governing Principles:

- 4.1 The CMHA Executive will govern and administer reimbursement for team staff expenses.
- 4.2 All expense claims must be made in good faith, representing the true value of the claim being made (i.e.; ½ cost of shared hotel room).
- 4.3 Claims pertaining to hotel lodging must be made in good faith to be deemed necessary, the cost shall be based on equal or lesser quality than the hotel the team is staying.
- 4.4 All expense claims must be submitted using the “CMHA Expense Report Form”, detailing the expense being claimed along with the original receipt(s) documenting the expense and proof of course completion or certification.
- 4.5 All expense claim forms require the head coach’s authorization and signature.
- 4.6 The Treasurer will review all expenses claimed to ensure they are eligible and warranted. All submitted expense claims require the approval of the Treasurer prior to reimbursement.
- 4.7 All players within the CMHA will pay a fee as part of their registration, for which a portion will be allocated to the reimbursement of coaching expenses. The intent being that the selection of head coach is controlled by the CMHA Executive and is not in the control of any player or parent. The cost associated with the reimbursement of non-parent coaches for out of pocket expenses will be spread out across all the players in the CMHA.
- 4.8 The CMHA will disburse payment for expense claims submitted by eligible team staff members for their expenses upon completion of the current season subject to the return of CMHA property in clean and usable condition.
- 4.9 Team staff members are limited by this policy to the amount of their expense claim and must not seek additional reimbursement from their team.

- 4.10 Team funds shall NOT be utilized to cover personal expenses for team staff members including the case where expenses are to be reimbursed by the CMHA at a later date.
- 4.11 A non-parent staff member shall be defined as an approved team staff member excluding on-ice helper who has no direct family relations on the team including, son, step-son, daughter, step-daughter, brother, sister or spouse.
- 4.12 The CMHA will withhold reimbursements from staff members of the team that have not fulfilled their full obligation or deemed to be in conflict with the best interest of the CMHA.

Exceptions

- 4.13 Team operating expenditures (i.e.; long distance telephone bills, photo copying, player or team profile books etc.) are team expenses and such are not covered in this policy.
- 4.14 Where a team bus is utilized, non-parent staff members are exempt from any fees associated with the cost of this mode of transportation.
- 4.15 The CMHA will provide each head coach with an allotment of 50 pucks at the start of each season, to be replaced as required at team expense.
- 4.16 Major Pee wee through to Midget teams shall be provided a Tactical Mentoring allowance of \$200.00 max per team/per season. The allowance allows older age teams the ability to invest in specialized Tactical 2 Mentoring from a CMHA Authorized provider. The team must apply to and obtain approval from the GM of hockey operations prior to eligibility for claim and submit a summary expense form for reimbursement to the Treasurer.
- 4.17 Teams that advance to the Ontario Hockey Federation (OHF) Tournament Championships shall be eligible to apply to the CMHA executive for reimbursement of tournament entry fee up to a max of \$1,200.00 per team. Where it is determined that an excess number of teams have qualified the amount may be adjusted to meet the financial situation at that time. Requests shall be submitted in writing to the Vice President & Treasurer and be subject to approval by the executive.

Eligible Development Expenses

Coaching Staff

The CMHA will reimburse all rostered coaches 100% of the cost of registration to obtain the minimum required coaching certifications as determined by the CMHA.

Trainer

Trainer Level One: The CMHA will reimburse up to two rostered trainers per team, 100% of the cost of registration to obtain the Trainer Level One Course during the current season, upon proof of successful certification.

Trainer Level Two: The CMHA will reimburse the head trainer of each team, the cost of registration to attend the Trainer Level Two (First Aid & CPR) certification course during the current season, upon successful completion of the course.

Other Development Expenses

- 4.19 RiS-Activity Leader Training: The CMHA will reimburse all eligible team staff members and on-ice volunteers for the cost of registration to complete RiS-Activity Leader Training certification during the current season.
- 4.20 Police Record Checks (PRC): The CMHA will reimburse all team staff 100% of the cost of the volunteer rate to obtain a PRC during the current season.
- 4.21 Other Hockey Courses: Rostered staff members may submit a written request to the CMHA Executive for financial assistance to attend additional hockey related courses, clinics and/or seminars which they believe will be of benefit to the organization. The organization will examine each request on a case-by-case basis and decide what level of financial support if any will be provided. The team staff member will be notified of the executive decision in writing prior to their attending such training.

Eligible Out of Pocket Expenses

- 4.22 The CMHA will limit the reimbursement for coaching staff according to the following table:

	NON-PARENT	PARENT
HEAD COACH	\$5000	\$1,500
STAFF (AC, TR, Admin Coordinator)	\$1,500 each (5 maximum)	\$0

Note: Non- Parent Head coaches will receive their payment in 3 installments during the course of the season. Parent Head Coach and Non-Parent Staff will receive their payment in 2 installments during the course of the season. Dates are confirmed prior to the season start by the CMHA Treasurer.

- 4.23 Eligible expenses include (but not limited to): the cost of hotel lodging, meals, travel expenses and authorized Toros clothing where costs are incurred during the season including play-offs.

- 4.24 The CMHA will provide a clothing allowance of \$250 for all coaching staff including the administrative coordinator to be utilized when purchasing authorized Clarington Toros jacket or warm-up suit.

Eligible Team Reimbursements

- 4.25 The CMHA will reimburse each team for development based on the following:
Skating Development- U10-U13 = \$500, U14-U18 = \$1,000
Goalie Development- \$2,000 to each team (or can be submitted individually- \$1,000 max)
Dryland- \$500 per team
Referee & Timekeeper fees for playoffs- 100% of total fees

Related Documents- Template Referee Reimbursement
 - Toros End of Year Wrap Up

5. Team Fundraising Purpose or Scope:

This policy applies to all CMHA team fundraising activities and efforts. Parents and players of CMHA teams may choose to participate in fundraising activities to reduce the out of pocket expenses associated with playing on a CMHA Team.

Governing Principles:

- 5.1 Fundraising refers to all monies raised by the team or individuals on the team through events intended to generate money and include monetary donations/contributions made by individuals.
- 5.2 Fundraising events shall be conducted in a manner, which promote a positive image of amateur sports and in a manner that does not jeopardize the image of the organization or its participants.
- 5.3 Corporate donations can be made directly to a team. All donation requests are to be submitted for approval as a fundraiser.
- 5.4 The cost of any form of recognition provided in return for corporate sponsorship will be the responsibility of the sponsored team. Appropriate forms of recognition include:
 - Portable banners
 - Photo plaques or other display items
 - Printed material such as recognition in a newspaper, magazine or flyer
 - Other approved formats

Teams that have an existing/past sponsor can choose to approach that sponsor for support in subsequent seasons. If there is an existing banner owned by the league, the team can have use of the banner on loan from the league for the season. In this case, that sponsor should be considered the team's lead sponsor. If the team has additional sponsors, forms of recognition other than a banner should be chosen.
- 5.5 Use of the CMHA Toro Logo must be approved. If the logo is to be sent out to an unapproved distributor for manufacturing for your fundraiser, a letter by that company must be signed with an agreement to destroy all copies of the CMHA logo that are in their possession after the fundraising material is produced.
- 5.6 The team must submit a 'Request to Fundraise' form and obtain approval from the CMHA director of team fundraising prior to execution of any fundraising event. The director of Team Fundraising will evaluate and approve or reject all requests for fundraising within 14 days of the receipt of a "Request to Fundraise Form". Fundraising events held without prior approval may result in a monetary fine imposed to the team up to and including the full amount of money raised.

- 5.7 If there is serving of alcohol at an event for fundraising, this must be included on the “Request to Fundraise” form. All members must comply with the rules and regulations as set out by the Alcohol and Gaming Commission of Ontario (AGCO), and the following conditions:

- You must conduct your fundraiser event at an establishment that is licensed to serve alcohol to its customers.

or

- If you are conducting your event at a public facility (i.e. banquet hall), you must utilize a licensed liquor holder with a caterer’s endorsement. Further, a contract must be signed between the team and caterer stipulating that the sales and services of liquor are the licensed holder / caterer’s responsibility and liability.
- Failure to follow the rules of the Alcohol and Gaming Commission of Ontario, including falsifying information will result in severe penalties and can include up to a \$100,000 fine.

- 5.8 Teams must account for all monies generated through fundraising as part of their team financial statements. The financial statement must show the gross and net revenue from fundraising. A detailed financial statement for each fundraising event must be submitted to the CMHA Director of Team Fundraising within 2 weeks of completion of each event.
- 5.9 CMHA Teams may participate in fundraising activities to raise money up to a maximum of \$12,000.00 (net) per team per season. The CMHA Treasurer will retain fundraising funds raised in excess of the approved maximum. Exceptions must be approved by Treasurer before end of season submissions.
- 5.10 Revenue generated through fundraising may be utilized to offset the cost of the following;
- i. Entry fee for tournaments,
 - ii. Cost for team extra ice,
 - iii. Cost for player development programs,
 - iv. Cost for players to participate in CMHA approved team building activities,
 - v. Cost of team transportation such as busses,
 - vi. Cost to facilitate an end of year party up to a max of \$600.
 - vii. On-ice volunteer insurance fees for approved non-rostered staff.
 - viii. Trainer first aid kit and supplies.

- 5.11 Any monies earned during fundraising events remain team funds. If there is a positive balance at year-end, monies will be refunded no later than April 30th based on participation in fundraising events.
- 5.12 In the event of roster changes and player movement:
- i. Players quitting the organization after being accepted to CMHA teams forfeit their right to all fundraising proceeds, except for players leaving for medical reasons or moving out of the CMHA boundaries (refer to CMHA Constitution). These players will be provided refunds per the principles outlined in section immediately above.
 - ii. Players that leave one CMHA team to join another CMHA team (i.e. players moving up due to vacancies on other teams) will obtain from the team they are leaving a share of net fundraising proceeds from the events they have been involved in as of the date that such transfer occurs, minus any expense that were to be funded from fundraising activities at the time of the player transfer (i.e. development activities, tournament entry fees, extra ice, etc...).
 - iii. Teams accepting new players (i.e. the team to which a player is moving up to) will require that contributions to fundraising activities of players transferring in are fair and consistent with all other players on the team.
 - iv. Should any disputes arise, the party who is not in agreement with the amount of fundraising refunded or required may appeal to the CMHA Treasurer. The Treasurer will attempt to broker a satisfactory resolution for all involved, should none be possible, will determine the amount which he or she deems is a fair settlement based on the principles listed above.

Related Documents: Request to Fundraise Form
Fundraising Budget Summary

6. Dress Code

Purpose or Scope:

This policy applies to all CMHA rostered team staff members and players. Dress codes provide a mechanism for achieving uniformity amongst a group of diverse individuals, identifying players as part of a cohesive team. Dress codes give players a sense of belonging to a greater cause beyond the individual while also displaying pride in their association and community.

Governing Principles:

The head coach will outline, communicate, and enforce the CMHA dress code policies for all players and team staff.

Player On Ice Game Attire

- 6.1 In addition to minimum equipment requirements, all CMHA players are required to wear:
 - ✓ red helmets
 - ✓ solid red pants **No stripes**
 - ✓ helmet stickers provided by the CMHA
 - ✓ CMHA approved game jerseys and matching game socks
- 6.2 The CMHA Executive will retain sole control and responsibility for all Toros jersey designs.
- 6.3 Players are responsible for the purchase of their own game jerseys through the CMHA Director of Equipment. Jerseys may be used for 2 years maximum, unless they become damaged, worn or ill fitting before the 2 year period has elapsed. No sponsor bars, crests or decorations can be affixed to the jerseys in any manner.
- 6.4 Players and goalies can choose any number from 1-99 with the exception of 36, 46, and 69. As well, at the Midget level, number 16 has been retired in honor of Mark Vandermeer.
- 6.5 Teams wishing to purchase a third jersey from the CMHA for use at out of town tournaments must obtain prior approval from the CMHA president. The third jerseys are not approved for and may NOT be utilized at any regular season or playoff games.

Player On Ice Practice Attire

- 6.6 CMHA players shall wear practice jerseys as provided by the CMHA.

Player Off Ice Game Day Attire

6.7

- **U10-U11:** Clarington Toros warm-up suit, Toros approved Jacket.
- **U12-U16:** Dress shoes, dark (blue or black) dress pants, common color shirt, tie and Clarington Toros approved game day jacket.
- **U18:** Dress shoes, dress pants, shirt & tie, coat (player preference excluding clothing displaying competitor's logo or insignia).

6.8 Toros players are not to wear baseball caps of any sort (including Toros caps) to or from a game.

6.9 Common sense shall prevail where unusual weather conditions dictate clothing beyond the standard. Toros toques are the preferred winter hats in these circumstances.

Player Off Ice Pre-Game/Practice Warm-up

6.10 Players participating in pre-game or practice warm-ups shall be dressed appropriately for public viewing and in such a manner, which provides the best opportunity to conduct a safe & proper warm-up, (recommend Toros warm-up suits/short and shirt).

Coaching Staff Attire

6.11 The coaching staff shall maintain an appearance that represents the community and association in a professional manner both on and off the ice and is of an equal or greater standard than the players they are coaching.

- **Game attire:** Dress shoes, dress pants, shirt & tie, coat (personal preference excluding clothing displaying competitor's logo or insignia).
- **Practice attire:** Professional appearance, Toros warm-up suit or plain warm-up suit with no team insignia. In addition, the OMHA stipulates that all on ice staff members shall wear an approved helmet.

6.12 Coaches failing to adhere to the proper dress code, as set out above shall be subject to review by the executive committee and penalty applied up to and including suspension. The coaches will not be forced to wear clothing with the Toros logo, however they may NOT wear clothing displaying a competitor's logo or insignia.
**The team trainer shall wear clothing of a professional appearance that also enables them the necessary mobility to perform their required task.

Clothing Purchase

- 6.13 CMHA teams will be provided with a mechanism of purchasing clothing from a common supplier. The teams may not deviate from the standard clothing brand selected without obtaining permission in writing from the CMHA President.

AP Jerseys

- 6.14 Teams provided with AP jerseys at the beginning of the season are required to return the cleaned items at the end of the season before reimbursement of team funds. Jerseys must be returned in good condition or the cost of the jersey will be deducted from team refunds.

8. Code of Conduct

Purpose or Scope:

This policy applies to all CMHA team staff members, players, parents, spectators, volunteers and executive members.

The code of conduct establishes a level of respect for the game, which will allow the players and other participants to enjoy the game of hockey. The main objective of this policy is to promote the values of fun, respect, and positive development in the game of hockey for our children.

Governing Principles:

- 8.1 The President shall have the authority to prevent summarily any spectator from viewing any game, or activity, or entering a facility to view such game, or activity under the banner of the CMHA for any code of conduct violation that the President deems to be unsuitable or detrimental to the game. This authority shall also carry forward to cover any player, coach, team official, or the team to which this spectator is connected. This suspension shall be in effect until it can be addressed by the Dispute Resolution Committee or assigned designate.
- 8.2 The president shall have the authority to suspend summarily any player, coach, trainer, manager or official of any team under the guidance of the CMHA, for any code of conduct violation on or off the ice, which the President deems to be unbecoming or detrimental to the game. This suspension shall be in effect until the Dispute Resolution Committee or designate can address it.
- 8.3 When the above procedures have been enacted, the offending participant will be notified immediately of the suspension. If, in the instance of being out of center, then the notification will be through phone & email to the participant or manager of the team upon return. The Dispute Resolution Committee shall schedule a meeting within 7 days upon receiving complaint of suspension by the President or representatives. The committee shall meet with the coach or manager if necessary to obtain details of incident. Meetings can be individually or as a group as deemed necessary. At the meeting, the parties involved will present their side for displaying this reported behavior. Upon hearing all sides of complaint, a decision will be rendered within 7 days containing restrictions and/or penalties.

Penalties

FIRST OFFENCE

Upon decision of the Dispute Resolution Committee or designate, the recommendations are:

- 1) Suspension from further play or participation for appropriate length of time (As determined by the Dispute Resolution Committee or designate)
- 2) Expulsion from arena to warm areas or area deemed to be safe for all participants
- 3) Letters of apology to all participants through Dispute Resolution Committee or designate
- 4) These above recommendations may include the offender's child or children
- 5) Notice will be made to the OMHA

SECOND OFFENCE

Upon decision of the Dispute Resolution Committee or designate, the recommendations are:

- 1) Immediate removal of participant for remainder of season
- 2) Review future of player or offending party
- 3) This may include suspension of the offender's child or children from further involvement.

The Dispute Resolution Committee will consider any previous dispute or penalty from any season when making their recommendations.

If decisions of the Dispute Resolution Committee or designates are not followed this will lead to immediate suspension of offender and all family members from active participation until requirements are met.

Any player, coach, parent or official, volunteer/executive member who brings legal action against the CMHA before observing their right of appeal offered by the organization shall be deemed to have relinquished all playing or participation rights until such action has been resolved.

**Code of Conduct forms must be signed prior to start of the season.
Refusal to sign will result in immediate removal from CMHA
Clarington Toros.**

Related Documents: Code of Conduct forms

8.A Electronics Use

CMHA Policy for All Electronic Devices in Change Rooms

The use of any recording devices, or electronic and mobile devices capable of recording, within dressing rooms and washrooms during any CMHA sanctioned event is not permitted. Any capturing of pictures, videos or any such recordings, in the aforementioned areas, is strictly prohibited and will be subject to discipline, and may include suspension of the offending member(s) from the team.

8.B Parental Code of Conduct

The parent plays a critical role for the athlete in terms of both physical and athletic development. The parent must understand and respect the relationship and commitment their child makes to be a member of a team. The parent should realize that the child must understand and adhere to the values and goals of their coach and the CMHA in order to achieve complete success. The parent, as a role model for their child, is expected to conduct him/her in a manner that will allow the values and goals of the organization to be achieved. The parental code of conduct has been created to inform parents of an expected level of behavior which will allow all sports participants to become well rounded, self-confident, and productive human beings and enhance their and others enjoyment of the event.

PARENTS HAVE THE RESPONSIBILITY TO:

1. Treat everyone fairly within the context of his or her activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
2. Direct comments or constructive criticism at the performance rather than the individuals
3. Consistently display high personal standards and project a favorable image of the sport.
 - a) Refrain from public criticism of athletes, coaches, officials, volunteers, and other parents
 - b) Refrain from the use of profane, insulting, harassing, or otherwise offensive/derogatory language.
4. Communicate honestly with training staff regarding diagnosis by registered medical practitioners involving treatment and management of the athlete's medical and psychological problems. Consider the athlete's future health and wellbeing foremost when making decisions regarding a time frame for return to playing or training.
5. Understand that team performance goals take precedence over individual goals.

6. Treat opponents and officials with due respect both in victory and defeat, and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and spirit of the rules.
7. Be involved, understand the development decisions pertaining to the athlete, communicate, and co-operate with the staff in achieving this development.
8. Resolve all conflicts without resorting to hostility or violence. Discuss all concerns with team staff in a responsible, respectful and open-minded manner.

PARENTS MUST:

9. Never force the athlete to participate in sports.
10. Teach the athlete that doing one's best is just as important as winning or losing, so that the athlete never feels defeated by the outcome of the game or event.
11. Remember that the athlete plays for his or her enjoyment not for the parent's.
12. Make the athlete feel like a winner by offering praise for competing fairly and trying hard.
13. Show respect and show appreciation to the volunteers, officials, and coaches for their time given to provide the sporting activities for the athlete.
14. Remember not to have unrealistic expectations and understand that the athletes are not professionals and cannot be judged by professional standards.
15. Never ridicule or single out any athlete for making a mistake during a competition and offer positive comments that motivate and encourage continued effort from all participants.
16. Never condone the use of violence in any form and express their concerns in an appropriate manner to the coaches or association executive.
17. Abstain from the use of alcoholic beverages on team busses or other forms of transport

8.C Rostered Staff Code of Conduct

The athlete/coach relationship is a privileged one. Team Staff play a critical role in the personal and athletic development of their athletes. In this relationship, there is an inherent imbalance of power and Team staff members must recognize this and be careful not to abuse it. Team staff members must recognize they are the source through which values and goals of the team and CMHA are channeled. Thus, how an athlete regards his/her sport is often dependent on the behavior of the Team staff. This code of conduct has been created to inform Team staff of an expected level of behavior, which will allow their athletes to become well-rounded, self-confident and productive human beings.

Although this code is directed toward rostered staff conduct, it also applies to all members of the Team Staff including Administrative Coordinators and on ice-helpers. It is assumed that these people act in co-operation with one another to construct a suitable environment for the athlete.

TEAM STAFF HAVE THE RESPONSIBILITY TO:

1. Treat everyone fairly within the context of his/her activity, regardless of gender, place of origin, color, sexual orientation, religion, political beliefs, or economic status.
2. Direct comments or constructive criticism at the performance rather than the athlete.
3. Consistently display high personal standards and project a favorable image of their sport and coaching.
 - a) Refrain from public criticism of fellow coaches, athletes, officials, volunteers, and parents.
 - b) Abstain from the use of tobacco products while in the presence of athletes.
 - c) Abstain from using alcoholic beverages while working with athletes.
 - d) Abstain from the use of alcoholic beverages on team busses or other forms of transport.
 - e) Discourage the use of alcohol by athletes in conjunction with athletic events or at playing sites
 - f) Refrain from the use of profane, insulting, harassing, or otherwise offensive/derogatory language in the conduct of his/her duties.
4. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate the athletes as to their responsibilities in contributing to a safe environment.
5. Communicate honestly, the severity of athlete's injuries incurred while participating in sport. Follow the recommendations of registered medical practitioners involving treatment and management of athlete's medical and psychological problems. Consider the athlete's future health and wellbeing foremost when making decisions regarding time frame for return to playing or training.
6. Recognize and accept when to refer athletes to specialists or other coaches. Understand and communicate that the athletes' goals take precedence over and above your own.
7. Regularly seek ways to up-grade personal development and self-awareness.
8. Teach athletes to uphold not only the rules but also the spirit of the rules, and to respect opponents and officials both in victory and defeat.
9. In the case of minors, communicate and co-operate with the athlete's parents/legal guardians involving them in management decisions pertaining to their child's development.
10. Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, emotional, and spiritual aspects of their lives and conduct practices and games in a manner so as to allow optimum success.

TEAM STAFF MUST:

1. At no time, become intimately and/or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
2. Never advocate or condone the use of drugs or other performance enhancing substances.

3. Ensure that all athletes receive equal instruction and support. Coaches will apportion playing time as outlined in the teams Policies and Guidelines. These must be approved by the CMHA Player and Coaches Development Committee.
4. Never ridicule or yell at athletes for making mistakes or for performing poorly. Remember that athletes play to have fun and must be encouraged in order to gain confidence in themselves.
5. Remember that athletes need a coach they can respect and one who will be generous with praise and set a good example at all times.
6. Never have unrealistic expectations of the athletes, and understand they are not professionals and cannot be judged by professional standards.
7. Never condone the use of violence in any form.

8.D Athletes Code of Conduct

In personal as well as athletic development, the athletes play the most critical role. They must understand and respect their relationship and the commitment that is required to be a member of a team. To achieve complete success the athlete should recognize and understand the values and goals set by the team and the CMHA. Thus, how athletes regard their sport is often dependent upon their level of behavior and ability to conform to team concepts. The following Code of Conduct has been developed to guide athletes to achieve a level of behavior, which will allow them to become well rounded, and self-confident and productive human beings.

ATHLETES HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of his or her activity, regardless of gender, place of origin, color, sexual orientation, religion, political beliefs or economic status.
2. Direct comments or constructive criticism at the performance rather than the individual.
3. Consistently display high personal standards and project a favorable image of their sport.
 - a) Refrain from public criticism of other athletes, coaches and officials.
 - b) Abstain from use of tobacco products.
 - c) Abstain from drinking alcoholic beverages, using performance enhancing or mind altering drugs.
 - d) Refrain from the use of profane, insulting, harassing or otherwise offensive/derogatory language.
4. Follow the training program, competitive program, and the rules of conduct as mutually agreed upon by athlete and coach.
5. Participate in all team events and testing and satisfy all team program/testing objectives
6. Communicate honestly with training staff, all injuries and any diagnosis of registered medical practitioners involving treatment and management of their medical and psychological problems. Athletes also have to consider future health and wellbeing when making decisions regarding a time frame for their return to playing or training.

7. Put team goals above their own individual goals
8. Regularly seek ways to improve their athletic development and self-awareness.
9. Not only uphold the rules of the game but also the spirit of those rules and encourage other athletes to do the same.
10. Treat opponents, teammates, and officials with due respect both in victory and defeat and set an example for other athletes to do the same.
11. Be aware of the role sports play in all athletes lives and respect the pressures that may be placed on themselves and other athletes as they strive to balance physical, mental, emotional, and spiritual elements of their lives.

ATHLETES MUST:

12. At no time, allow individuals who may request sexual favors or use the threat of reprisal for rejections to go unreported.
13. Only participate because they want to and not just because their parents or coaches want them to.
14. Control their temper and remember fighting or offensive language and behavior can spoil the event for everybody.
15. Remember that winning isn't everything and that having fun, improving skills, making friends, and doing their best is important.
16. Remember that coaches and officials are there to help them and athletes must accept their decisions and show them respect.

8.E Volunteer/Executive Code of Conduct

Volunteers/Executive members play a critical role in the operation of sports organizations and their activities. Through their responsibilities, the volunteer/executive member receives rewards such as personal development, recognition, feedback, a tie to family and community and the personal satisfaction of helping others. In return, volunteers/executive members must be expected to conduct their efforts in a manner that will allow the values and goals of the CMHA to be achieved. Thus, how a participant regards his/her sport is often dependent on the leadership of the volunteer/executive members. The following Code of Conduct has been developed to inform volunteers/executive members of the expected level of behavior, which will allow all participants to become well-rounded, self-confident and productive human beings.

VOLUNTEERS/EXECUTIVE MEMBERS HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of his or her activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
2. Direct comments or constructive criticism at the performance rather than at the person.
3. Consistently display high personal standards and project a favorable image of their sport and volunteering.
 - a) Refrain from public criticism of fellow volunteers, executive members, athletes, officials and parents.

- b) Refrain from using tobacco products while in the presence of the athletes.
 - c) Abstain from consuming alcohol while performing volunteer/executive duties.
 - d) Discourage the use of alcohol in conjunction with athletic events or other activities at the playing site.
 - e) Refrain from the use of profane, insulting, harassing, or otherwise offensive/derogatory language in the conduct of their duties.
4. Take the personal initiative to learn, respect, communicate and adhere to the rules and regulations established by the game.
 5. Treat members of other organizations with respect, in both victory and defeat and encourage all participants to act accordingly. Actively encourage all participants to uphold not only the rules but also the spirit of the rules.
 6. Attend to and perform their volunteer/executive duties as directed and in a timely fashion.
 7. In the case of minors, communicate and cooperate with the parents/legal guardians, involving them in the management decisions pertaining to their child's development.

VOLUNTEERS/EXECUTIVE MEMBERS MUST:

1. Do their best to see all children are given the same chance to participate regardless of skill level.
2. Remember that play is done for its own sake and makes sure that winning is kept in proper perspective.
3. Make sure that coaches and officials are capable of promoting fair play as well as development of good technical skills.
4. Educate and enforce the Codes of Conduct as outlined by the constitution and bylaws of the CMHA.

9. Conduct of Regular Meetings

Purpose or Scope:

To ensure all Executive Board of Directors meetings are conducted in a professional and efficient manner.

Governing Principles: Order of Business

9.1 The order of business at any regular meeting shall be as follows:

- 1) Reception of Visitors
- 2) Review/adopt the Agenda
- 3) Review/adopt Minutes of Previous Meeting (Regular/Special)
- 4) Review of Action list
- 5) Reports:
 - President
 - Hockey Operations
 - Vice President
 - Treasurer
 - OMHA Rep
 - Ice Scheduler
 - Equipment Manager
 - Player Development
 - Trainers
 - Administrative Coordinator
 - Fundraising
 - Clothing
 - Photos
 - Awards
 - Website
 - Policies
 - Tryouts
 - Tournament
 - Committees
- 6) New Business
- 7) Adjournment

9.2 An agenda and if possible written reports shall be submitted to all directors at least 4 days prior to each meeting.

Minutes:

- 9.3 The minutes of CMHA meetings shall include a record of those in attendance, the corrections and adoption of previous minutes, motions considered and their disposition, and reports received explicitly or as attachments as well as any assigned actions. The reports should go prior to the motions as motions usually follow the report or fall under new business.
- 9.4 The minutes shall be distributed to Executive members no more than 7 (seven) days following a regular meeting. Copies of the meeting minutes shall be posted to the association's website following their corrections and approval. Records retention for CMHA meeting minutes is 7 years.

Voting:

- 9.5 Every Executive member present shall be allowed to vote on every matter unless excluded by a majority of the Executive from voting by reason of perceived conflict of interest. A quorum of 8 shall be needed for motions to be put forward and voted on.
- 9.6 The only time that the President will vote is in the event of a tie vote by the members present. He/she will cast their vote in order to break the tie.

Rules of Order:

- 9.7 Meetings shall be conducted in accordance with Roberts Rules of Order.

Related Documents: Roberts Rules of Order

10. Purchasing

Purpose or Scope:

This policy applies to major expenditures of the CMHA. The purpose of this policy is to provide a uniform and systematic method of approving and purchasing goods and services required by the CMHA and to ensure that goods and services are purchased in a manner that benefits the CMHA and its members.

Governing Principles:

- 10.1 All expenditures of the Corporation exceeding \$250.00 shall require Executive approval. Expenditures that are governed by existing policies can be paid according to these policies without additional approval.
- 10.2 Expenses in excess of \$1,000.00 shall require not less than 2 quotes before receiving Board approval. Single source, closed tenders are allowed if in the opinion of the executive, a cost comparison analysis has been conducted to ensure fiduciary responsibility to the association members, results of which can be made available upon member request.
- 10.3 Major purchases: tenders above \$5,000.00 must be open and have the option of multi-source quotes. These include the purchase of any goods (i.e. team jerseys) or services (i.e. Power Skating or Development sessions). An ad hoc committee shall be established with guidance of director assigned for such purpose (i.e. clothing director to oversee the committee formed to review assignment of new clothing supplier. For each of these purchases and, prior to issuing and evaluating tenders, the ad hoc committee is to present to the executive
 - Minimum expectations for potential suppliers (i.e. qualification criteria)
 - Other weighted selection criteria that will be used to evaluate all supply recommendations in this category (i.e. price, service, years in business, incumbency status, etc....)
- 10.4 Single source tenders would be allowed when it's established that no other supplier can meet the minimum expectations for potential suppliers.
- 10.5 Appointments made to for any paid positions such as the Ice Scheduler will follow the same process as in 11.3 above.

11. Finance

Purpose or Scope:

This policy applies to the financial affairs of the CMHA. The purpose is to document reporting rules and procedures and precedents pertaining to the financial affairs of the CMHA.

Governing Principles:

Financial Reporting

- 11.1 The Treasurer will provide monthly to the executive, a written financial report comparing revenues and expenses with those budgeted along with the balance of cash and short-term investments.
- 11.2 The Treasurer will provide annually to the executive a copy of the audited financial statements of the CMHA, a copy of which will be posted to the CMHA website. (Review for discussion).

Fees

- 11.3 The fee structure of the CMHA is philosophically to cover each season's program cost and as approved at the AGM, additional funds may be applied from the CMHA surplus.
- 11.4 Toros registration fee payments will be divided into 2 payments. Spring tryout teams: 1st Payment will be May 15th and 2nd payment due July 31st. Fall tryout teams: 1st payment Oct 15th and 2nd payment due Nov 30th. Any jersey fee payments are due 24 hours after the scheduled fitting. A "pay in full" will be available along with each first payment date.
Toros registrations fees are separate from the team fees. Team fee schedule is determined by the individual team.
- 11.5 In recognition that Midget age players often need to pay for all or a part of their own fees, and play a shortened season, fees for Midget aged players shall be discounted.
- 11.6 Surplus funds are kept in contingency for a possible unplanned event that would cause the association to expend extraordinary funds. Examples are strike or ice unavailability. Target surplus will cover the equivalent of 4 months of regular operating costs.
- 11.7 Families with 3 players on CMHA teams will only need to pay 50% of the Toro Fees for the oldest child.

- 11.8 No registration fees will be refunded for any player withdrawing from a Toros team with the exception of withdrawal due to unforeseen circumstances, such as injury at a CMHA sanctioned ice or team event (with doctors certificate) or serious illness after that team has played its first league game and at the discretion of the executive.
- i. A refund of your Toros Registration fees will be prorated based on regular season games missed (excludes playoffs and tournaments). Eg. Toros registration fee is \$2,000 and player missed concurrently 15 of 30 reg. season games, the reimbursement would be \$1,000. Doctors note is required, and decision is at the Treasurers discretion.
- 11.9 Any player choosing to withdraw from a Toros team once an offer of commitment has been signed will need the approval of the CMHA Executive to be eligible for tryouts in future seasons. Medical withdrawals are an exemption from this policy.
- 11.10 Any player withdrawing a second time from a Toros team once an offer of commitment has been signed will NOT be welcomed back to the CMHA. Medical withdrawals are an exemption from this policy.
- 11.11 Any player withdrawing from a team for reasons other than medical will not be entitled to a refund of team fees once the first regular season game has been played. Players withdrawing before the season may be eligible for some team fees should a new player be accepted on a team. Players will only be eligible to receive a refund of fees that have not been used for team purchases.

Banking

- 11.12 Signing officers for the CMHA shall be the Treasurer or Accountant, President and Vice President. Two signatures shall be required on any cheque.
- 11.13 All accounts payable, whether administrative or incurred by a committee, must have a receipt to cover same.
- 11.14 All Association funds will be invested in the form of cash or short-term deposits. No investments that have the potential of generating negative returns (i.e. high risk investments) are permitted.

Director Expenses

- 11.15 Directors requiring the use of electronic equipment (i.e. cell phones, laptops, etc....) in the performance of their duties will be allowed to claim reasonable expenses related to the use of this equipment for CMHA duties.
- 11.16 Equipment used by director's remains the property of the CMHA and must be returned to the association at the end of that director's term).
- 11.17 Reasonable expenses incurred by executives in fulfilling their duties will be reimbursed following receipt of an expense claim form and approval by the President or Vice President.

Organization Fixed Assets

- 11.18 An inventory of fixed assets shall be maintained by the Treasurer and validation of this inventory shall be performed annually prior to April 15th.

Related Documents: Expense Claim Form

12. Team Websites

Purpose or Scope:

All CMHA teams are required to use the CMHA organizational website. No other independent websites are allowed.

Governing Principles:

Team Website Requirements:

- o It is mandatory for all teams to report to the Executive Committee the utilization of any TORO team websites & provide all log in information.
- o CMHA will provide access to the team website to the Head Coach and Administrative Coordinator only. This access will only be for that current season and expires at the end of season or April 15 of each year.
- o Use of the CMHA logo is prohibited without prior written approval from the President. Any use of this logo without written approval may be subject to legal action.
- o No unlawful copies of copyrighted or proprietary material (documents, music, photos, graphics, etc.) are to be used on the team's website.
- o No offensive content is published on the team's website.
- o The team's website must not contain links to websites that promote products and services that are incompatible with the healthy image of our sport (i.e. Alcohol, Tobacco, Gambling, etc.)
- o A CMHA team website will not publish statistics on individual players without full approval of the head coach.
- o Web pages must not contain the player's phone number, address, e-mail address or the names of other family members or friends.
- o Group pictures may be published on the team's website if the group consists of five people or more and all persons in photo have signed the parent/guardian/player consent form. The publication of individual player pictures is not recommended.
- o Published e-mail addresses shall be restricted to those of team officials and of the webmaster.
 - o The following disclaimer must appear boldly on the homepage of the website: "**The**

CMHA is not liable or responsible for the information contained within".

Related Documents: Parent/guardian/Player consent form

13. Tryouts

Purpose or Scope:

This policy applies to the CMHA annual tryouts. Tryouts provide eligible players the opportunity to compete for positions at the “AA, A, BB & C” level hockey programs when applicable. The goal of the tryouts is to identify and place the most qualified players at the highest possible level.

Governing Principles:

Tryouts shall be conducted in a manner, which encourages all eligible players to attend “AA” tryouts but respect the level they are best suited for. All players attending tryouts must be first registered with their home center. Players wishing to attend AAA zone tryouts must obtain a Permission to Skate form from their home Center. NRP eligible players wishing to try out for “AA” must obtain and bring to tryouts a NRP passport from their home center.

Dates

- 13.1 The CMHA will schedule tryouts for the U10 to U16 teams in the spring, and U18 in the fall of each season to begin no sooner than the date designated by the Ontario Hockey Federation (OHF).

Eligibility

- 13.2 All players must be registered with the CMHA - Clarington Minor Hockey Association in order to be eligible for tryouts at levels “AA, A, BB or C”
- 13.3 Eligible players released from “AA” are eligible to attend “A” tryouts. Players released from “A” may go to “BB” or “C” level tryouts. (Note- BB/C Levels are dependent on registration and may not be offered at every age)
- 13.4 NRP eligible players outside the CMHA boundaries are eligible to tryout for “AA” as per OMHA NRP regulations.
- 13.5 Attendance at “AA” tryouts is **mandatory** to be eligible for subsequent levels for players having played “AA”, “A” (any age) or U9 house league during the previous season, including any players that may have quit during the previous season for any reason.
- 13.6 Attendance at “A” tryouts is mandatory for players having played “BB” in the Previous season. Previous season House League players wishing to tryout can enter at any level (AA, A, BB or C).

- 13.7 Any player choosing to withdraw from a Toros team once an offer of commitment has been signed will need the approval of the CMHA Executive to be eligible for tryouts in future seasons. Medical withdrawals are an exemption from this policy.
- 13.8 Any player withdrawing a second time from a Toros team once an offer of commitment has been signed will NOT be welcomed back to the CMHA. Medical withdrawals are an exemption from this policy.

Cost & Attendance

- 13.9 Tryout fees shall be based on a passport rate which shall be established by the CMHA prior to the start of tryouts.
- 13.10 Passports are to be purchased online prior to the first tryout session.
- 13.11 All players wishing to attend tryouts must purchase a passport. Players are exempt from passport purchases if serious injury/illness prevents participation (doctor's note is required).
- 13.12 The tryout fee for NRPs will be based on a per-session rate which shall be established by the CMHA prior to the start of tryouts.

Trying out at a Higher Age (previously Under Agers)

- 13.13 The CMHA does not promote underage application at the "AA, A, BB or C" levels. The CMHA guideline is to develop players within their own age group and prepare them for a higher level of playing. However, the CMHA has set criteria for advancement to players deemed "exceptional player". The CMHA has defined an Exceptional Player to be the #1 player in their own age group, as well as the #1 player for the age they would like to tryout for.

Application Procedure:

- 1- Email the GM of Hockey Operations & Director of Player Development stating your interest to tryout at the higher age group no less 3 days prior to the first "AA" level tryout session.
- 2- In your request please outline your reasoning for moving up, previous team and level, previous seasons coaches endorsement letter and accurate stats.
- 3- Be registered with the CMHA for your age group, as well as purchased the Tryout Passport.
- 4- An in person meeting may be requested & CMHA reserves the right to contact the previous coach or organization further.
- 5- If approved to try out at the higher age group, GM of Hockey Operations, Director of Player Development or an outside evaluator (at the request of the CMHA) will attend the tryouts at the higher age group and determine, in their opinion, if the player is deemed to be "exceptional player" as per above.

- 13.14 The policies and regulations pertaining to under aged players do not apply to the minor birth year aged players at “BB” or “C” levels, where a team consists of combined birth year

14. Tournaments

Purpose or Scope:

This policy applies to all CMHA teams. All eligible CMHA teams will participate in home tournaments.

Governing Principles

1. No more than two tournament requiring an overnight stay in a hockey season. May have up to five tournaments total. Need CMHA Executive approval for more.
2. Tournaments outside of province or country requiring a stay away from home, will not take place without the approval of at least 50% plus one of the families with a player on the team:
 - 2.1. The Head Coach or his/her designate will propose Tournaments outside of province or country with supporting rationale.
 - 2.2. All families will be required to vote for those tournaments outside of province or country
 - 2.3. Each family will be allowed to exercise one vote per player via **secret ballot**.
 - 2.4. In cases where the player's parents are divorced or separated and there is joint custody of the player, each parent's vote will count as a half-vote per player; in the case of sole custody, only the parent with custody of the child will be permitted to vote and that vote will count as one whole vote per player.
3. The proposals for Tournaments requiring overnight stays away from home must be made to the whole team after the team has been selected

16. Document History

Revised

2012

Original approval

This document was originally issued and approved by the CMHA

Executive on: Date:
January 20, 2011

Review history This document shall be reviewed and updated regularly by the Vice President to ensure that it is valid and current.

The following information lists at least the last two updates and all updates that were done in the last 12 months.

Date	Reviewed By	Section Modified	Comments
May 2011	CMHA Executive	Staff Reimbursement-Other Development expenses	Added to #2 police record checks of the volunteer rate
June 2011	CMHA Executive	Dress Code Policy "On Ice games"	Deleted "the use of third jersey for league, exhibition and tournament games is prohibited" and Added "Teams wishing to utilize a 3 rd jersey during out of town tournaments must submit a request & obtain prior approval from the CMHA president. Third jerseys are not approved for and may NOT be utilized during League, Home and/or Away, regular season nor Playoff games. The standard 3 rd jersey design is approved by the CMHA Executive."
June 2011	Karen Gregory	All	Added Clarington Minor Hockey Association (CMHA) Revised June 2011 to top of each policy, corrected font, and renumbered pages and index accordingly
August 2011	CMHA Executive	All	Approved additions made by Karen Gregory June 2011

August 2011	CMHA Executive	Independent team website	Approved following addition: "It is mandatory for all teams to report to the Executive Committee the utilization of any TORO team websites & provide all login information
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Feb 2012	CMHA Executive	Section 2 Staff Reimbursement	Addition of wording in Section D "or Head Trainer"
Feb 2012	CMHA Executive	All	Change title Administration Manger or any abbreviated reference i.e. Admin Manager to "Administrative Coordinator

Feb 2012	CMHA Executive	Section 1 Team Staff	Addition of "All CMHA Teams are required to have an Administrative Coordinator in order to be approved." and "Certified individual staff members, are required to be PRC compliant in accordance to CMHA Policies & Operational Guidelines prior to being officially rostered as part of a CMHA team staff."
March 2012	CMHA Executive	Section 11 Tryouts	Addition of NRP policy and wording
June 2012	CMHA Policy Committee	Introduction-policies	Removed Executive committee and added CMHA Policy Committee
June 2012	CMHA Policy Committee	3.0 Team Staff Selection	Added 7.All personal records maintained by the CMHA will be obtained and secured in compliance with the CMHA privacy policy
June 2012	CMHA Policy Committee	Team Staff Selection 5.0	5. Added All CMHA Staff shall submit a CMHA Criminal Declaration Form to the General Manager of Hockey Operations prior to rostering.

June 2012	CMHA Policy Committee	POLICE RECORD CHECKS 1.1 Governing Principles:	Added National Sex Offender Registry Check. Also all CMHA Team staff shall submit a Team Staff Declaration Form to the Gm of Hockey Operations prior to rostering and All CMHA Executives shall submit a CMHA
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			Criminal Declaration Form to the President of the CMHA Yearly.
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June 2012	CMHA Policy Committee	3.0 TEAM FUNDRAISING 4.0	<p>Removed old 4 and added following for 4. The team must submit a 'Request to Fund Raise' form and obtain approval from the CMHA director of team fundraising prior to execution of any fundraising event. . The director of Team Fundraising will evaluate and approve or reject all requests for fundraising within 14 days of the receipt of a "Request to Fundraise Form".</p> <p>Fundraising events held without prior approval may result in the suspension of the Head Coach and Team Administrative Manager. Please note this does not include the approval of the serving of alcohol at your event. If you are planning on serving alcohol at your event, you must comply with the rules and regulations as set out by the Alcohol and Gaming Commission of Ontario (AGCO), and the following conditions:</p> <p>a) You must conduct your fundraiser event at an establishment that is licensed to serve alcohol to its customers.</p> <p>Or</p> <p>b) If you are conducting your event at a public facility (i.e. banquet hall), you must utilize a licensed liquor holder with a caterers endorsement. Further, a contract must be signed between the team and caterer stipulating that the sales and services of liquor are the licensed holder / caterer's responsibility and liability.</p> <p>**It must be noted that failure to adhere to the rules set out by the CMHA fundraising guidelines, will result in possible suspensions to the coaching staff.</p> <p>Utilizing the CMHA name, Toros name or any version that implies endorsement from the CMHA league on the Special Occasion Permit is not allowed, and will result in immediate suspensions and possible removal from the league. Failure</p>
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			to follow the rules of the Alcohol and Gaming Commission of Ontario, including falsifying information will result in severe penalties and can include up to a \$100,000 fine
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June 2012	CMHA Policy Committee	3.0 TEAM FUNDRAISING 9.0	After CMHA boundaries added (refer to CMHA Constitution
June 2012	CMHA Policy Committee	4.0 Dress Code On Ice “Games	,Added Solid Color Red Pants
June 2012	CMHA Policy Committee	Off Ice “Games	Replaced CMHA Melton leather coat with Clarington Toros approved Contrast Piping Bonded Jacket.

June 2012		6.0 CONDUCT OF REGULAR MEETINGS	Added president, Vice president, Changed manager to administrative Coordinator liaison and resequenced other reports. Also added “and if possible” prior to written reports.
June 2012		9.0 FINANCE-FEES	Added No registration Fees will be refunded for any player quitting a Toros team unless, due to moving out of the area or from being injured during CMHA sanctioned ice or team event (with doctors certificate) after that team has played its first league game and at the discretion of the executive.
June 2012		10.0 TEAM WEBSITES	Removed word Independent prior to team website Removed This website is not an official website of the CMHA

Sept 2023			Removed all “AE” level references to replace with “BB” and/or “C” level reference
Sept 2023		2.1 Staff Selection	Removed max. 3 yr term for coaches. Added coaches to have year end review of season and goals.
Sept 2023		2.6 Staff Selection	Removed RiS certification must be renewed based on intervals determined by CMHA Executive.
Sept 2023		2.8 CMHA Rostered Staff Requirements	Removed Admin Coordinator from required bench staff
Sept 2023		2.14 CMHA Rostered Staff Requirements	Removed OMHA Insurance. Added Gender Identity & Expression
Sept 2023		4.15 Team Staff Reimbursments	Deleted – First Aid Kits and supplies
Sept 2023		4.22 Eligible Out of Pocket Expenses	Revised Reimbursement Table values for Non-Parent Head Coaches and Staff, as well as Parent Head Coach. Added Payment Structure

Sept 2023		4.23	Deleted- Eligible expenses reimbursed by CMHA as they are now included in 4.22 Table
Sept 2023		4.25	Deleted the need for receipts for expenses
Sept 2023		4.26 Eligible Team Reimbursements	Added policy for available team expenses to be reimbursed at the end of the season.
Sept 2023		5.3 Corporate Donations	Removed – corporate donations only by ‘team member employer’
Sept 2023		5.4 Team Fundraising	Added exceptions to the CMHA maximum can be increased by approval from the CMHA Treasurer
Sept 2023		5.10 i	Removed “Amount collected by teams for expenses that are in addition to CMHA registration fees.”
Sept 2023		6.7 Player off Ice Game Attire	Revised team division names to Age based divisions.
Sept 2023		8.0 Code of Conducts	Moved Electronics Use to 8.A Revised CMHA to Dispute Resolution Committee
Sept 2023		9.1 Order of Business	Revised Lost of Reports to reflect current list of Directors.
Sept 2023		10. Sponsorship	Added section to 5.0 Team Fundraising
Sept 2023		11.4 CMHA Fees	Revised to state online payments as well as payment structures based on when your tryouts were completed.
Sept 2023		12.0 Website	Revised criteria based on the current functions available on the team websites
Sept 2023		13.6 Eligibility for A tryouts	Removed ‘AE’ and HL prerequisites
Sept 2023		13.13 Previously Under Agers	Revised to Tryoing out at a Higher Age – Clarified steps to allow a player to do so.

Revision process This document will be reviewed annually by all executive members